



BOARD BULLETIN

December 7, 2018¹

We wish to bring several items to your attention.

LAUNDRY ROOM RENOVATIONS AND MEETINGS

Our laundry room renovations are nearly complete. The rooms will soon be ready for the new laundry machines.

The new laundry equipment will not accept coins or paper money. Instead, shareholders will need to obtain and use special access cards. The laundry vendor, Automatic Industries, will meet with shareholders to provide shareholders with the information they need to operate the new machinery. The vendor has scheduled four information sessions to meet with shareholders. Each of the below meetings will occur from 6:30 p.m. to 7:30 p.m. The schedule and location of the information sessions are as follows:

1. Buildings 2-3-7 and 9
Tuesday, December 18 → → → Building 9 Laundry Room
2. Buildings 13, 26, 28, and 38
Wednesday, December 19 → → → Building 13 Laundry Room
3. Buildings 11, 14, 17, 20, and 32
Thursday, December 20 → → → Building 26 Laundry Room

Shareholders can attend any information meeting convenient to them. Laundry payment cards will be distributed to all attendees who come to the scheduled information sessions (one per apartment). For those who cannot attend the information sessions, we will open the Management office on **Saturday, December, 22nd** between **10 AM and 2 PM** for disbursing the cards. You can pick one up at that time.

SNOW PROTOCOLS AND PROCEDURES

1. Our parking lots throughout the development contain space signs with blue diamonds on them. These signs are used to designate areas where snow will be piled during a snow event.
2. If the blue diamond signs contain no prohibition against parking, you may park in spots adjacent to the signs.

¹ This is a two sided document. Please read both sides.

3. When a significant snow event is forecast, we will affix warning signs to the blue diamond signs. The warning sign will read: “NO PARKING – SNOW EMERGENCY – VIOLATIONS WILL BE TOWED”.

4. Besides the signage mentioned above, we will notify shareholders of parking restrictions on our website: www.bellparkgardens.nyc

5. Any vehicle parked in a blue diamond space once the no parking restrictions are in effect will be towed and, if possible, placed in a non-restricted parking space on our grounds. If relocation to an on-site spot is not possible, the vehicle will be removed to the towing contractor’s lot. Information about the towing contractor is posted at each driveway.

6. We will make every effort to have snow removed in a timely manner from the parking lots, sidewalks, pathways, and stairways. The speed of removal is governed by the snowfall rate and amount, time of day, and number of staff available for the removal process. When necessary, we hire contractor staffing to assist with our snow removal efforts.

7. We expect to have the snow removed in the following order of priority

- (a) Parking lots and driveways (to allow access to emergency vehicles).
- (b) Sidewalks (to comply with New York City regulations).
- (c) Courtyard paths to apartment entrances.
- (d) Stoops, stairways, and landings in the front of apartments.
- (e) Rear area paths to parking areas, laundry rooms, and garbage rooms.
- (f) Rear yard paths to rear entrances and their associated rear stoops, stairways,

and landings.

Rear apartment exits are not essential, and, therefore, are the lowest priority for snow removal. Until rear paths are cleared, shareholders must use their front entrances to access parking lots, garbage rooms, and laundry rooms.

8. Residents and visitors must use caution and pay attention to the conditions on all walking surfaces in the development, especially after sunset. You should be attuned to the possibility of daytime snow melts followed by nighttime freezing. Staff will do everything possible to keep walkways free from icing conditions, but you should do your part by remaining vigilant.

9. Shareholders must not use any walkway not yet been cleared of snow and/or ice accumulation, even if this involves walking a slightly longer distance. In winter conditions, safety is more important than speed.

INDOOR STORAGE LOCKERS

If you are interested in a storage locker and have not already done so, register for one at the Bell Park Gardens website: www.bellparkgardens.nyc.

PROJECT UPDATES

We hope to begin replacing leaders, gutters, and fascia boards on some buildings before winter weather sets in. This is a long-term project that will take several seasons to complete.

We have delayed the parking lot repair and sealing project until the spring, when weather is more favorable for that kind of work.

SEASONAL CLEAN-UP

If you have any garden or landscaped areas designated to not be cleaned by the landscape contractor, you must properly prepare such areas for the winter season by cleaning them of dead vegetation, raking, etc. Also, you must cover all grills with a proper, fitted cover (no plastic bags/tarps, etc.).

GARAGE INSPECTIONS

Garage inspections are in progress, without advanced notice. If you have a padlock on your garage, you must provide Maintenance with a key for the lock. If Maintenance does not have the key to a padlocked garage, it will remove the lock and charge \$50 for replacing it.

If you have a garage, the inspection should reveal you can fit your vehicle in the garage. Garages containing stored items making it impossible for a vehicle to fit violate the garage license and will be deemed forfeited. As a reminder, our development, while containing 800 families, has just 250 garages and 250 interior outdoor parking spots. Parking is a premium, and we will not allow garages to be used as satellite storage if they cannot also fit a vehicle.

HOLIDAY SCHEDULES

The Management and Maintenance Offices will close at 2:00 p.m. on the day before Christmas and New Year's Day.

LOCK OUT SERVICES

Shareholders are reminded there is a charge for emergency calls for shareholders locked out of their apartment if there Maintenance Office does not have the key to your apartment. Besides that charge, you will need to obtain the services of your own locksmith to gain access to your apartment. Our staff has master keys only to the outside doors of simplex apartments. Each duplex apartment has its own keys.

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