

**PARK CITY 3 AND 4 APARTMENTS, INC.
98-05 63RD ROAD, SUITE 1K
REGO PARK, NY 11374
PHONE (718)897-2000
FAX (718)275-6804**

Saturday, March 19, 2016

Board of Directors

President Louis Kramberg
Vice President Mikhail Borukhov
Treasurer Rajendra Jain
Secretary Zhanna Balkhiyeva
Assistant Secretary Robert Cohen
Director Lee Schiff
Director Maurice Peress
Director Joseph Pestun
Director Jing Fan
General Manager
Chandra Jain

Dear Shareholders,

The replacement of the roof at 97-07 63rd Road has begun. The old roof has been removed and the installation of the new roof has started. The next roof to be replaced will be 97-40 62nd Drive and the replacement will commence in April 2016.

Work has started on repairs to the pool deck. The pool deck is about 20 years old and necessary maintenance has to be performed to prevent leaks and damage to the underlying structure.

Verizon Fios has completed the installation and they have started marketing their service.

2016 ANNUAL GENERAL MEETING:

The Board of Directors has decided to hold the Annual Meeting and the Election of the Board of Directors on Tuesday, May 24th, 2016 at 7.00PM. The Meeting will be held at Our Lady of the Angelus Church. Shareholders of record as of March 31st, 2016 will be eligible to vote.

STAR EXEMPTIONS:

To receive the STAR exemption – You must fill out a STAR application. STAR Applications are available in the Management office. If you missed the last rebate, don't miss out again! The only qualification is that you own a co-operative apartment which you use as your primary residence.

If you are over 64 years old or served in the U.S. military, please contact the Management Office at 718-897-2000, you may be eligible for Veteran and senior tax credits.

Please note that the STAR forms must be received before March 31st, 2016 by the Department of Finance.

TAX DEDUCTION LETTER:

You may pick up your tax deduction letter for 2015 from the Management Office.

HOMEOWNERS/RENTERS INSURANCE:

As stated in the House Rules each shareholder is required to purchase Home Owner's insurance which must be kept in effect for the entire time you own your apartment. This also applies to your sub-tenant, should you decide to lease your apartment for the period allowed by the co-op (3 years)

Please make sure that either you or your sub-tenant has an insurance policy which covers both liability and property damage. It is in your best interest to do so. It will also help in keeping the co-op's insurance cost down.

POST DATED CHECKS:

Please note that effective March 01, 2016 no post dated checks will be accepted. If you mail post dated checks, they will be deposited when they are received. Park City 3 and 4 Apartments, Inc will not be responsible for any fees charged if any items are returned unpaid.

CATWALK DOORS:

Please keep the catwalk doors closed at all times. This is required by the Fire Code of New York City. Also, open catwalk doors lead to elevators swing doors not closing properly and the elevators are stuck on the floor where the door is left open.

GARAGE:

Please note that the speed limit inside the garage is 5 MPH, anyone exceeding that speed is in violation of their Parking Space License. Please keep your headlights on going into and coming out of the garage. Smoking is not permitted in the garage.