

**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**

**Tuesday, November 18, 2015**

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 2016 operating budget was adopted by the Board of Directors with a 3% maintenance increase effective January 01, 2016. The increase in maintenance was mainly due to a \$382,900 increase in real estate taxes, \$32,000 increase in security payroll and a \$54,300 increase in maintenance payroll. There is a saving of about \$97,400 in water and sewer charges, \$102,000 in fuel costs and \$30,300 in workers compensation insurance premium. The net increase in expenditure for 2016 budget over the 2015 budget is \$285,100.

The roofs of 97-37 63<sup>rd</sup> Road and 97-10 62<sup>nd</sup> Drive have been completed. The contractor is finishing the terrace canopies and the pitch pockets. The four remaining buildings will be completed in 2016.

The installation of the new LED lights in the six buildings and the garages has been completed. We have filed the paperwork with Con Edison for a post installation inspection and once completed we should receive our rebate checks.

The Board of Directors has approved the power washing and painting of both the garages. This work has already started and should be completed in the next 30 days.

All the vestibules and elevator landings will be repaired by our staff during the month

of November 2015 and will be painted by an outside contractor shortly thereafter.

### **HEATING SEASON:**

As per Multiple Dwelling law Sec 79, heat must be provided from October 1 through May 31, to tenants in multiple dwelling if:

- a) The outdoor temperature falls below 55 degrees Fahrenheit, between 6.00 AM and 10.00PM., each apartment must be heated to a temperature of at least 68 degrees Fahrenheit.
- b) The outdoor temperature falls below 40 degrees Fahrenheit, between the hours of 10.00 PM and 6.00AM, each apartment must be heated to a temperature of at least 55 degrees Fahrenheit.

There is no requirement in the law to maintain the temperature above 68 degrees. There is also no requirement in the law to provide heat for 24 hours. The law requires that the temperature inside the apartment be maintained at 68 degrees during the day and 55 degrees at night.

**Please keep your windows closed. Most of the heat escapes from open windows. If you want the temperature inside your apartment to be checked, please call the office at 718-897-2000 and we will send someone to your apartment to check it.**

### **ILLEGAL SUBLETS:**

It has been brought to the attention of Management that several shareholders have been subletting their apartments without Board approval. Please note that this is in violation of your Proprietary Lease. Several shareholders have been fined for renting their apartments without Board approval. It is in the interest of all shareholders and residents to get Board approval for sublets. It makes our co-op a better place to reside.

There will be a strict enforcement of sublet policies. Please comply with your Proprietary lease and get your Sub-tenant approved by the Board of Directors. Subletting is allowed only for a period of three years after which the shareholder must move back into the apartment or sell the apartment.

### **MONTHLY MAINTENANCE PAYMENTS:**

**Please note that the maintenance payment is due on the 1<sup>st</sup> of the month.** The Corporation allows 10 days of grace for delays in mailing and processing. Payments are accepted in the Management office till the 5<sup>th</sup> of the Month. A late fee of \$40.00 is charged on all payments received after the 10<sup>th</sup> of the month. Please note that automatic debit is now available for all shareholders.

### **GARBAGE DISPOSAL:**

Please deposit your food and other garbage in a small plastic bag down the chute or bring it down to the incinerator room. Do not leave the garbage inside or outside the compactor room. Your cooperation in this matter is greatly appreciated by us and all shareholders.

**\*PLEASE DO NOT DISCARD MATTRESSES IN THE BASEMENT OR INCINERATOR ROOMS\***

*The Board of Directors, management and staff would like to wish everyone a joyous holiday season.*