

**BARUCH COLLEGE NEWMAN VERTICAL CAMPUS IS ACCESSIBLE BY PUBLIC TRANSPORTATION**

**SUBWAY**

The #6 Lexington Avenue Local stops at East 23rd Street and Park Avenue. The N, R and W trains stop at Broadway and East 23rd Street. The F and V trains stop at 6th Avenue and West 23d Street (transfer to eastbound M23 bus)

**BUSES**

M1 travels down Fifth Avenue to 40th Street and then down Park Avenue. The M2 and M3 travel down Fifth Avenue and up Park Avenue South. The M5 travels down Fifth Avenue. The M6 and M7 travel down Broadway. The M15 travels down Second Avenue and up First Avenue. The M101, M102 and M103 travel down Lexington Avenue and up Third Avenue. The M23 crosstown travels both east and west on 23rd Street.

If you wish to drive, there are several parking garages near the Newman Vertical Campus and on-street parking can be found nearby on Sundays. **WARNING:** Left turns are not permitted from Third Avenue onto 25th Street.

**REGISTRATION**

**Advance registration is required for attendance at all workshops. Registrations will be honored in the order received.**

Team registration is encouraged. Each registrant may attend up to four workshop sessions, one or two in the morning, one midday and one in the afternoon.

**Each CNYC member cooperative and condominium can send one PRE-REGISTERED person to the Conference at no cost.**

**ALL REGISTRATIONS MUST BE RECEIVED BY CNYC PRIOR TO NOVEMBER 12, 2009**

YOUR NAME BADGE AND WORKSHOP TICKETS WILL BE MAILED TO YOU PRIOR TO THE CONFERENCE.

YOUR NAME WILL BE AT SECURITY FOR ADMISSION TO THE CONFERENCE. **BRING A PHOTO ID TO FACILITATE ENTRY.**

TICKETS WILL BE COLLECTED FOR ADMISSION TO EACH SESSION. If a workshop is full when your registration is received, CNYC will contact you to make an alternate choice. You are encouraged to come early to visit the exhibit area ( there is no additional charge).

A \$5 TICKET ADMITS NON-WORKSHOP GOERS TO THE EXHIBIT AREA FROM THE HOURS OF 8:00 AM TO 2:00 PM.

EXHIBIT AREA TICKETS ARE NOT VALID FOR ADMISSION TO WORKSHOP SESSIONS.

<b>Fee Schedule:</b>	<b>If received by 10/17/09</b>	<b>If received by 11/13/09</b>	<b>At Conference</b>
CNYC members (1 free) then	\$ 60 per person/ 3 for \$150 /addl. @ \$ 50	\$ 75 per person/ 3 for \$180 /addl. @ \$ 60	\$100 per person
CNYC subscribers	\$ 85 per person/ 3 for \$240 /addl. @ \$ 80	\$110 per person/ 3 for \$270 /addl. @ \$ 90	\$125 per person
Non-affiliates	\$185 per person/ 3 for \$480 /addl. @ \$160	\$220 per person/ 3 for \$550 /addl. @ \$160	\$275 per person
Just One Seminar	50% of the applicable full day price	50% of the applicable full day price	50% full day price
Exhibit Area & Videos Only	\$ 5 per person	\$ 5 per person	\$ 5 per person

Registration closes on November 12, 2009 so that tickets can be mailed to each registrant.

**FULL REFUND ONLY ON CANCELLATIONS RECEIVED IN WRITING BEFORE NOVEMBER 12, 2009**

**TO REGISTER ONLINE GO TO [www.CNYC.coop](http://www.CNYC.coop). CNYC ACCEPTS CREDIT CARD PAYMENT (VISA/MasterCard) ONLINE ONLY.**



**29TH ANNUAL HOUSING CONFERENCE**

*Sunday, November 15, 2009*

Address \_\_\_\_\_ CNYC # \_\_\_\_\_

**PARTICIPANTS FROM YOUR CO-OP OR CONDO**

Please print clearly. Attach separate sheet for additional names. Please provide mailing address if it differs from the building address above.

**Names**

Email \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**WORKSHOP SELECTIONS**

Registrations will be honored in the order received. Consult the chart above and schedule so that you select workshops that do not overlap.

