

***PARK CITY 3 AND 4 APARTMENTS, INC.  
98-05 63RD ROAD, SUITE 1K  
REGO PARK, NY 11374  
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**Tuesday, November 21, 2017**

Board of Directors

President Louis Kramberg  
Vice President Mikhail Borukhov  
Treasurer Rajendra Jain  
Secretary Zhanna Balkhiyeva  
Assistant Secretary Vivek Malhotra  
Director Lee Schiff  
Director Bob Cohen  
Director Maurice Peress  
Director Joseph Pestun  
General Manager  
Chandra Jain

Dear Shareholders,

The painting of the railings and catwalks in 97-10 and 97-40 and 98-20 is complete. The bridge and the scaffolding have been removed from all three buildings. The next building for painting of railings and repair and painting of catwalks is 98-05. The work will start in 97-37 and 97-07 next year.

**FINANCIALS:**

The Board of Directors have approved the 2018 budget. Our current estimates for 2018 indicate that we are facing increases in real estate taxes, water and sewer and security payroll. These increases will total approximately \$500,000.00. To cover the shortfall the Board of Directors has voted to increase the maintenance by 4%, effective January 01, 2018.

**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 62 degrees Fahrenheit.**

There is no requirement in the law to maintain the temperature above 68 degrees during the day and

62 degrees at night. 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 62 degrees at night.

As we informed you last year, wooden radiator covers are not permitted. Please remove any wooden radiator covers. These covers prevent heat from being transmitted from the radiator into the rooms. Also, any other obstruction to the radiators must be removed.

### **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 five years after which the shareholder must move back into the apartment or sell the apartment.

We are aggressively looking for illegal sublets, Airbnb rentals and other kind of unapproved renting.

### **PET POLICY:**

The House Rules regarding the pet policy are given below:

**Effective, July 2004 new dogs are permitted with written Board of Directors' approval. No exotic animals or birds are permitted.**

- (I) Existing dogs must have proper licensing and health certification. The Management Office has the right to check the documents of the dogs periodically. All dogs must be on a leash when on the premises.
- (II) At no time may dogs be allowed to roam leashed or unleashed on the lawns or in any common area of the property.
- (III) Dogs must be curbed. No unleashed dogs are allowed in the parking garage.
- (IV) Owners of pets will be held responsible for damage or nuisance committed by their animals. Owners are required to have liability insurance.
- (V) All animals shall be kept and maintained in such a manner as to not interfere with the use and quiet enjoyment of other residents in the Cooperative.
- (VI) All animals must be attended to and come and go through the basement/service entrances. Under no circumstances are dogs to be taken through the lobby entrances.
- (VII) Please clean up after your dog as per the New York City pooper/scooper law.

Non-compliance with the above rules will result in a **two hundred fifty dollar (\$250.00)** fine imposed for the first occurrence and charged to your account with fines increasing to **five hundred dollars (\$500.00)** for every occurrence thereafter.