16 Park Avenue
Handbook

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Issued by:

The Board of Directors

16 Park Avenue

New York, New York 1006

A message from Fredda Mantell, 16 Park Avenue Board of Directors President

Welcome to your new home at our beautiful co-operative at 16 Park Avenue. We are very happy to have you as a new resident in our building and look forward to having you in our humble community. This handbook is designed to provide you with basic information that will help you make the most of your apartment and our building. We have outlined important policies and procedures that will help ensure the quality and safety of the building continues to be the best in New York City. Should you have any questions of concerns, please feel free to email me at clinconofct@hotmail.com.

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1. History

16 Park Avenue was constructed in 1924 by the Fred F. French Management Company as a haven for comfort in the quiet and dignified atmosphere of historic Murray Hill. The floor plans for each apartment, many of which have been unchanged since the building's construction, are thoughtfully laid-out, and many include amenities such as eat-in kitchens. For those desiring it, maid and valet service was available as well.

The building converted to a co-operative in 1980. Since then, our building has become of the most desirable buildings on Park Avenue in the Murray Hill district. Your Board of Directors continues to work hard to improve the building's appearance, maintenance, and overall appeal for residents and new shareholders. At 16 Park Avenue, we constantly strive to make the lives of our residents and homeowners as pleasant as possible.

2. Building Amenities

2.1 Staff

16 Park Avenue is proud to have a full-time doorman to attend to shareholder needs. Doormen are available 24 hours a day, 7 days a week in the building lobby. The doormen's responsibilities include opening and closing door for owners, checking in guests, checking in boxes and deliveries, delivering mail to owners, assisting with delivery of dry cleaning, and keeping spare keys to all apartments. Doorman do not clean apartments or fix appliances. If you have a problem with a doorman's behavior, availability, or any other concern, please feel free to e-mail us.

2.2 Locker Storage

The building also offers lockers in the basement should shareholders require additional space for storage. A limited number of lockers are available for rental on an annual basis. If you are interested in renting a locker, please contact Siren Management at info@sirenmgt.com.

2.3 Garden

The building offers a recently renovated garden area for the enjoyment of its residents. With its benches, plants and sandbox, the garden is a place for all the residents of 16 Park Avenue to enjoy.

2.4 Laundry Room

16 Park Avenue has card-operated industrial washing machines and dryers for shareholder use. Each shareholder who would like to use the machines should contact the Superintendent to obtain a laundry card. The cards may be refilled in the laundry room by credit card.

2.5 Bicycle Storage

16 Park Avenue offers bicycle storage to its residents. Bicycles will be stored in a covered area in the building's garden.

3. Staff

Superintendent

Name: Wilfred Torres ("Fred")

Shift: 8:00 AM to 4:00 PM, Monday – Friday

Contact: (347) 848-9163
Ftorres2323@gmail.com

After several years as a doorman and porter at 16 Park Avenue, Fred assumed the role as superintendent on September 1, 2016. Fred resides in Apartment 2C with his wife and family and can be reached at the contact information above during working hours. Fred's main responsibilities include interacting confidently and comfortably with resident shareholders and external vendors and effectively supervising the building's staff. With the support of the doormen and porter, Fred additional responsibilities include:

- Building Administration
- Building Cleanliness
- Garbage Collection
- Heating
- Plant Operations
- General Building Repairs
- Preventative Maintenance
- Fire Safety

Fred spent 20 years as a Captain and Paramedic with the Arizona Fire Department and also worked as a Respiratory Technician. He maintains certifications in the following areas:

- The Operation of residual fuel oil burners and incinerators
- Standpipe and sprinkler systems
- Plumbing
- Air pollution control
- Carpentry

Fred collects baseball cards, loves sports, and enjoys fishing. He attended PIMA Community College in Tucson, Arizona where he studied fire science.

Porter

Name: Carlos Rosa

About Carlos: Carlos has been with 16 Park for 14 years. He considers himself easygoing. Carlos enjoys cars and fishing.

Doormen

Name: Alberto Cuascut ("Al")

Shift: 7:00 AM to 3:00 PM

About Al: Alberto recently retired from his role as building superintendent after a quarter century on the job. He now works the day shift as a doorman.

