



# BOARD BULLETIN

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April 17, 2019<sup>1</sup>

We wish to bring several items to your attention.

## **Laundry Room Update**

We have received our first commission check from the laundry contractor. We have installed new folding tables, chairs, and bulletin boards. Because these machines are more efficient than the older machines they replaced, excessive amounts of soap in the washers will cause them to malfunction. We urge residents to be considerate of others waiting to use the machines and remove your laundry as soon as the machine finishes.

## **Roofing Update**

We have signed a contract to replace the roof on Building 10. The Office will notify affected shareholders of the start date.

## **Storage Update**

Storage cages are ready for occupancy in Building 15. The Office has contacted shareholders on the waiting list so they can sign leases. If you have a storage cage in another building and wish to move to Building 15, contact the Office.

## **Attic Stairs Issue**

The Board has had two engineers advise us on the legality of fixed staircases to attics. Shareholders with fixed staircases to their attics must notify the Office if they have not already done so. The Office will provide direction to these shareholders. Those shareholders will have the choice of eliminating these staircases or applying to the New York City Department of Buildings to make them legal. Such an application will have an uncertain outcome and could subject those shareholders to extensive fines, which will be their responsibility.

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

## **Security**

We have equipped the security guard who patrols our development with a body camera. In addition, there has been a change in personnel at the security company. The company has replaced Mohamed, the longtime security guard, with the officer who used to work weekends and has replaced the weekend security guard.

## **If You Are Going Away**

If you will be away for an extended time, you must arrange for someone to check your apartment for leaks at least weekly. This is especially true if you live in a duplex apartment where a downstairs neighbor is not available to discover a leak in your bathroom. Shareholders are responsible for any damage to all personal property caused by leaks, regardless of the source of any leak. Water damaged personal property for which shareholders are responsible include all cabinets, kitchen and bathroom counter tops, flooring/carpeting, walls, appliances, and fixtures.

## **Gardens**

Residents with garden areas should perform spring cleaning of their areas as soon as the weather will permit. If you do not want our landscape contractor to provide service to your privately maintained garden or landscaped area, you must mark your areas with pink flags available at the Maintenance Office.

We hope to distribute revised gardening and landscaping rules and procedures in the near future.

## **Appliances**

In the early days of Bell Park Gardens, the corporation owned and serviced stoves and refrigerators. Residents could pick from a limited list of corporate-purchased appliances. Those days are gone, and so is corporate responsibility for repairing those appliances. Effective immediately, Maintenance will no longer repair or replace parts connected to any kitchen appliances (dishwashers, washers, stoves) bought and installed by the shareholder. You must have appliances serviced by a service company and are reminded that repairs of gas ranges must be done by a licensed plumber.

## Insurance

Shareholders must have renter's insurance in effect at all times. The minimum coverage limits for this insurance is:

Dwelling: \$20,000 (covers additions and alterations made to unit by shareholder)

Contents: \$25,000 (covers personal property of shareholder)

Personal Liability: \$300,000

Endorsements for Loss Assessment Coverage: \$25,000.

It is your responsibility to furnish the Management Office with proof of insurance. We recommend that you tell your insurance carrier or broker to add Bell Park Gardens as an "additional interested party," which will prompt them to provide proof of insurance to the Office. You or they should email proof of sufficient insurance coverage to the office at: [forms@bellparkgardens.nyc](mailto:forms@bellparkgardens.nyc) (preferred method). You may also mail the declaration page to the office at: 67-02 Springfield Blvd, Bayside, NY 11364 or drop it off at the office in an envelope (use the mail slot if the office is closed).

If you fail to keep the required insurance in continuous effect, the corporation will impose an administrative fee of \$50 for each month your insurance coverage is not in effect. The purpose of this fee is to help people remember their very important obligation.

### Board of Directors

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