**Daytime Phone      Morning      Midday      Afternoon**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>CONFERENCE FEES</b>	<b>BEFORE 10/17/09</b>	<b>BEFORE 11/13/09</b>	<b>AT DOOR</b>		
CNYC MEMBERS	\$ 60 / 3 for \$150 / addl. \$ 50	\$ 75 / 3 for \$180 / addl. \$ 60	\$100 each	\$ _____	CNYC MEMBERS
CNYC Subscribers	\$ 85 / 3 for \$240 / addl. \$ 80	\$110 / 3 for \$270 / addl. \$ 90	\$125 each	\$ _____	Subscribers
Non-affiliates	\$185 / 3 for \$480 / addl. \$160	\$220 / 3 for \$550 / addl. \$160	\$275 each	\$ _____	Non-affiliates
Just one session	50% applicable full day price	50% applicable full day price	50%	\$ _____	One session
Exhibit Area Only	\$ 5 per person	\$ 5 per person	\$ 5	\$ _____	Exhibit Area

**TOTAL ENCLOSED \$ \_\_\_\_\_**

Registrations will be honored in the order received. Full refund only on cancellations received in writing by November 12, 2009.

Please send this form and a check payable to the Council of New York Cooperatives & Condominiums (CNYC) to: CNYC, 250 West 57 Street, Suite 730, New York, NY 10107

**TO REGISTER ONLINE GO TO [www.CNYC.coop](http://www.CNYC.coop). CNYC ACCEPTS CREDIT CARD PAYMENT (VISA/MasterCard) ONLINE ONLY.**

## W. WATER ISSUES: Curtail Costs and Reduce Run-Off

Every building can do something to help minimize the water that runs off roofs and courtyards into the city sewers, whose overflow fills our rivers with unsightly debris – and worse! Greening the roof is a desirable, but expensive way to capture this water. In this session, writer and Board president Renee Serlin will explore, with a panel of experts, other, less costly projects that your building can undertake to reduce your run-off footprint and, at the same time, reduce water bills. Rain barrels, blue roofs and green courtyards are among the innovative, low cost, low tech projects that will be explored as an alternative to expensive, high tech approaches.

## X. FINDING SOLUTIONS TOGETHER

After a morning of information-packed workshops and seminars, you may be ready to discuss your problems and share your successes in a forum where others will listen and share the benefit of their experiences. This is NOT a gripe session. Come prepared with a BRIEF explanation of the issue you're hoping to solve; be prepared to help the others in this class as we seek solutions together. Long term board presidents Marleen Levi and Mary Fischer, who are also members of the CNYC board, will facilitate the session.

## Y. PLANTS THAT THRIVE IN AN URBAN ENVIRONMENT

Does your building want to spruce up its entryway with plantings? Are your tree guards always the ones with the droopiest flowers? Does the wind behead your tulips? Don't be discouraged. In this seminar landscape designer Barbara Britton and naturalists Dorrie Rosen and Mike DiMezza will help you select plants and flowers appropriate to the rigors of your corner of city life. They will also have practical guidance on how to maintain your urban garden.

## Z. MANAGEMENT TRANSITIONS

Like any other relationship, the one your building has with its management firm can become strained. Open minded discussion may bring solutions to the problems, or you may determine that the relationship cannot be salvaged, and that the board must find new management. But transitions to new management aren't always smooth. Accountant Mindy Eisenberg Stark and attorney Jeff Schwartz will lead a full and frank discussion of how to shop for and select the firm and agent that are right for your cooperative or condominium; what contract provisions will help define the expectations of the parties; and how to optimize the possibility that records and documents all reach the new management firm quickly and in good order.



### LEGEND

- ★ Indicates higher level course — background knowledge of the topic will be expected
- ▲ Indicates accounting CPE class
- ❖ CLE credit pending.
- ♣ UHAB presentation.

## AT THE CONFERENCE

CNYC's HOUSING CONFERENCE is the premier educational experience for home owners in New York housing cooperatives and condominiums and the professionals offering services to these buildings. A roster of information-packed workshops and seminars gives you the opportunity to find answers to questions of importance to your building. Exhibitors demonstrate state-of-the-art equipment and describe their services in a setting where you can look, touch, ask questions and take home information. The Conference Program contains a directory of advertised products and services that will be useful throughout the year.

