

**PARK CITY 3 AND 4 APARTMENTS, INC.**  
**98-05 63RD ROAD, SUITE 1K**  
**REGO PARK, NY 11374**  
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**Friday, August 28, 2020**

Board of Directors

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

Dear Shareholders,

We would like to thank all our residents for cooperating with the Federal and State guidelines to stop the spread of Covid-19. We still have to abide by the executive orders and follow all the guidelines for face covering, social distancing, meetings and gatherings.

Our maintenance staff has done a great job in taking care of the building and cleaning and disinfecting the buildings for the health and safety of our residents.

**MANAGEMENT OFFICE:**

Please note that the management office will remain closed until further notice. We are unable to reduce our staff by 50% to open the office

**PLEASE DO NOT COME TO THE OFFICE WITHOUT MAKING AN APPOINTMENT.**

**2020 ANNUAL GENERAL MEETING:**

The Board of Directors has decided that the adjourned Annual Meeting and the Election of the Board of Directors will be held on the pool deck on September 17<sup>th</sup>, 2020. Please note that all shareholders attending the meeting will have to wear masks, a face covering

or a shield. They will have to sign in and enter their name, address and phone number on the contact log as per current CDC guidelines on gatherings.

**COVID-19 UPDATE:**

When using the Laundry Room: please wear masks and gloves or use tissue when opening washer or dryer doors. Limit laundry room access to 4 persons at a time. We advise you to wipe the tables and laundry baskets prior to use. Please fold clean clothes in your apartment.

Please do not crowd the elevators. There is no limitation for immediate family members who reside in Park City. For visitors and non-family members, we would recommend not more than three persons in the elevator at one time.

Please follow CDC guidelines for proper disposal of PPE. Do not throw dirty masks or gloves in the building common areas.

Thank you for your patience during this outbreak. Please extend your patience to the staff and management as they prioritize essential services. We will continue to communicate any necessary information.

**PLAYGROUND:**

The playground will remain closed until further notice.

**MASKS:**

Please note that it is mandatory to wear masks, a cloth face covering or a face shield at all times in the following areas:

1. Lobby,
2. Laundry rooms,
3. Elevators,
4. Hallways,
5. Stairwells.

Please note that no visitors will be allowed without a mask, face covering or a face shield. The State of New York has (under an executive order by the Governor) mandated that masks or a cloth face covering be worn at all times in public areas or where social distancing is not possible. We will issue warning letters to all shareholders who are not following the guidelines. There will be further penalties if residents do not follow the NY State guidelines.

**DELIVERIES:**

Please note that the use of elevators for any move-ins, move-outs, deliveries and/or for removal of any furniture or appliances, etc is not allowed without a permit. To obtain a permit you must have an apartment owner's or renter's insurance, sign the COVID-19 indemnity form, submit a \$500.00 deposit check and the certificate of insurance for the moving or delivery company.