



John B. Lovett & Associates, Ltd

Real Estate Management

109-15 14th Avenue, College Point, New York 11356
718.445.9500 • Fax 718.445.9704 • www.lovettrealty.com

~~~ IMPORTANT NOTICE ~~~

Date: November 9, 2017
To: Park Lane Residents
Re: **COMMUNICATIONS AND CHAIN OF COMMAND**

Dear Residents:

To avoid delays in having a problem resolved at the building, it is imperative that residents contact the proper individuals. Please understand that Board Members volunteer their services on the Board and dedicate many hours on building matters. Residents should not be contacting or approaching Board Members. We have deactivated the board's email and request that you contact the following individuals regarding any of your needs or concerns.

To request/coordinate repairs, deliveries, move-ins/move-out, contact Joanne Acevedo, the Concierge and she will make arrangements with you and the superintendent. You should also contact Joanne to reserve the common room, to provide special instructions re: packages and/or to update your contact information. She can be reached at the front desk (718-846-2003) Monday-Friday 9:30 AM – 5:30 PM and Saturday 10 AM – 6 PM, or via email at: acevedo.joanne@parklanecondominium.com.

For emergencies, contact the superintendent, Angel DeJesus, 347-480-0885 as well as the Property Manager, Roy Agoney, Office Number: 718-441-1485, Cell: 917-715-7315; email: ragoney@lovettrealty.com.

If it is an emergency after hours or on weekends, please contact the superintendent as well as the Property Manager. If for any reason, you cannot reach them, call the Lovett Management Office at 718-445-9500 and leave a message with the answering service. Please be specific: Leave your name, apartment, building name, and the reason for your call along with your telephone number. A Manager on call will contact you.

We are also providing below the various Lovett team members you should contact for other issues you may have. Please keep all of these numbers in a handy place for easy reference. If you are unsure who to contact, refer your issue to Joanne or Roy and they will guide you.



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We appreciate everyone's cooperation in following the proper chain of command with respect to building matters. The building staff and Managing Agent are engaged to address the needs of the building and its residents. Board Members should not be disturbed unless it is of dire need. Management is in contact with the Board on a daily basis and will forward any issues or concerns that they need to be aware of. If it is of a personal nature, you may leave a note in a sealed envelope with Joanne addressed to the personal attention of the Board. Please make sure you include your name, apartment number and contact information.

Debra Poverelli
Asst. Property Manager

718-559-0225; dpoverelli@lovettrealty.com

MANAGEMENT TEAM

Alteration Requests, Noise Issues or Other Complaints

Debra Poverelli, Asst. Property Mgr. 718-559-0225 dpoverelli@lovettrealty.com

Common Charges/Arrears

Ed Rodriguez/Accountant 718-559-0236 erodriguez@lovettrealty.com

On-Line Banking, ACH Debit Questions

Dale VanWinkle, Dir. of Operations 718-559-0242 dale@lovettrealty.com

Copies of Financials/Bldg. Insurance Declarations

Geraldine Murphy, Receptionist 718-559-0250 gmurphy@lovettrealty.com

If you have any other type requests that you are unsure of who to contact in the Lovett Office, please forward your request to Debra. She will transfer you to the proper party to assist you.