



# BOARD BULLETIN

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June 15, 2018<sup>1</sup>

We wish to bring several items to your attention.

## **ANNUAL SHAREHOLDER MEETING**

Please remember to attend the Annual Shareholders Meeting, which will take place on **Monday, June 18<sup>th</sup> at 8:00 PM at PS 46**. The Voting Group recently mailed out proxies with return envelopes. Please do your part and participate in the process: vote by proxy or vote in person at the meeting. If you want to vote by proxy, you must mail the proxy with the envelope provided to The Voting Group. Do not bring proxies to the Office.

If you intend to vote in person at the meeting, please bring an official photo identification with you to verify your identity.

## **NEW PARKING POLICY**

The Board continues to monitor the parking situation on our grounds. We have heard complaints about vehicles remaining parked in the same spot for long periods of time. Our driveways are not intended for the dead storage of vehicles. Vehicles found not to have moved from a parking space for longer than 30 days will be subject to towing.

The Board understands certain circumstances require a vehicle to remain unmoved in a parking spot for longer than 30 days. If you plan to leave your vehicle in a space for longer than 30 days, you must notify the Management Office of the reason for the extended need and receive written permission.

## **TEMPORARY BAN ON CONTRACTOR (JDS REDEVELOPMENT)**

The Board is aware of two stop work order notices issued by the New York City Department of Buildings at worksites where the contractor is JDS Redevelopment. Effective June 1, 2018, the Board has banned this contractor for a period of 30 days. We may extend the ban depending on the outcome of administrative hearings arising from the stop work orders. Shareholders should not sign alteration agreements with this contractor until the ban is lifted.

We want to reiterate that there is no recommended or preferred contractor at Bell Park Gardens. Shareholders are free to choose any properly licensed contractor for work in their apartments. Neither the Management Office nor the Maintenance Office may recommend contractors. If you are considering a project, prudence suggests you obtain bids from multiple contractors.

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<sup>1</sup> This is a two sided document. Please read both sides.

## **SELLING YOUR APARTMENT**

As with contractors, there is no recommended or preferred real estate agent for selling apartments at Bell Park Gardens. With one exception (mentioned in the next paragraph), shareholders wishing to sell their apartment may choose from any real estate agent they choose. The Management Office will not recommend a real estate agent. We recommend you speak to multiple real estate agents before selling your apartment.

Effective immediately, the Board will no longer review any sales contracts in which Millie Hong (currently of East Coast Realtors) is the agent, broker, or transaction participant in any way.

## **STORAGE PROJECT**

One storage room is near completion: near the laundry room near the corner of 218th Street and 67th Avenue. If you are interested in renting a storage locker, please visit the coop web site at [bellparkgardens.nyc](http://bellparkgardens.nyc) for an application form. Those without internet access or a computer, please contact the Management Office for more details.

If you want a storage locker closer to your home than the existing lockers, please fill out an application. We will attempt to provide additional storage lockers in other locations based on demand.

These storage lockers will be a huge improvement over the unsightly sheds, many of which are damaged, that are scattered in the backyards of our grounds.

## **LIGHTING PROJECT**

We have installed new LED lighting at all apartment main entrances. We are installing additional fixtures at various locations throughout the site. We expect this work to be completed by early this summer. We will then convert lighting to LED in all interior mechanical and common areas, such as laundry rooms, storage rooms, boiler rooms, and bicycle rooms. The corporation is already saving money from the LED conversions undertaken thus far.

## **GARAGE REGISTRATION RENEWALS**

We anticipate garage registration forms and new lease documents being sent to all garage holders during the **first week in July**. Please follow the instructions carefully.

## **STORM DOOR REPLACEMENT**

After reviewing various options relating to new storm door design and construction, we have lifted the moratorium on installing storm doors. We will revisit the storm door issue in the future, when we consider updating other design concepts in the development, such as windows and siding. We expect to look at master design plans to allow for a harmonious look. Deciding on doors, windows, siding, etc. on a piecemeal *ad hoc* basis will not give us the harmonious design we believe we should have. If you want to replace your storm door now, contact the Management Office for procedures and guidelines.

## **ADMINISTRATIVE FEES FOR ARREARS**

Besides the regular \$50.00 late fee charged each a the shareholder each month the shareholder is in arrears, effective July 15, 2018, we will refer to our corporate attorney for legal action any shareholder in arrears in their maintenance fees 90 days or more.

## **WORK PERMIT REQUIREMENTS**

Effective immediately, all work activity performed in an apartment will require a Bell Park Gardens **WORK PERMIT**. You must advise the Management Office, by e-mail (preferred) or by letter, when you plan to do work in your apartment. The work covered by this work permit includes, but is not limited to: painting, flooring, tile work, replacing kitchen cabinets and countertops, carpentry, electrical work and plumbing. When the Management Office receives your letter, it will advise you if you need to submit additional forms, such as an alteration agreement.

After the Office reviews and approves your request for a work permit, the Office will issue a work permit for display while the work is in progress. The Bell Park Gardens work permit **is in addition to** any permits from governmental agencies the law requires for the work you plan to do or have done. We will impose substantial fees for failure to comply with these procedures.

## **INSPECTIONS**

In connection with our preventive maintenance program, Maintenance staff will routinely inspect attics when they enter apartments to perform unrelated work.

## **VACANT APARTMENT CLEAN-OUT**

Any shareholder planning to clean out a vacant apartment before sale must first contact the Management Office to advise the Office of this planned activity. The Office will provide instructions on where to place discarded items, which **you should not place in garbage rooms**.

## **HOME ENHANCEMENT PROJECT--NEIGHBOR OBJECTION**

The Board would like to clarify the policy regarding when a lower unit could object to a proposed sunroom or balcony by an upper unit. While that veto power remains in place for most situations, where the lower unit previously installed a back door and patio without consent of the upper unit, the lower unit will not be able to veto a sunroom or balcony proposed by the upper unit.

## **FEEDING ANIMALS OR BIRDS**

All residents are reminded that feeding any wild animals or birds on coop property is prohibited. Feeding attracts vermin, such as mice, to our building interiors. We do not permit bird feeders of any kind for this reason.

Thank you for your continuing cooperation and support.

### **Board of Directors**

Brian S. Sokoloff, Esq., President  
Robert Arra, Vice President  
Kevin O'Brien, Vice President  
Mark Ulrich, CPA, Treasurer  
Michelle Boniello, Secretary  
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