

***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***

**Friday, September 23, 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 installation of the new roofs at all six buildings has been completed. The contractor is working to complete the punch list items, change some doors and to paint the bulkheads.

Our maintenance staff is in the process of painting all the stairwells. Both stairwells in 97-37 63<sup>rd</sup> Road have been painted. Our staff is now painting the stairwell in 97-10 62<sup>nd</sup> Drive, which will be followed by 97-07 63<sup>rd</sup> Road.

**PARK CITY WEBSITE:**

The New Park City website is up and running. Newsletters, Financial statements, Tax deduction letters, Proprietary lease and the House Rules are now available on the website. We have posted past financial statements and tax deductions letters on the website. The ACH form for direct payment and the garage waiting list forms are also available on the website. Please visit [www.parkcity3and4.com](http://www.parkcity3and4.com).

Any local business interested in advertising on our website should contact Management at 718-897-2000 to obtain further information about advertising, rates, and other terms and conditions.

## **PLAYGROUND/PARK:**

The Park will be open from 7:00 A.M. to 7:00 P.M. as of October 01, 2016 and 7:00 to 6:00PM as of November 01, 2016. Please supervise your children and make sure they play safely. Ball playing and riding are not permitted in the playground. Smoking is not permitted in the playground.

## **HALLOWEEN PARTY:**

The Halloween party has been a great success in the past. This year there will be a Halloween party for the children in Park City on Monday, October 31<sup>st</sup>, 2016 in the playground from 3:30PM to 6:00PM. Please attend with all the children in your family. Refreshments will be served. We will be holding a costume competition for children under 14 years of age and winners will be awarded prizes.

**BED BUGS:** The co-op provides free treatment for bed bugs. If you suspect that your apartment has bed bugs, please call the Management Office immediately at 718-897-2000 for an inspection. We will make arrangements for treatment if any bed bugs are found in your apartment.

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

**DISCARDING MATTRESSES WITHOUT PLASTIC BAGS CARRIES A MAXIMUM PENALTY OF \$2,500 PER INCIDENT**

## **SUBLET POLICY:**

The sublet policy has been amended by the Board of Directors, to allow shareholders to sublet their apartment for a period of three years for a sublet fee of 15% of the monthly maintenance. The shareholder can sublet for a fourth year at a fee of 30% of monthly maintenance and a fifth year at a fee of 50% of the monthly maintenance. No sublet will be allowed after the fifth year. Any shareholder subletting after the fifth year will be charged a fee of 100% of their monthly maintenance.

## **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. Please separate paper, plastic and metal and deposit in the correct bin in the incinerator room. Please rinse all bottles and containers. Do not leave large boxes in the incinerator room or in front of the elevators. Your cooperation in this matter is greatly appreciated by us and all shareholders.**