

OSSA PROPERTIES, INC.



FAX

April 11, 2018

ALL RESIDENTS



Notice to All Residents

Re: Emergency Procedures in the Event of a Strike by Building Employees

Dear Resident:

The contract with Local 32BJ of the Service Employees International Union expires on Friday night, April 20, 2018, at midnight. Negotiations are in progress, and the Realty Advisory Board on Labor Relations, Inc., as the representative of the building owners, is making every effort to achieve a fair and equitable agreement.

You, the resident, have a direct stake in these negotiations because, whether you are a rent paying tenant, a condominium unit owner or a cooperative shareholder, the monthly cost of your apartment will be directly affected by the results of the labor negotiation.

There is a possibility that an agreement may not be concluded prior to April 20th and that a STRIKE by Union employees could take place. In the event of a STRIKE, the Board will take certain emergency measures to insure the safety, health and welfare of all residents. The success of these measures will depend on your cooperation.

For your information, New York City building industry service workers are the best compensated building service workers in the country. Doorpersons, porters, elevator operators, office cleaners and other building employees currently earn wage of more that \$950 per week (plus \$463 for benefit funds for a total of more than \$1,413 per week) for a standard workweek based on the average class A building. Handymen earn more than \$1,047 per week (plus \$463 for benefit funds for a total of more than \$1,510 per week). When other costs are factored in, an average employee costs a building in excess of \$86,000 per year. In addition, employees receive liberal sickness and vacation allowances, comprehensive family health benefits, plus pension and other substantial fringe benefits. Tips, gratuities and overtime to all employees, which are often substantial, are not included in any of the above information.

You are not being asked to take sides, merely to help minimize your own discomfort and inconvenience by assisting in keeping the building clean, by removing garbage, by helping your neighbors who cannot help themselves, by planning to limit deliveries to the building, etc.

Please read this notice carefully and, in the event of a strike, please follow these procedures and rules:

1. Security

If a strike occurs, access to the building will be through the front door (only). The back door and the basement entrance (if any) will be secured; no entry will be permitted.

We will have a lobby attendant who will not be familiar with you. Attendant will be furnished with a resident list, and you will be expected to identify yourself as you enter the building. There will be times when an attendant is not available and when residents may be requested (or may be elected) to monitor the lobby. Your cooperation is for the benefit of all and will be greatly appreciated.

Residents are urged to take extra security precautions in their own apartments. Be sure to keep doors locked at all times and to open them only to people whom you know. Please inform the lobby attendant at the door **IN WRITING** if you are expecting a housekeeper or a guest in your absence. No such visitor will be admitted without authorization. In authorizing admission, you are also vouching for the conduct of the visitor. We will attempt to keep the buildinglink access system working.

Please make sure that all your info on Buildinglink.com is current, including contact info, who is allowed access, etc.

Remember to carry your key at all times. The attendant will not recognize building residents.

THIS IS FOR EVERYONE'S PROTECTION!

2. Deliveries and Elevator Service

Since all traffic in the building will have to pass through the front lobby, residents are requested to keep deliveries, shopping trips, and other use of the main entrance to a minimum during a strike.

No repair personnel, and contractors will be admitted to the building during the strike. Groceries and newspaper deliveries will be accepted at the front door; you will have to come to claim them.

Please keep elevators tidy and hold their use to a minimum!

3. Garbage Collection

To keep the garbage compact, please store within your apartment recyclable items such as bottles and newspapers that are not health hazards. Please defer any garbage generating activities until after the strike. Sanitation workers may refuse to cross a picket line to collect garbage until a health emergency exists.

Garbage will be disposed of in the manner indicated below:

During the strike the compactor room will continue to operate. Please store non-combustible trash and recycle materials in your apartment for disposal after the strike.

4. Emergency Repairs

During a strike it will be impossible to have repairs made that are not for an emergency nature. The Superintendent will try to remedy emergency situations as they arise. Outside contractors and repair personnel may be unwilling to enter the building if there is a picket line outside.

5. Cleaning of the Halls and Public Areas

During a strike, residents are asked to keep their hallways in good order. In as much as porters will not be available, residents of each floor should monitor these areas and do what they can to maintain cleanliness.

6. Laundry Rooms

Kindly keep your use of the laundry facilities to a minimum during the strike. Please be aware of the importance of proper use of the machines and of cleaning them after each use. It may be difficult to get service if breakdown occur.

7. Basement Storage Areas

In the interest of security, the bicycle room and the storage rooms in the basement will be locked during the strike. If there is an item in storage that you need during the expected time of the strike, please bring it to your apartment prior to April 20th.

8. Move-in; Move-Out; Leases, etc.

It will not be possible to authorize moving-in and moving-out of the building during a strike. Therefore, if your lease should expire during the time of the strike, you will be allowed to remain in your apartment without prejudice or penalty. If required, a new lease will be negotiated after the strike.

9. Delivery Service

Delivery services such as UPS, FedEx, and DHL may refuse to cross the picket lines. Arrangements should be made to pick-up packages from the delivery service or at another location.

10. Vandalism

There is always a danger of vandalism during a strike. If you see suspicious looking individuals within the building or attempting to enter, please call management immediately.

11. Communications

It is not our intention to prolong a strike, and every effort will be made to negotiate a fair agreement expeditiously. Management will provide frequent notices to keep you advised of developments.

Please keep this memo handy and refer to it for information.

For answers to your questions or help in emergencies, please contact:

Building Superintendent: Andrew Losso - [REDACTED]

301's Front Desk: [REDACTED]

Managing Agent: Ossa Properties, Inc. - [REDACTED]

If everyone cooperates and follows these procedures, we should be able to weather a strike with a minimum of difficulties and discomfort.

EMERGENCY TELEPHONE NUMBERS:

Police Emergency 911

Local Police Precinct 212-452-0600 [NYPD 19th Precinct]

Hospital

Poison Control 800-222-1222

Fire Department 718-999-2000

If garbage accumulates:

Department of Sanitation 311

(Call for inspection if the garbage outside the building becomes a health hazard.)

Department of Health 311

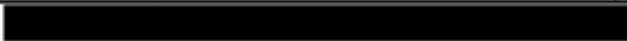
(Call to report a health hazard inside the building.)

OSSA PROPERTIES, INC.



FAX

RESIDENT INFORMATION – ACTION REQUIRED!



(PLEASE RETURN THIS FORM TO THE RESIDENT MANAGER IMMEDIATELY,
BUT NO LATER THAN APRIL 16, 2018.)

NAME: _____ APT#: _____

Names of all individuals residing in the apartment:
(Please print name.)

	NAME	RELATIONSHIP
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Names of all regularly employed household help:
(Please print name.)

	NAME
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Home phone numbers:

- 1. (____) ____ - ____
- 2. (____) ____ - ____

Office and cell phone numbers:

- 1. (____) ____ - ____
- 2. (____) ____ - ____
- 3. (____) ____ - ____
- 4. (____) ____ - ____

Prepared by:

X _____
Resident's Signature

Date

OSSA PROPERTIES, INC.



FAX

VISITORS / DELIVERY LIST



DATE: _____

NAME: _____ **APT#:** _____

	NAME OF VISITOR	DATE AND APPROXIMATE TIME EXPECTED
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		

Prepared by:

X _____
Resident's Signature

Date