

201 West 16 Owners Corp.

MEMORANDUM TO: All Shareholders

FROM: Board of Directors
201 West 16 Owners Corp.

RE: Building Security — Unaccompanied Guest Form

Our experience in operating our building with our doormen physically located in the lobby at all times has guided us in formulating some policies that will help ensure that we maintain our standard of excellent safety and security in our building. To that end, we have devised a form for use whenever a shareholder wishes to allow guests to occupy the shareholder's apartment overnight when the shareholder is not at home. (A copy of the form is attached to this memorandum.) Please note that this form is only needed for guests who will be staying overnight in your apartment in your absence. (This is not needed for the persons who clean your apartment, walk your dog, feed your cat, etc. during the day.)

All shareholders are required to submit this form if they wish to allow unaccompanied overnight guests in their apartment, whether or not the shareholders are providing the guests with keys. It is no longer appropriate to tell one of the doormen in passing of the impending arrival of unaccompanied overnight guests. A key to your apartment is not an admission ticket for overnight stays.

In this age of identity theft and computer hacking, we want to ensure that the person you intend to have access to your apartment is the same person who shows up in the front lobby seeking or even brandishing keys. It is, of course, also important to make sure that the building has contact information both for you and for your guest in case of an emergency.

When you are planning to invite guests to use your apartment in your absence (whether you have given your keys to them in advance or expect the doorman to give them keys), please fill out the form and send it for approval to our Building Manager, Christine Ang via email Christine.Ang@FSResidential.com or to the Super at super@201west16.org. Our expectation is that, absent a problem related to the requesting shareholder, or too frequent request, the forms will be approved. When the guests arrive, the doorman will ask for identification to verify the identity of the individuals seeking access to your home.

Additional copies of the forms are available at the lobby desk, from the Super and at www.201west16.org. Completed forms will be maintained in a secure location in order to ensure the confidentiality of information provided.

Thanks, as always, for your good will, good humor and continuing cooperation.

201 WEST 16 OWNERS CORP.

Unaccompanied Overnight Guest Form

Shareholder's Name: _____ Apt. No. _____

Name of guest(s): _____

Guest Contact Phone No.: _____

Identification: (for Doorman use only)

Date of Arrival: _____

Expected Length of Stay: _____

By signing below, shareholder intends to and hereby does intentionally and voluntarily waive any and all claims, actions, causes of action, lawsuits, damages or judgments that shareholder has or may have, arising from or In connection with shareholder's depositing of keys to shareholder's unit at 201 West 16 Owners Corp. (the "Corporation") with the doorman, for use by the guest identified herein, as against the Corporation, its officers directors, agents and employees, from the date of this waiver onward, unless shareholder revokes this waiver in writing and personally deliver the same to the superintendent of the Building.

Signature of Shareholder: _____

Shareholder Contact Phone No.: _____

Date Submitted: _____

ACCEPTED AND APPROVED BY:

On behalf of 201 West 16 Owners Corp.