

## Ten Park Avenue

Printed copy of email message sent on 7/17/14 10:57 AM

To: 9H - Simon (No Email address on file)  
From: Andrew Leight (aleight@akam.com)  
Subject: Air Duct Cleaning for Your Apartment

Dear Shareholder,

As part of our efforts to improve resident quality of life, we have engaged ChuteMaster to clean the building's air ducts, including those in individual apartments. This is one component of a larger effort to enhance the performance of the building's air ventilation systems. To learn more about duct cleaning, please visit: <http://www.chutemaster.com/airduct.html>. The air ducts in apartments are usually located in bathrooms and are identifiable by a vent grill on a wall at a level just below the ceiling. Certain apartments may have more than one duct, and a few may not have any.

**We strongly recommend each shareholder participate in the air duct cleaning program. However, to participate you must notify us as further described below.**

Obviously this process will require access to your apartment. And as you may expect, technicians must be able to remove the vent grill(s) to access the duct for cleaning. If your vent grill(s) meets any of the following conditions, **you are responsible for removing the vent grill(s)** prior to the technician arriving:

- Vent grill is heavily painted over, plastered / tiled in
- Vent grill is situated such that removal will likely cause damage to surrounding wall surface
- Vent grill is behind crown moldings or has been compromised or altered

NOTE: If the vent grill is not easily removed and not removed by the owner prior to cleaning, ChuteMaster will not clean the ducts in your apartment.

To have your apartment placed on the list for duct cleaning, please contact Ena Ibeh at [ena@eisincorp.com](mailto:ena@eisincorp.com) or 212.966.6641 and indicate your apartment number and either below. **PLEASE RESPOND BY JULY 25<sup>th</sup>**

OK----->CS

Option 1. I would like the ducts in my apartment cleaned and I would like the technician to remove and replace my vent grills. My vent grills are easily removable and I understand any inadvertent damage to the surrounding wall surface (e.g. chipped paint) is my responsibility

Option 2. I would like the ducts in my apartment cleaned. I will remove the vent grills prior to the technician's arrival and will be responsible for replacing the vent grills.

We expect the duct cleaning to occur over several weeks in late July and August. We will notify you several days in advance of accessing your apartment. If you are not home, ChuteMaster accompanied by building staff will access your apartment using keys held by the resident manager.



Apartment 9H csimon@fairlane.biz  
July 22, 2014