

PARK CITY 3 AND 4 APARTMENTS, INC.
98-05 63RD ROAD, SUITE 1K
REGO PARK, NY 11374
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Monday, December 21, 2020

Board of Directors

President Louis Kramberg
Vice President Mikhail Borukhov
Treasurer Rajendra Jain
Secretary Zhanna Balkhiyeva
Assistant Secretary Vivek Malhotra
Director Maurice Peress
Director Robert Cohen
Director Deesha Tikamdas
Director Jonathan Tse
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 Governor's executive orders and follow all the guidelines for social distancing, face covering and gatherings.

There are no apartment showings without permission from Management and there are no open houses allowed.

Not more than two individuals are permitted to ride in the elevator at the same time, unless they are from a single family.

FISP (Local Law 11) 9th CYCLE:

The work is being done to comply with the new requirements in the law. The contractor is installing steel pins to secure the brick veneer to the back up wall.

The FISP work has been completed in 97-37 63rd Road.

The next two buildings where the work has started will be 98-20 and 97-10 62nd Drive. The work has been partially finished in the 'H' line. This will be followed by the 'F, J, K, D & E' lines.

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.

MASKS:

Please note that it is mandatory to wear a mask, 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. **There will be a penalty of \$50.00 for individuals not wearing masks in common areas.**

FINANCIALS:

The current estimates for 2021 indicate that we are expecting an increase in expenses for real estate taxes, insurance, water & sewer and payroll & benefits. These increases will total approximately \$425,000.00. There is a \$222,000 increase in real estate taxes, a \$175,000 increase in payroll and benefits and a \$120,000 increase in our insurance premiums. The Board has approved the 2021 budget. There will be a 3.00% maintenance increase for 2021. There will be an increase of \$5.00 per month for a single garage space and \$7.50 per month for a double garage space effective January 01, 2021.

BICYCLE RACKS:

The bicycle racks will be available for use starting November 01, 2020. The rent will be \$120.00 per year. Please call the Management Office at 718-897-2000 to put your name on the waiting list. The racks will be allocated on a first come first serve basis.

DELIVERIES/RENOVATION/REPAIRS/CLEANING SERVICES:

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.

Any outside person coming for any kind of work should report to security for a temperature check and to enter contact information about the person in the contact log.

APARTMENT INSURANCE:

As per Section 21, Paragraph VI:

Homeowners and Rental Insurance – All shareholders and sub-tenants must obtain a homeowners or renters insurance policy whose required coverage's and limits are outlined in the application package prior to taking possession of or moving into a rented apartment. The Corporation is not responsible to repair or replace items of personal property. No delivery permits, move-in's, move-out's or the use of the elevators is permitted with proper apartment insurance. No renovations or painting permits will be granted without apartment insurance.