

TENANT ASSOCIATION

188 E 93RD STREET NEW YORK NY 10128

15 November 2003

Dear Neighbors:

On November 6, 2003, Tenant Association representatives Cassie Carter (1N), Diane Rosenthal (4B), and Randy Lockard (1I) met with Ben and John Shalom of Sky Management at the office of New York State Assemblyman Jonathan Bing. Assemblyman Bing, his assistant Jonathan Federico, and Mariano Munoz of the Metropolitan Council on Housing moderated the meeting.

The meeting was positive. We asked Sky Management to provide a written response no later than November 20, and resolution by December 4, to the issues itemized on the agenda (copy attached). Additionally, we delivered individual letters from tenants to Ben Shalom, and those tenants should expect responses from Sky Management shortly.

Meanwhile . . .

- 1) Sky Management asks that tenants call the office immediately:
 - To report problems with the intercom system and door locks;
 - To report lack of or insufficient heat;
 - To report hazards such as contractors throwing debris out of windows into the courtyard, hallways blocked with debris or construction materials, or slippery sidewalks;
 - To verify the identity of anyone on the premises claiming to be a Sky Management agent or contractor;
 - To arrange for holes (vermin entry points) to be patched in their apartments and other repairs.
- 2) Tenants should also notify Sky Management (preferably by certified mail) if they have:
 - Not received their renewal lease in a timely manner;
 - Received and/or signed the unenforceable "mold rider" with a renewal lease;
 - Been charged and/or paid a fee for late payment of rent if no such fees are specified in their lease.
- 3) Tenants should be aware that there is no grace period for rent payments with Sky Management. Rents are due on or before the date specified in your individual lease.
- 4) If you need a receipt for a payment made by check to Sky Management, you must request it in writing.
- 5) Tenants should not let strangers into the building. Sky Management will post notices informing tenants when vacant apartments are being shown. Apartment seekers will either be admitted by Sky Management agents or will pick up keys at the office. Apartment seekers should not be wandering around or buzzing tenants for entry.
- 6) Tenants should make an effort to minimize garbage in the courtyard. If you need to dispose of large items, put them out on the curb in the evening on Sundays, Tuesdays, or Thursdays so they will be picked up the next morning. Also, please be sure to separate recyclables into the appropriate containers in the courtyard:
 - **Paper:** all paper items (mixed paper, newspapers, magazines, catalogs, and phone books) go in the bins with the clear bags. Please flatten cardboard boxes to help minimize the recycling pile.
 - **Metal & Plastic:** metal (household metal items, metal cans, and aluminum foil wrap and trays) and plastic bottles and jugs go in the bins with the blue bags. Don't recycle plastic lids or food containers.
 - **Glass:** DO NOT recycle any glass items.Please do not put plastic bags into the recycling bins, and keep in mind that recycling collection has been reduced to once every other Wednesday.
- 7) Sky Management has agreed to provide more frequent extermination service. The Tenant Association will be distributing a survey to determine what days and times are best for the majority of tenants.

Our Tenant Association includes more than 80% of tenants in the building. Let's keep working together!