The 28th Annual HOUSING CONFERENCE is held at Baruch College in Manhattan, with classes on the ninth and fourteenth floors of the NEWMAN VERTICAL CAMPUS at 55 Lexington Avenue ( East 24th Street). **Registrants should bring photo ID** to facilitate entrance to the NEWMAN VERTICAL CAMPUS, where Security requires a list of registrants. Once inside, proceed to the FOURTEENTH FLOOR REGISTRATION AREA opposite the elevator to show your name badge and receive a badge holder and Conference Packet. Coats can be checked at this location. Late registrants can pick up tickets in Room 14-280 which is labeled CNYC HEADQUARTERS.

The EXHIBIT AREA and snack facilities are on the FOURTEENTH FLOOR at ROOM 14-220. There, complimentary coffee and tea are served throughout the day and snacks, sandwiches and box lunches can be purchased.

Workshops and seminars are conducted on floors 14 and 9 of the Newman Vertical Campus, Workshop tickets sent to all pre-registrants indicate both the floor and the room where the session is scheduled. **INDIVIDUALS WITH ACCESSIBILITY ISSUES ARE URGED TO REGISTER EARLY AND TO INFORM CNYC OF THEIR NEEDS.**

**To register at the Conference, please arrive early as special Security procedures will be necessary.**

At the end of the day, there will be a Reception on the FOURTEENTH FLOOR where CNYC Leaders will highlight recent achievements.

## 2 Hour Seminars 2:30pm - 4:30pm — continued

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### **208. INTERNAL CONTROLS FOR SMALL BUILDINGS ▲**

Small cooperatives and condominiums (20 units or less) are generally self managed. Unless the various aspects of running the building are well understood and well delegated, problems can arise. Accountant Charles Zucker, a long term board member of a Manhattan loft cooperative, offers practical advice for ensuring that financial records are in order, that filing deadlines are met, and that the building is well maintained and well organized.

### **209. UNDERSTANDING YOUR HEATING SYSTEM**

A clear understanding of how your heating system operates will help you make maximal use of your energy dollars. This workshop will take an in-depth look at the heating plant of buildings of between 20 and 1000 apartments and examine their various servicing needs. Attention will be paid to boilers, burners, controls and to inspection requirements. Experts Fredric Goldner and Asit Patel will provide practical facts and figures about the cost of maintaining and upgrading existing systems and advice about replacing aging equipment.

### **210. REFINANCING THE COOPERATIVE'S UNDERLYING MORTGAGE**

Attorney Theresa Racht will moderate a seminar exploring diverse aspects of refinancing underlying mortgages on cooperative buildings with experts Kerry Klein Patrick Niland and Gardner Semet. The session will begin with a careful look at mortgage basics, including guidance about prerequisites, costs, preparation, and obligations, and suggestions for maximizing your cooperative's borrowing power.

### **211. APARTMENT RENOVATIONS & COMBINATIONS**

As cooperative and condominium ownership expands, the impulse to make one's home one's castle grows as well. New shareholders and unit owners often plan extensive renovations before moving in to their units; others decide that their apartments need a facelift, or they buy an adjacent unit and combine the two. This does bring dust, noise and disruption to the building, which the board must keep under control. Corporate council provides guidance. Attorneys Bruce Cholst and Alfred Taffae will share their expertise about renovation rules, time frames, fees, inspections, and compliance with city and federal requirements in a workshop designed to help the board mitigate the stress of renovations.

### **212. THE ABC's of EFFECTIVE GRASS ROOTS LOBBYING**

The increasingly frequent changes in governmental leadership present both opportunities and pitfalls for cooperatives and condominiums which face new regulatory and policy challenges. CNYC works hard to bring the needs of cooperatives and condominiums to the attention of law makers, and often calls upon its members for vital 'grass roots' support. In this seminar CNYC board member and veteran political activist Marc Landis will provide an overview of the current legislative climate and a frank discussion of how to influence the political agenda.

