

PARK CITY 3 AND 4 APARTMENTS, INC.
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Tuesday, July 7, 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 current orders and follow all the guidelines for social distancing and meetings and gatherings.

Our maintenance staff has done a great job in taking care of the buildings 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. Please call the office at 718-897-2000 before you come to the office. The Management staff will instruct you over the phone on the correct procedure to take care of your requirements. This is to prevent the spread of the virus from visitors to other visitors and staff.

2020 ANNUAL GENERAL MEETING:

The Board of Directors has decided to adjourn the Annual Meeting and the Election of the Board of Directors indefinitely. Please note that the date of the meeting is subject to availability of the school auditorium and relaxation of the current CDC guidelines on gatherings and social distancing.

DELIVERIES:

We are allowing only a limited number of deliveries per day. Please call the management office for instructions and do not schedule any deliveries without getting a firm date for delivery from the office

COVID-19 UPDATE:

We will continue to frequently clean high-traffic areas of the building throughout the day and evening. This includes all doorknobs and handles, elevator buttons, and other frequent touchpoints.

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. **Every individual must have a face covering or a mask when using the elevator.**

Please use the hand sanitizers located in the lobbies of each building when you enter the premises.

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

If you are currently experiencing symptoms you think could be COVID-19 related (fever, cough, flu-like symptoms, loss of smell and taste), please immediately contact your personal medical provider for advice.

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.

TAX CREDITS AND ASSESSMENTS:

In the past, in order to pay for Capital Improvements, Repair, Maintenance and upgrades mandated by the City and State of New York, the Board of Directors has assessed the shareholders a portion of their individual tax abatement credit. This year again there will be an assessment charge to pay for FISP (Local law 11) 9th cycle, Local Law 152 (paint and test all gas lines), Local Law 97(reduction of emissions).

All the tax abatement credits have been given in the month of June, 2020. A onetime assessment of \$3.35 per share has been charged to your account in the month of June, 2020.

POOL LOTTERY:

Due to the adjournment of the Annual Meeting, there will be no lottery drawing this year. The pool is open. Due to the social distancing guidelines there is a reduction in the number of persons allowed on the pool deck and in the pool. Please note that due to the reduced capacity there is no free swim on Monday's this year.