

**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, February 23, 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 Vivek Malhotra  
Manager  
Chandra Jain

Dear Shareholders,

The renovation of the laundry rooms and replacement of machines will start on February 27<sup>th</sup>, 2017. All the buildings will be completed by March 20<sup>th</sup>, 2017. The instructions for getting refunds for the old cards are given below:

**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**  
**Attn: Card Services**

- 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.

### **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.

### **WINDOW GUARD NOTICE:**

**THE COMPLETED WINDOW GUARD, LEAD PAINT RESPONSES ARE DUE BY FEBRUARY 15<sup>TH</sup>, 2017. PLEASE RETURN THE COMPLETED FORM TO THE MANAGEMENT OFFICE BEFORE FEBRUARY 15<sup>TH</sup>, 2017. WE WILL BE SENDING SECOND NOTICES TO ALL RESIDENTS WHO HAVE NOT RESPONDED.**