



GOODMAN MANAGEMENT CO., INC.

Real Estate

718-796-5022 • Fax 718-796-5026

January 2013

REMINDER MEMO

**TO: ALL RESIDENTS
3777 INDEPENDENCE AVENUE**

FROM: ARTHUR MELTSEY, PROPERTY MANAGER

RE: CIRCULAR DRIVEWAY

Please be reminded that it is part of the *Doorman's duties* to monitor the parking of the vehicles in the circular driveway of the building.

- The Doorman must log in the apartment numbers and time of arrival of all vehicles temporary parking in the driveway.
- All vehicles have the maximum of (15) minutes of parking time.
- Vehicle flashers must be on.
- Doormen must intercom the visitor or resident to remind them to move their vehicle after (15) minutes have expired.
- If the visitor or resident does not move their vehicle within (15) minutes after notification, violation of this policy must be logged in with the time when the vehicle was finally moved.

If you should have any questions regarding this policy, please feel free to contact me at 718-796-5022 ext. 211.

Sincerely yours,
GOODMAN MANAGEMENT CO., INC.
A/A/F 3777 INDEPENDENCE CORP.