Name: Jason Sanabria

Shift: 11:00 PM to 7:00 AM

About Jason: Jason was born in Bronx. Prior to working at 16 Park Avenue, Jason worked as a relief worker in other buildings and was a security guard in a rehabilitation center. He is a big movie buff and also enjoys video games.

Name: Richard Santiago ("Richie")

Shift: 3:00 PM to 11:00 PM

About Richie: Richie has three children: two girls and one boy as well as three grandchildren. He grew up playing sports and enjoys watching them as well.

Name: Miguel Logrono

Shift: Split-Shift

About Miguel: Miguel joined the 16 Park Avenue staff in 2014.

Name: Anthony Miller (“Tony”)

Shift: All-year Relief Doorman

About Tony: Tony joined the 16 Park Avenue staff in 2016.

4. Board of Directors

Name	Position	Email
Fredda Mantell	President	clinconofct@hotmail.com
Jennifer R. DiFucci	Vice President	jdifucci@gmail.com
Abhinav Somani	Treasurer	abhigames@gmail.com
Margaret Scholler	Secretary	mscholler@nyc.rr.com
Michael V. Patrizio	Director	mvpatrizio@msn.com
Andrew Miao	Director	drew.miao@gmail.com

The Board of Directors are volunteers who have been voted by the residents of 16 Park Avenue to enhance and maintain the qualities of the building, while balancing our budget and making sure the building is compliant with all city codes. All Board of Directors are current residents in the building and can be reached via email.

5. Building Management

Residences at 16 Park Avenue are managed by Siren Management Corporation. Our co-managing agents are Howard C. Landman and Eric Kaplan. Their contact information appears below:

Siren Management Corp.
40 Exchange Place
19th floor
New York, NY 10005
212-483-0700
www.sirenmgt.com

6. Building Policies

16 Park Avenue has a number of basic policies for ensuring the comfort of all its residents. The following sections describe these policies in further detail.

5.1 Emergencies and Evacuation

In the case of any major emergency, 16 Park Avenue recommends you dial 911 or call the local police or fire station. In the case of a full building emergency, you should use the stairwells and not the elevators to exit the building as quickly and safely as possibly. All apartments come equipped with a fire alarm detector – please ensure that yours is working properly or advise the Superintendent to check it.

5.2 Maintenance

Monthly apartment maintenance will be due by the 10th of each month to Siren Management. The invoice will generally be put in your mailbox at around the 28th-31st of each month. Failure to make payment by the 10th of each month will result in a late payment penalty of $100.

Residents may apply for the ACH Debit Program for the direct payment of monthly maintenance fees from your personal checking account into the co-operative's account. The application appears is appended to this document.

In February or March of each fiscal year, you will receive a letter that details your maintenance deductibility for the shares you own. We recommend you consult with your tax expert on this matter. All questions regarding maintenance should be directed to Siren Management at info@sirenmgt.com.

5.3 Garbage Disposal

All trash should be securely bagged (meaning tied up and closed so nothing leaks out) and be placed immediately outside your own door in outside staircase – not in the middle of the stairwell walkway or the stairs or next to your neighbor's door. All stairwells must be kept free of clutter and Tenant's personal belongings or they will be thrown out. 16 Park Avenue is proud to be a green, recyclable member of the New York City community. As such, all recyclables should be properly bagged (as well as being rinsed and cleaned). Newspapers and other paper should be tied securely and be kept separate from plastics/bottles/glass. Both trash and recyclables are collected daily. Please follow these procedures to ensure the cleanliness and timeliness of the building's garbage disposal. If for any reason you feel that your garbage is not being collected on time or have any issues with your garbage disposal, please do not hesitate to e-mail us.

5.4 Noise

16 Park Avenue maintains itself to be a quiet, peaceful place for our residents. As such, we do not expect noise levels to rise beyond a reasonable level within your apartment such that neighboring apartments (both above, adjacent, and below) feel the sound is at an uncomfortable level. If noise levels rise beyond a level comfortable to you from surrounding apartments, please contact the doorman 8 at your convenience. If the problem persists, please send us an e-mail. We also have a house rule of no loitering in the lobby and expect all our residents to respect that.

5.5 Garden Policy

The 16 Park Avenue Garden is open daily from 9:00 am to 9:00 pm for residents of the building and accompanied guests. Access to the shade garden is via the basement of 16 Park Avenue. Signs with arrows are posted throughout the basement.

