

**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**

**Tuesday, July 21, 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 opening guidelines and follow all the rules for social distancing and 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.

**MASKS AND FACE COVERINGS:**

A mask or a face covering must be worn at all times in common areas. This includes all lobbies, hallways, basements, catwalks, laundry rooms and especially elevators. Wearing a mask or a face covering is not optional, but mandatory. We will start issuing warning letters and in two weeks monetary fines will be levied against individuals who do not follow the guidelines for masks and face coverings.

**MANAGEMENT OFFICE:**

Please note that the management office will remain closed until further notice.

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

**APPOINTMENT. ALL CHECKS & OTHER DOCUMENTS SHOULD BE DROPPED  
IN THE WHITE BOX OUTSIDE.**

**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 and New York State guidelines on gatherings and social distancing.

**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 garbage disposal. 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. Based on the phase III guidelines, the cost of three staff members to maintain a contact log, enforce the rules regarding face masks and social distancing and to disinfect is expensive and the co-op cannot afford to open the playground because of the associated costs. We have a significant number of individuals who are not following the guidelines, and the penalties imposed on the co-op are prohibitive if we are found in violation by the City or State officials.

**DELIVERIES, MOVE-INS/OUTS:**

Please note that all deliveries, move-ins/outs are limited at this time to allow us to follow all the guidelines and to minimize the risk of COVID-19. WE will be accommodating a limited number of these activities on any given day. It is recommended that residents postpone all non-essential deliveries until the ongoing health crisis has passed. Please contact the Management Office for a list of required documents for a permit, prior to making any arrangements for any deliveries or moves.