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MEMORANDUM

TO: All Residents of Briarwood Court Tenants Corp.

FROM: The Board of Directors

SUBJECT: New Smoking Policy

DATE: August 23, 2018

On August 28th, 2017, Mayor DeBlasio signed into law Local Law #147/2017 requiring the owners of all Class A multiple dwellings; including all cooperative corporations and condominiums to adopt a “smoking policy” no later than August 28th, 2018.

The law defines a smoking policy as “a written declaration that states in a clear and conspicuous fashion where smoking is permitted or prohibited on the premises of Class A multiple dwelling”. In addition, the smoking policy “shall address all interior locations of a class A multiple dwelling, including common areas and dwelling units, and all outdoor areas of the premises, including common courtyards, rooftops, balconies and patios, and any outdoor areas connected to dwelling units”.

Below please find the new smoking policy for Briarwood Court Tenants Corp. which will be strictly enforced by the Board of Directors. Please note that it is the responsibility of any shareholder subletting their apartment to advise their tenant of this policy change. We would like to thank each resident for their anticipated cooperation.

“Smoking, including cigars or the use of pipes, electronic cigarettes or any other smoking apparatus is prohibited in the common areas of the building, including but not limited to the lobby, hallways, stairwells, compactor rooms, laundry room, and storage areas. Smoking is permitted within the Shareholder’s apartment so long as odors are not allowed to permeate into other apartments or the common areas of the building.”