### **213. AMENITIES TO ENHANCE YOUR BUILDING: Roof Gardens, Storage, Gym, Meeting Room, Play Room...**

Building amenities benefit residents in many ways. Enhanced 'curb appeal' and more facilities in the building foster a sense of community and enhance the quality of life. These same factors increase apartment value. Property manager Neil Davidowitz will lead a session on amenity options; it will cover methods for establishing priorities and effective ways to get resident input on the decision and will then proceed from decision to implementation, including suggestions on applicable designs, budgets, fees, construction, and policies and procedures for the use of the new amenity. Experts Josh Goldman and Dennis Mele will provide insights regarding these amenities

### **214. COORDINATING CAPITAL IMPROVEMENT PROJECTS**

Undertaking a major repair or upgrade project for your cooperative or condominium requires planning many steps along the way. In this seminar, architect Stephen Varone covers the various issues involved, including scope of work, budgeting, competitive bid, contract negotiation, payment terms, insurance and bonding, scheduling, project supervision, sub-contractors, site safety, and project sign-off. The seminar will help boards coordinate the many moving parts of a capital improvement program to achieve successful results.

### **215. CONTROLLING VARIABLE COSTS**

Many of the costs of operating our buildings appear completely beyond our control, but cooperatives and condominiums can effectuate significant savings through a careful review and monitoring of all building costs. In this step-by-step workshop, property manager Mark Hoffman and CNYC board member Ted Procas who is chairman of the Association of Riverdale Cooperatives (ARC), will review typical building expenses and will share secrets for containing runaway budgets.

### **216. CO-OP SUCCESSION RIGHTS AFTER DEATH**

Every board should be prepared to deal with the death of a shareholder and with ownership succession. In a building where shares have significant value, an interested party will usually step forward to handle the estate, but issues remain. Who gets the apartment? Can an heir occupy the apartment or must it be sold? Can a board reject an heir? How should maintenance charges be collected? And what can be done if no one does step forward? Attorney Larry McGaughey, whose practice encompasses both cooperative and condominium law and trusts and estates, will provide clear advice and specific information that will help both board members and shareholders understand their rights and responsibilities relative to inheritance and transfer of apartments upon the death of a shareholder.

### **217. THE BUDGET ▲**

Every well-run cooperative or condominium develops an annual budget to govern spending and to determine the amount of carrying charges that must be collected from each shareholder or unit owner. The building manager, the accountant and the treasurer should all participate in the development of your budget. Accountant Steven Beer will offer insights to help you establish and monitor a prudent budget and will provide tips to smooth out the impact of large seasonal expenses such as fuel and periodic ones (taxes, insurance, etc).

### **218. KEEP YOUR BUILDING GOING FOREVER**

If cooperatives and condominiums are to last forever, they must be constantly and carefully maintained, and there must be plans to replace building systems as they wear out. Property Manager Gerard J. Picaso will help you plan for a smooth future for your building, suggesting long term planning for the upgrading and replacement of building systems.

### **219. HOMEOWNERS INSURANCE TO PROTECT YOUR PROPERTY**

Every building resident should carry adequate homeowners insurance. This coverage protects against loss and against costly repairs and also helps soothe conflict between neighbors when leaks or other accidents occur. Many insurers have special homeowner policies for resident owners of cooperatives and condominiums, with broader coverages and lower premiums than policies for rental tenants. Insurance expert Patricia Batih will describe various coverages appropriate to New York cooperatives and condominiums and will suggest guidelines for the Board if it should opt to impose insurance requirements.

# AFTERNOON SESSIONS

*3 Hour Seminar 1:30pm - 4:30pm*

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## **200. CONDO ISSUES FOR NEW ATTORNEYS ❖**

Condominium law does not receive much attention in most law schools, and yet it is a specialty of growing importance in New York City today. Attorneys Andrew Brucker and Dale Degenshein will take attorneys new to this field on a swift journey through the basics of condominium law, reviewing the legal documents that form its foundation, applicable statutory

law and case law developed over decades of wrangling between boards and unit owners. They will discuss the extent and limits of Board authority, meetings, unit owner rights, the 'right of first refusal', "problem residents," and the services expected of counsel in each instance. This fast paced class is designed exclusively for attorneys and paralegals.

