

# **METRO MANAGEMENT**

**DEVELOPMENT, INC.**

■ CO-OPS ■ CONDOMINIUMS ■ MITCHELL-LAMA

42-25 21<sup>st</sup> Street ■ Long Island City, NY 11101 ■ 718-706-7755 ■ Fax: 718-706-7760

**RE: Air-Conditioner and Washer/Dryer Installation**

Dear Shareholder:

The Corporation includes in the monthly maintenance only normal household appliance use. This does not include air-conditioning or washer/dryer units installed within the apartments. To help offset the additional electrical expenses caused by these appliances, it is necessary that all residents report how many air conditioners are within the apartment as well as if you have a washer or dryer unit.

Whether you have a standard window air conditioner, a unit through the brick veneer, or a portable air conditioning unit it is important that residents report what they have in the apartment each year. The Corporation charges an annual fee of \$300.00 per year, per air-conditioner unit, that is billed in 12 equal payments of \$25.00 per month for your convenience. The fee of \$25.00 per unit charged each month does not come close to the actual operating cost of running an air conditioner unit annually regardless of its size. Even just seasonally with partial daily use, the cost of operating any air conditioner greatly exceeds the annual \$300 fee (paid \$25 monthly) charged.

It is also necessary that you report if you have a washing machine, dryer or both of these appliances within your apartment. The Corporation bills an additional fee of \$10.00 per month, per appliance to cover the extra electricity and water cost incurred by running these appliances.

**For your convenience we have attached our form to fill out and return to the onsite office within five (5) days of the installation.** It is important that you inform the office within five (5) days of the installation of any of these appliances as all unreported equipment will result in a penalty charge of \$250.00 besides retroactive charges for the entire year. Notification to the office must be in writing as no other form of notification will be accepted.

In addition, if you are planning to install a new air-conditioning unit within your apartment, it has been a requirement of the Corporation since 2008 that air-conditioning units should be installed through the apartment brick veneer wall. Shareholders are not permitted to install window air conditioning units. If the air-conditioning unit is currently in the window and you have to replace it, you must do so through the brick veneer wall. This is the Shareholder's sole expense and responsibility. Completing an alteration agreement to meet this new requirement is also necessary. You can obtain this package from the onsite Management office.

For those Shareholders who do not live on the property it is your responsibility as a Shareholder to notify your subtenant of the Corporation's policy.

Thank you for your cooperation and for taking the time out to complete the attached form.

Yours truly,

*Management*

# Hyde Park Gardens

## Air Conditioning & Washer/Dryer Installation Notice

Apartment Address: \_\_\_\_\_

Name: \_\_\_\_\_

- TOTAL number of air-conditioning units within the apartment \_\_\_\_\_  
**If you do not have any air-conditioning units within your apartment please indicate none.**
- If any of the unit(s) installed are portable a/c units, please specify how many \_\_\_\_\_  
**If there are no portable units within your apartment please list none.**
- Is there a washing machine within the apartment? \_\_\_\_\_
- Is there a dryer within the apartment? \_\_\_\_\_  
**If you have washer/dryer combo unit please state that it is a combo unit.**

Please include a contact number should the office need to reach you

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THE NOTICE TO THE ONSITE MANAGEMENT OFFICE AT  
137-07 Jewel Avenue, Kew Gardens Hills, NY 11367 or by Fax (718) 520-0185.**