



John B. Lovett & Associates, Ltd.

REAL ESTATE MANAGEMENT

***** URGENT NOTICE *****
SECURITY AND SAFETY ALERTS

Date: February 4, 2013
To: All Park Lane Residents

SECURITY ISSUE

Recently, residents have experienced strangers ringing their intercom bell in the early hours of the morning trying to gain access to the building. It is imperative that residents **NEVER** buzz or open doors to strangers. Many perpetrators will state they are from agencies, such as Con Ed, Elevator or Boiler Companies, etc. Please contact the superintendent immediately and advise him so that he can investigate who is at the door. If you see any suspicious activity in or about the premises, contact the superintendent immediately and 911. Wind sometimes prevents the entrance doors from closing properly so please make sure you close doors tightly behind you when entering or exiting the building.

SAFETY ISSUE

Recently a fire occurred on a balcony which was caused either by a cigarette left burning after the resident left the apartment or because of a lit cigarette being thrown from another balcony or window. It is **IMPERATIVE** that residents ensure that cigarettes, cigars and candles are extinguished before going to bed or leaving the premises. Never leave coffee pots, ovens or food cooking on the stove when you are not at home. Never throw lit cigarettes, etc. from the balconies or windows.

Fortunately, the superintendent was able to gain access to the apartment and extinguish it. Please note that if keys are not available when an emergency occurs, the superintendent and/or emergency crews (such as police, fire department, etc.) will have to break windows and/or doors in order to gain access. If this action becomes necessary, unit owners will be responsible for any repair/replacement costs. It is the unit owners' personal choice whether or not to leave keys with the superintendent or, if possible, to leave them with a neighbor or local family member or friend. It is important for all residents to provide the superintendent and concierge with any emergency contact numbers so that you, or a party that you have left your keys with, can be reached in a timely manner if an emergency does occur.

Thank you for your cooperation with respect to the above.


Debra Poverelli

Asst. Prop. Mgr. 718-445-9500 Ext. 129; email: dpoverelli@lovettrealty.com