

# LARCHMONT HILLS OWNERS, CORP. SHAREHOLDERS NEWSLETTER

DECEMBER 2010

LARCHMONT HILLS  
OWNERS, CORP.

## Board of Directors

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## Superintendent

Pedro Rivera

(914) 834-2436

Manuel Marroquin  
Porter

## 2011 OPERATING BUDGET

At a meeting of the Larchmont Hills Board of Directors, held on November 16, 2010, the enclosed 2011 Operating Budget was approved. The 2011 Budget provides for a 3.75% increase in the monthly maintenance charges effective January 1, 2011. The increase is necessary due to skyrocketing fuel oil prices and the forecasted increase in Real Estate taxes and utility costs.

The total heating oil expense for 2011 is forecasted to be \$108,500. That is based on an average usage of 40,000 gallons at \$2.60 per gallon. Larchmont Hills uses #4 oil to heat the building. The current price for #4 oil has spiked up to \$2.64 per gallon. For 2010 oil has averaged more than \$2.30 per gallon. Oil and gasoline prices continue to be very volatile and are moving higher worldwide.

The Larchmont Hills Board made the decision to reduce the building porter's coverage from five days a week to three days per week. This cost cutting measure helped to balance the 2011 budget by reducing our labor costs.

## PEDRO RIVERA, SUPERINTENDENT—MANUEL MARROQUIN, PORTER

Pedro was officially appointed as the Building Superintendent for Larchmont Hills earlier this year and is being assisted by Manuel Marroquin, with the day-to-day cleaning and maintenance.

The response from residents is that the new maintenance services have been excellent and that Pedro is working hard to take on all the challenges of being a full time building superintendent.

## COMMUNICATIONS AND MAINTENANCE PROCEDURES

There are three ways that shareholders can communicate direct with Pedro. Shareholders can contact Pedro directly by calling the maintenance office at (914) 834-2436 which is also Pedro's home number. Pedro Rivera has an email address [pedro-rivera7@hotmail.com](mailto:pedro-rivera7@hotmail.com) for shareholders who would like to communicate via email.

The third method to communicate has been in use successfully for several months. There are Maintenance Request Forms located on the workshop door. Residents are encouraged to complete the Maintenance Request Form and deliver it to Pedro for assistance. Pedro has been very good in calling residents back and notifying them with a hang card when a service has been completed in their apartment.

### **BUILDING IMPROVEMENTS**

There were no major building improvements completed during 2010. For 2011 the Board is considering upgrades to the building entry lobbies and hallways. The lobby furniture and wall decorations are old and many residents believe new furniture, paintings and wall coverings would be a major improvement.

The upper hallways were last wallpapered more than 15 years ago. Extra wallpaper was purchased at that time to service the hallways that were damaged from water leaks or other common area repairs. We no longer have any wallpaper left to service the hallways and new wall covering with brighter lighting is long overdue.

The Board of Directors is in the process of interviewing interior design architects and is considering design proposals.

Before moving forward with any plans to upgrade the entry lobbies or hallways, the Board will make a presentation to shareholders and ask for their input. If you would like to be considered to participate on a committee to help plan for lobby and hallway improvements, please send a note to the Larchmont Hills Board of Directors, 7 Bryant Crescent Suite 1-C, White Plains, New York 10605 or e-mail to [roinc1@msn.com](mailto:roinc1@msn.com).

### **CARBON MONOXIDE DETECTORS**

There is a new law in New York State (Amanda's Law). This law requires that all apartments be equipped with a carbon monoxide detector. A carbon monoxide detector can save your life. There are new detectors available at Home Depot or Bed, Bath and Beyond that are combination smoke and carbon monoxide detectors and we urge residents to purchase one and install it in their apartment. For more information visit the Kidde website who manufacture smoke alarms, carbon monoxide detectors and home safety equipment worldwide. Go to [www.kiddeus.com](http://www.kiddeus.com).

If you hear a smoke alarm going off in the building, please immediately call 911, not Pedro or the Management office. The Town of Mamaroneck Fire Department is very responsive. Calling 911 immediately can save lives.

Residents are also reminded that electric heaters and extension cords can be very hazardous. If you apartment is not receiving adequate heat, please contact Pedro and the Management Office for assistance.

### **LARCHMONT HILLS 2010 SALES**

In spite of a difficult economy and problems throughout the banking industry, four apartments have been re-sold this year and we would like to congratulate and welcome the following new shareholders to Larchmont Hills.

Anthony J. Paolercio & Kristen Q. Walsh	5-I/J
Elizabeth K. Jennings	5B
John and Tripta Eboli	4F
Julie Baez	1C

### WINTER MAINTENANCE TIPS

- IF THERE IS NO HEAT FROM YOUR RADIATOR, CALL PEDRO – (914) 834-2436.
- COVER OR REMOVE WINDOW AIR CONDITIONERS TO PREVENT DRAFTS.
- PLEASE DO NOT POUR COOKING GREASE DOWN KITCHEN DRAINS.
- LAUNDRY ROOM HOURS ARE 7:00 AM TO 10:00 PM.
- PLEASE DO NOT LEAVE CLOTHES UNATTENDED IN THE MACHINES.
- TEST YOUR SMOKE AND CARBON MONOXIDE DETECTORS.

### FIREPLACE SAFETY

Working fireplaces are a wonderful amenity to have in the building but can also be dangerous. Residents should be extremely careful when operating their fireplace and take the following precautions:

- Make sure the fireplace flue is open all of the way
- Never leave a fire unattended
- Never try to cook anything on the fireplace
- Use a metal mesh screen to contain sparks from the fire
- Use a supporting grate and place the logs to the rear of the fireplace
- Use duraflame logs to start your fire which heat up quickly and create a good draft
- It is recommended that you purchase safety glass door and closure

### APARTMENT INSURANCE - DON'T LEAVE HOME WITHOUT IT

A big reason for living at Larchmont Hills is our unparalleled record of safety and comfort. However problems do occur from time to time, and when they do, apartment insurance can keep a broken pipe or wiring problem from turning into a financial disaster. The Board of Directors urges all residents to maintain adequate apartment insurance. The cost can be modest – especially when bundled with auto insurance – but the savings can be substantial.

**Pedro Rivera and Manuel Marroquin do an outstanding job maintaining Larchmont Hills. The building is being kept beautifully and we all appreciate their daily efforts, attention to maintenance issues and hard work. Plus, as always, we are proud that the Holiday Lights always shine the brightest on North Chatsworth Avenue.**



**Best wishes for a Happy Holiday Season and a Prosperous and Healthy New Year!**