*2 Hour Seminars 2:30pm - 4:30pm*

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## **201. CREATING A POLICY MANUAL FOR YOUR CO-OP OR CONDO ★**

How does a cooperative or condominium maintain consistency in its rules and interpretation of its Proprietary Lease, Declaration of Condominium, By-Laws or House Rules when the members of the Board and the managing agent constantly change? How do boards make certain that they treat shareholders and unit owners fairly and equally? How can residents know the rules as they have evolved over the years? Coordinate all this information in one place, eliminate the inconsistencies, make certain that the rules still make sense, and you have a Policy Manual specific to your cooperative or condominium. Present it in a 'user-friendly' format and in easy-to read style and your shareholders or unit owners will have an excellent reference source when questions arise. CNYC Board Chair Stuart Saft, Esq. will start you on the road to developing a policy manual for your own cooperative or condominium.

## **202. WORKING EFFECTIVELY WITH YOUR BUILDING EMPLOYEES**

New York cooperatives and condominiums rely on staff to protect the building and its residents, and to keep the physical plant running smoothly. They set high standards for employee performance. When problems arise, advice and help are available through the Realty Advisory Board on Labor Relations, Inc. (RAB), which represents buildings in their dealings with service employees — both for day-to-day issues and in the negotiation and administration of contracts with unions representing the employees. The present contract with Local 32BJ whose members work in many NYC co-ops and condos, expires on April 20, 2010. In this workshop, Peter Finn, Esq. of the RAB will discuss effective ways to deploy, motivate and, when necessary, discipline building employees. He will explain the pattern contract and how negotiations typically proceed. Joining him is Margie Russell, executive director of NYARM, the New York Association of Realty Managers who will provide insights on training staff and suggestions for enhancing performance while also improving employee satisfaction.

## **203 SHAREHOLDER VS. BOARD: Remediating Issues with Water Penetration, Mold, Bedbugs, Noise and Odors. ★**

When costs are incurred because of water penetration, removing mold, eradicating bedbugs or controlling noise and odors in shareholder apartments, the cooperative must walk a careful line in distinguishing its responsibilities from those of the shareholder. Numerous concepts come into play, including City and State laws such as the statutory concept of the warranty of habitability, the building's proprietary lease, principals of common law negligence and the policies in effect in the specific cooperative. Attorney Arthur Weinstein, who is a founder and Vice President of CNYC will explore these complex issues.

## **204. BASIC FINANCIAL ASPECTS OF COOPERATIVES**

Accountant Mark Shernicoff, who is treasurer of CNYC, will present a careful analysis of budgets, management reports, and tax issues designed to help new treasurers and 'non-financial' board members fully understand their responsibilities. The true beginner is encouraged to attend workshop #14 before this one. Once the basics are covered, attention will focus on issues such as long range planning, mortgage refinancing, and contingency reserves. Questions will be addressed at the end of the session.

## **205. NEW CODES IN NEW YORK CITY**

Laws passed by the City Council and regulations promulgated by City Agencies impose new responsibilities on building owners each year. In this annual workshop, Greg Carlson brings participants up to date on the latest requirements and their deadlines. Mr. Carlson is a CNYC Board member and executive director of the Federation of New York Housing Cooperatives & Condominiums.

## **206. HOW CAN WE KEEP HDFC HOUSING AFFORDABLE? ♣**

HDFC cooperatives are designed to be a permanent resource of affordable, owner-occupied housing in a city where such housing is scarce. Andrew Reicher is the Executive Director of the Urban Homesteading Assistance Board (UHAB), which has been working with the city for 35 years to create HDFC housing and to train HDFC home owners to manage their buildings. He will present the history of the HDFC program and will lead a discussion of ways that HDFCs have dealt with the challenges of managing their limited-equity cooperatives and maintaining affordability as original shareholders sell their units. All those interested in preserving affordable housing are welcome at this seminar.

## **207. BEING GREEN IS NOT A SPECTATOR SPORT**

Energy expert Lewis Kwit will lead a discussion of sustainability as it impacts the cooperatives and condominiums featuring representatives of the City of New York, the New York State Energy Research and Development Authority (NYSERDA) and Green Building architects. The session will offer practical advice to help buildings develop their own sustainability portfolio, and will present technologies which contribute to a sustainable living environment and incentives available from the State, City and Federal governments for implementing these protocols.

