



www.midboro.com

THE CO-OP & CONDO COMMUNICATOR

October 2016

PROUDLY SERVING THE REAL ESTATE COMMUNITY FOR OVER 50 YEARS

Emergency Alert System!

Midboro Management has an innovative, dedicated emergency alert system that allows us to immediately deliver emergency notifications, service shutdowns/interruptions, or other news affecting your building.

The emergency alert system can provide information concerning your building the way you choose to receive it. Our system has the ability to send notifications by voice message, email or text message. This includes, messages about emergency events that may require immediate action or significant events affecting your area. We encourage all residents and owners to register on "Midboro Online". Once you log onto www.midboro.com go to the "Client Portal" tab located on the upper right hand side and then click "Midboro Online" to register. Registering for "Midboro Online" will ensure that you receive email notifications such as emergency alerts, service shutdowns/interruptions, or other news affecting your building. You will also be able to access building documents and building contact information online. Buildings that already use an online management system (i.e. Buildinglink or Mybuilding.org) will continue to use those platforms. Midboro Online will be used as an additional resource.

Air Conditioner Removal

Please use extreme caution when removing your A/C units. Your building may have a specific policy regarding A/C removal so please check with your superintendent or management team should you require assistance. If you are removing an A/C unit and have a child under the age of 11, you must notify management or your superintendent if window guards are not installed.

HALLOWEEN

This year Halloween falls on a Monday. If applicable, please sign up on your building's sign in sheet if you would like trick-or-treaters.



Message from Michael J. Wolfe

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As your managing agent, we strive to ensure our buildings are prepared for any natural or man-made disaster.

One of the main necessities during an emergency is communication. In preparation for any natural occurrence, Midboro contacts the building staff to ensure that the building is equipped with necessities to make it through the storm and that the building staff have taken the precautions to protect the infra-structure of the building. During any emergency it's imperative that we have contact information for all occupants in the building and are able to communicate emergency procedures. Midboro has a state-of-the-art emergency alert system which will notify all residents with important information in such events. We encourage all of our clients to sign-up now on our website www.midboro.com!





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Heat

The heating season began in October. Please be reminded of the NYC Housing Code related to temperature guidelines. During the period of October 1st first through May 31st, centrally-supplied heat is required to be provided in accordance with the following temperature guidelines:

Time	Outside Temp.	Apt. Temp.
6am-10pm	Below 55°F	68°F or above
10pm-6am	Below 40°F	55°F or above

If your building has a central heating plant and your apartment feels too cold, you should first check your bathroom or kitchen faucet to confirm that there is hot water. If hot water is available, it means the building's central heating system is on. The availability of hot water indicates that the heating issue may be localized within your apartment. Inspect your apartment and look for the following conditions:

- Confirm that the shut off valves on each radiator or coil unit are in the fully open position.
- Confirm all windows are fully closed and in the locked position.
- Window a/c units could be removed or covered with heavy gauge plastic. If there are drafts through any a/c sleeves, seal or cover them with heavy gauge plastic.
- Furniture should be moved away from radiators or heating coils to avoid blocking heated air.
- Built-in cabinetry around a radiator or heating coil can also block the flow of heated air. You may have to consider removing built-in covers and cabinetry surrounding radiators and heating coils, unless the built-in has appropriate air venting, if your apartment temperature remains too cool and all other heat blocking conditions have been eliminated.
- P-Tac and Coil Units: If you have a fan blowing cool air in a coil unit while heat is not cycling, you should have your unit serviced annually and make sure the fan aquastat is working.
- If you have too little or too much heat, report the heat complaint to your superintendent or resident manager.

Fire Safety...

It's important that residents are educated on the proper protocol in the event of a fire at their building. We encourage you to familiarize yourself with the NYC Fire Department Emergency Fire Safety and Evacuation Instructions. A copy of this is posted on our website www.midboro.com under the tab "Latest Update". It is important that you review these guidelines with members of your family and household staff.

CONTACT US:

Billing: Questions pertaining to your monthly bill should be emailed to ar@midboro.com.

ClientCare: If you have any questions, concerns, suggestions or complaints that are not being addressed by your management team, you may contact our executive team at clientcare@midboro.com to address your needs. Our Client Care email address is set up to provide an additional layer of support to the residents we serve.

Purchase, Sublet, Refinances: Questions pertaining to purchase, sublet, and refinance applications should be sent to closings@midboro.com. This is a distribution email to all the members of the Transfer Department who will respond accordingly to your requests.

Website Inquiries: Questions/ issues pertaining to how to register for "Midboro Online" can be sent to webadmin@midboro.com.



Remember to turn your clocks back one hour on Sunday, November 6th.