

PARK CITY 3 AND 4 APARTMENTS, INC.
98-05 63RD ROAD, SUITE 1K
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Saturday, October 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 is complete. The bridge and the scaffolding have been removed from 97-40. In 98-20, the painting of railings, the repair, levelling and painting of catwalk floors will be completed in two weeks. The next building for painting of railings and repair and painting of catwalks is 98-05.

FINANCIALS:

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.

RADIATOR COVERS:

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.

FIRE SAFETY:

With the Holiday season approaching we would like to inform all shareholders to be careful with lights and candles. Poor or defective wiring can lead to shorts and electrical fires. Also, **please do not leave candles unattended.** In the past there have been cases of fire caused by fallen candles. The holiday season is to enjoy and have fun, but be careful.

TERRACES:

We have recently been informed by our engineer that as per the City code, flower boxes and flower pots hanging over or on the terraces and balconies railings are in violation of Local Law 11 and must be removed. Please do so immediately. Carpets, tiles or any kind of floor covering is not permitted. The contractor and the engineer will be starting the inspections early next year.

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. 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.

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