

**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**

**Tuesday, January 31, 2017**

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

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.

**LAUNDRY ROOMS:**

The renovation of the laundry rooms and the replacement of all the washing machines and dryers is tentatively scheduled to commence from the end of February 2017. The schedule will be posted in each individual building as we get closer to the commencement date.

- A. OLD COINMACH/CSC SERVICEWORKS CARDS:** Once the new machines are installed the old laundry cards will not work in the new machines. Residents are advised to use the remaining balance on the laundry cards and **load limited amounts of money in the old cards.** Please note that the co-op is not responsible for any balances left in the cards. The balances will be refunded by Coinmach/CSC ServiceWorks up to 30 days following the removal of the machines. For refunds please mail your cards to:

**CSC ServiceWorks  
3201 W, Royal Lane, Suite 100  
Irving, TX 75063**

**B. NEW SEBCO CARDS:** We will be issuing the new cards starting from the beginning of February 2017. Each building will be posted regarding the pickup dates for the new cards. There will be no charge for the new cards. **Please do not use the old cards in the new machines or the new cards in the old machines.** One laundry card will be issued per apartment. At the time of pick-up of the new laundry cards, each resident will have to produce a photo I.D. and proof of residence.

### **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.