To ensure peaceful enjoyment of the garden, we ask that everyone observe the garden rules as listed below. These rules may be modified from time to time as use of the garden increases.

- The "Yes" List:
    - Quiet conversations
    - Children
    - Cell phone use
    - Food and drink
    - Music turned at a low volume
- The "No" List:
    - Smoking
    - Littering
    - Loud music
    - Pets
    - Barbeques
    - Personal items or furniture are to be taken to or left in the garden
    - Items from the garden are to be taken out without express permission of the board

SIREN MANAGEMENT CORP. 40 EXCHANGE PLACE * NEW YORK, 10005 TELEPHONE
LICENSED REAL ESTATE BROKERS * PROPERTY MANAGEMENT
MEMBER OF THE REAL ESTATE BOARD OF NEW YORK
(212) 483-0700
TELEFAX
(212) 344-2950
www.sirenmgt.com

To: Co-op or Condominium Apartment Owners

From: Siren Management Corp.

Re: ACH DEBIT PROGRAM

Dear Co-op or Condominium Apartment Owner:

We are pleased to offer our newly developed ACH Debit Program for the direct payment of your monthly maintenance (Co-op apartments) or common charges (Condominium apartments) from your personal checking account into your Co-op or Condominium's checking account.

Kindly complete the enclosed form and attach a void check from the account which you will use for ACH debit, and return it to us by **the 24th day of the month to commence ACH payment for the following month.**

Your Co-op/Condominium will be credited with your payment on 5th day of each month (or next business day if the 5th is a weekend or holiday), so be sure to have sufficient funds available on that date in order to cover the payment.

If you have any questions please feel free to call your Siren Management Corp. agent.

We look forward to implementing this new service.

Thank you.

Yours truly,

Jeffrey M. Heidings
Siren Management Corp.

Authorization Agreement for Pre-Authorized Payments

ACH DEBIT

I WANT TO ENROLL IN THE DIRECT PAYMENT OPTION AND HAVE MY MONTHLY PAYMENTS DEDUCTED AUTOMATICALLY FROM THE ACCOUNT ASSOCIATED WITH THE ENCLOSED "VOIDED" CHECK.

I AUTHORIZE AND INSTRUCT MY FINANCIAL INSTITUTION TO DEDUCT THE AMOUNT OF MY MONTHLY BILL FROM THE ACCOUNT ASSOCIATED WITH THE ATTACHED CHECK. SIREN MANAGEMENT CORP. AS MANAGING AGENT WILL NOTIFY MY FINANCIAL INSTITUTION OF THE AMOUNT TO BE DEDUCTED. IF AT ANY TIME I DECIDE TO DISCONTINUE THE DIRECT PAYMENT OPTION. I MUST NOTIFY SIREN MANAGEMENT CORP. IN WRITING IN SUCH A MANNER AS TO AFFORD A REASONABLE OPPORTUNITY TO ACT UPON THE REQUEST.
I UNDERSTAND AND AGREE THAT SIREN MANAGEMENT CORP. AS AGENT IS NOT LIABLE IN ANY WAY FOR ERRONEOUS BILLING STATEMENTS OR INCORRECT DEBITS TO MY ACCOUNT.

MAIL TO:

SIREN MANAGEMENT CORP.
40 EXCHANGE PLACE 19TH FL.
NEW YORK, NY 10005
ATTN: ACH DEPARTMENT

PLEASE DO NOT MAIL THIS FORM WITH YOUR CURRENT MONTH PAYMENT

PLEASE SIGN THIS FORM WHERE INDICATED BELOW AS YOUR ACCEPTANCE AND AGREEMENT OF THE ACH DEBIT PROGRAM.

SIGNATURE: _____

DATE: _____

PRINT NAME(S): _____

BUILDING ADDRESS: _____

APARTMENT #: _____

APARTMENT ACCOUNT NO.: _____ (AS FOUND ON MONTHLY BILL)

DAY TIME TELEPHONE # _____

PLEASE ATTACH ORIGINAL VOIDED CHECK BELOW AND BE SURE THAT THE CHECK APPLIES TO THE CHECKING ACCOUNT THAT YOU WANT DEBITED FOR THIS PRE-AUTHORIZED PAY OPTION.

ATTACH VOIDED CHECK HERE