

**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**  
**WWW.PARKCITY3AND4.COM**

Thursday, December 15, 2016

Board of Directors

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

Dear Shareholders,

The 2017 operating budget was adopted by the Board of Directors with a 1% maintenance increase effective January 01, 2017. The parking fees for a single space are increasing by \$10.00 and family space by \$15.00 per month effective January 01, 2017. The increase in maintenance was mainly due to a \$371,000 increase in real estate taxes, \$37,000 increase in security payroll and a \$41,700 increase in the maintenance payroll. There is a saving of about \$34,000 in electric charges and \$264,800 in fuel costs. The net increase in expenditure for the 2017 budget over the 2016 budget is \$202,300.

**CAPITAL IMPROVEMENTS:**

The welding and repair of the catwalk railing will commence in December 2016. The first building to be repaired is 97-10 62<sup>nd</sup> Drive. The repair and painting of the catwalk floor and painting of the railings will commence in spring of 2017.

The roof repair work has been completed. The only item left is the installation of the copper flashing in 98-05 63<sup>rd</sup> Road.

The painting of stairwells in all the buildings is nearing completion. Work has started in 98-05 63<sup>rd</sup> Road, the last building.

**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.**

**\* STAR\* CREDITS:**

**If you are a shareholder and did not receive your STAR or tax abatement credit on your June 2016 maintenance bill, please contact the Management office at 718-897-2000.**

Please read the following carefully and contact the Management office if you need any help.

There are a lot of shareholders who are not receiving their STAR benefits. Also, there are Veterans and Seniors who are eligible for credits and have not applied for their benefits. If you are over 64 years old or served in the U.S. military, please contact the Management Office at 718-897-2000.

**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.

**FLYERS, SIGNS AND ADVERTISEMENTS**

Please do not distribute flyers, advertisements, post signs or notices in the common areas. This is not allowed under the house rules. There are bulletin boards in the laundry rooms where notices can be posted.

**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 and all accounts with balances over \$100.00.

Please note that automatic debit is now available for all shareholders.