

TENANT ASSOCIATION

188 E 93RD STREET | NEW YORK | NY 10128

We, the Tenant Association of 188 East 93d Street, request that Sky Management provide the services and abide by the laws, regulations, and policies listed below. We require a written response no later than November 20, 2003, and resolution by December 4, 2003.

1) **Administer Leases and Rents According to Law**

- a) Return fully-executed leases within 30 days;
- b) Do not attach lease riders to renewal leases except as required by law;
- c) Provide written receipts for payments;

2) **Provide Pest Control**

- a) Provide more frequent extermination services;
- b) Provide options concerning times and types of extermination services;
- c) Eliminate harborages (garbage in courtyard);
- d) Patch holes in individual apartments.

3) **Maintain Building Security**

- a) Keep the intercom system in continuous working order;
- b) Repair street and lobby door locks and ensure they are maintained in continuous working order;
- c) Ensure that Sky Management personnel keep street and lobby doors locked at all times;
- d) Ensure that apartments are shown only by licensed real estate agents and management representatives;
- e) Require that all Sky Management agents present identification to tenants upon demand.

4) **Clean Up Garbage and Recycling in the Courtyard**

- a) Provide enough garbage cans to contain waste for 72 hours;
- b) Repair or replace the existing garbage bin;
- c) Build new garbage bins to hold additional garbage cans.

5) **Maintain Interior Common Areas**

- a) Provide adequate cleaning supplies to maintain lobbies, hallways, and stairs;
- b) Paint the lobbies, hallways, and stairwells;
- c) Paint and repair handrails on stairs.

6) **Maintain Ventilation**

- a) Repair ventilation fans on the roofs of all three buildings;
- b) Clean ventilation shafts to eliminate black soot.

7) **Replace the Bulletin Board**

8) **Communicate with Tenants and Treat Them with Courtesy and Respect**

9) **Other Issues**

- a) Provide Heat as required by law;
- b) Provide 24-hours' advance notice of plumbing work that may interrupt water supply;
- c) Ensure there is no access to the lobby of 1658 Third Avenue from the basement of Ecco La;
- d) Maintain the courtyard garden;
- e) Ensure that all required measures and precautions are taken to ensure tenants' safety:
 - Ensure that construction workers stop throwing debris out of apartment windows into the courtyard;
 - Ensure that construction workers do not block hallways with boxes, buckets, and garbage cans;
 - Ensure that the courtyard is well-lit from sundown to sunup;
 - Ensure that Ecco La ceases its practice of throwing wastewater onto the sidewalk.
- f) Do not assess fees for late rent payments except as allowed by law;
- g) Cash rent and security deposit checks in a timely manner;
- h) Provide rent invoices to all tenants or to none;
- i) Respect tenants' privacy:
 - Arrange mutually convenient times with tenants for apartment access;
 - Do not enter apartments without permission;
 - Do not ask for personal information from tenants.