



THE CO-OP & CONDO COMMUNICATOR

September 2017

PROUDLY SERVING THE REAL ESTATE COMMUNITY FOR OVER 50 YEARS

FIRE SAFETY

It is important that residents are aware of the proper safety protocols 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 to know when to evacuate and when to stay in your apartment. A copy of this document is posted on our website www.midboro.com under the tab “Latest Update”. Please review these guidelines with members of your family and household staff.

Dryer Vent Cleaning

Dryer vents collect a significant amount of lint. Lint build-up inside your dryer exhaust duct may cause your dryer to lose efficiency, or create a blockage with possible fire risk. If you use a gas dryer in your apartment, we remind you that having the vents professionally cleaned annually could prevent a fire. Cleaning your lint tray regularly is not sufficient.



Smoke/Carbon Monoxide Alarm Maintenance

Test all alarms in your apartment at least once a month, even if your alarm uses a long-life battery. It only takes a few seconds. Replace batteries twice a year if your device does not have a 7 or 10 year battery (unless expired). “Chirping” alarms are a warning that the battery is low. Replace the battery immediately. Clean your smoke alarm by dusting and vacuuming.

Water Leak Alarm System

Water damage can occur almost anywhere in your apartment. Appliances and fixtures that use water, such as refrigerators with icemakers, dishwashers, washing machines, toilets, water heaters and valves are common sources of leaks. Unfortunately, slow leaks at these appliances or fixtures often go undetected at times. A slow leak can lead to damaged floors, and subsequently lead to leaks to apartments below causing water damage. A water leak detection system may help catch these problems. We recommend that residents consider installing water leak detectors throughout their unit in hard to see areas such as around the toilet bases, under sinks, behind dishwashers, refrigerators, and washing machines. The device will immediately send a notification to your phone if water is detected in any of those areas that a water-using appliance is installed. This will help prevent a major leak from affecting your apartment or your neighbors. We have recommended the Honeywell Lyric system or the Insteon water leak sensor to some of our clients as they have had positive reviews. For more product information, go to their website.

Message from Michael J. Wolfe



We hope all of you had a wonderful summer!

This summer has been a busy one! The City has mandated a few new regulations for residential properties from various City agencies. Our team has been working diligently to ensure your building is in compliance with these new City codes.

These new City mandates are geared towards the safety and well-being of residential property owners and residents.

We are also pleased to announce a majority of our superintendents/resident managers will be enrolled in the Community Emergency Response Team (CERT) Program which is an intensive training program that raises awareness about emergencies and disasters and provides basic response skills needed for fire safety, light search and rescue, disaster medical aid, and traffic control.

Midboro is partnered with you to ensure the utmost safety and security for all of our residents.

Our resident newsletters, in-house training for building staff and management teams are key in providing our clients with highest quality of services.





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Heating Season

October 1st through May 31st is the official heating season. Heat is required to be provided in accordance with the following guidelines:

Time	Outside Temp.	Provide Inside Temp.
6am-10pm	Below 55°F	Minimum 68° F
10pm-6am	Regardless of outside temperature	Minimum 62° F

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 a fully open position.
- Confirm all windows are fully closed and in the locked position.
- Window a/c units should 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. If your apartment remains cold, you may have to consider removing built-in covers and cabinetry surrounding radiators and heating coils, unless the built-in has appropriate air venting.
- 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 and make sure the fan aqua stat is working.
- If you have too little or too much heat, report the heat complaint to your superintendent or resident manager.

Air Conditioner Removal

Please exercise caution when removing your A/C units. Your building may have a specific policy regarding A/C removal so 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 to ensure a window guard is installed in that window.

CONTACT US:

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

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.

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.



Visit our website at www.midboro.com