



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

■ CO-OPS ■ CONDOMINIUMS ■ MITCHELL-LAMA

RE: Annual Update of Air-Conditioner and Washer/Dryer Installation

Dear Shareholder:

Whether you have a standard window air conditioner, a unit through the brick veneer, or a portable unit, you must report it to the Management office. The Corporation charges an annual fee of \$360.00 per year, per air-conditioner unit, that we bill to you in 12 equal payments of \$30.00 per month for your convenience.

The Board has requested that if you have a portable air conditioning unit, residents should only have as many vents in the windows as they do portable air conditioning units within the apartment; i.e. one portable air conditioning unit = one vent in the window. This is so that there is no question as to the number of portable units that you have within your apartment. Failure to comply with this request will result in billing for an additional air conditioning unit(s).

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 \$15.00 per month, per appliance to cover the extra electricity and water cost incurred by running these appliances. For purposes of this policy, a combination washer/dryer unit is considered to be two machines, each incurring the monthly charge.

If you install any of these appliances after this date, you must put it in writing to the office. 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 us must be in writing as we will accept no other form of notification.

***In addition, if you are planning to install a new air-conditioning unit within your apartment, it is now a requirement of the Corporation that air-conditioning units are installed through the apartment wall. Shareholders are no longer permitted to install window units. If the air-conditioning unit is currently in the window and you have to replace it, you must do so through the 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 Owners Corporation Annual Air Conditioning & Washer/Dryer Installation Notice

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.

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

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

**TOTAL** number of air-conditioning units within the apartment, including portable \_\_\_\_\_  
*If you do not have any air-conditioning units within your apartment please put zero or list none.*

Please indicate which rooms have an air conditioner unit and if it is a through the wall, window or portable unit. If the room has no air conditioner unit, please indicate none.

<u>Room</u>	<u>Through the wall</u>	<u>Through the window</u>	<u>Portable Unit</u>	<u>NONE</u>
Master Bedroom				
Bedroom #2				
Bedroom #3				
Living room				
Dining room				

Is there a washing machine within the apartment? \_\_\_\_\_

Is there a dryer within the apartment? \_\_\_\_\_

Please check if the appliance is a combination washer/dryer unit \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

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

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