**Afternoon Workshops Continue ▼**

## 1 1/2 Hour Seminars 12:00 noon-1:30pm — continued

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### 111. DETECTING AND PREVENTING FRAUD & KICKBACKS ▲

Forensic accountant Mindy Eisenberg Stark will offer guidelines for detecting wrongdoing in your building and will suggest preventive measures designed to help maximize the board's effectiveness in controlling management and supervising building personnel.

### 112. COMMUNICATING WITH SHAREHOLDERS/UNIT OWNERS

In today's information-filled world, shareholders and unit owners expect to be informed about issues in their homes and expect to have procedures for bringing their questions to the attention of building staff, management and of board members. Communications expert Lloyd Chrein and property managers Michael Wolfe and Bill McBurney will lead a discussion of diverse ways for boards to maintain open and effective lines of communication.

## 1 Hour Seminars 12:30pm-1:30pm

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### M. PROCEDURES FOR AMENDING YOUR DOCUMENTS

Major changes in the way a building is run will generally require amendment of the Proprietary Lease or By-laws of a cooperative and the By-laws and perhaps the Declaration in a condominium. Transactions requiring a vote of shareholders or unit owners include (but are not limited to) sub-metering electricity, instituting a transfer fee, adopting a new proprietary lease, or 'cooperativizing' a condominium. Securing approval may not be an easy task. CNYC president, Marc J. Luxemburg will review the legal requirements and will suggest strategies for effectively implementing the change.

### N. CONTROLLING LEGAL COSTS ★

In difficult economic times, Boards have to be creative in dealing with the problems that arise, without placing their cooperatives or condominiums at risk. Frequently, during a recession, there is a substantial increase in litigation, which, regardless of its justification, is expensive and time consuming. CNYC Board Chair Stuart Saft and property manager Neil Davidowitz will explore ways to reduce legal expenses in general, and even if the Board gets embroiled in litigation. Participants will be expected to be thoroughly familiar with basic board responsibilities but no experience with litigation is necessary.

### P. UNDERSTANDING ENERGY CONTRACTS ★

Energy attorneys Phyllis Kessler and Peter Funk will help you deal with energy services providers such as ESCOs or metering companies. ESCOs sell electricity and gas competitively. It is important to understand what to look for and how to negotiate key points in ESCO contracts. The speakers will also address contracting for energy conservation equipment, making money through participating in curtailment programs, and contracting for submetering and "smart meter" systems.

### Q. ALL ABOUT HOUSE RULES

Every cooperative and condominiums starts its existence with a set of boiler plate house rules. Over time, these may be updated, amended (or simply ignored) as new policies are instituted. Attorney Peter Livingston will discuss the role of House Rules in a cooperative or condominium, their relationship to other corporate documents, the importance that they should have for the Board and for building residents, means of changing House Rules and ways of making sure that everyone knows what the House Rules are. Examples of what belongs or does not belong in the House Rules will also be discussed.

### 113. FINANCIAL RESPONSIBILITIES OF CONDO BOARDS

Accountant Rick Montanye will review all the basic financial responsibilities of condominium boards, including analysis of financial statements and management reports. If time permits, additional issues will be explored—reserves, tax considerations, and exercise of the right of first refusal as units are sold. Mr. Montanye will also have answers for your financial questions about condominiums.

### 114. SUBLET ISSUES IN NEW YORK COOPERATIVES

Many cooperatives periodically review their sublet, admissions and 'guest' policies to ensure a consistently balanced approach to the changing needs of the building and its shareholders. Attorney Morton H. Rosen will examine subletting both from the point of view of the board of directors and that of shareholders who may wish to sublet. Procedures for reviewing sublet candidates will be discussed as will sublet fees, and various restrictions upon subletting and conditions to approval of sublet applications that boards might consider imposing. The law and possible board policies with respect to occupancy by 'guests' and 'roommates' will also be discussed.

### R. IMPROVE CONDO COMMON CHARGE COLLECTIONS★

Timely collection of condominium common charges may require creative approaches to achieve cost effective results. In this seminar, Stephen M. Lasser, Esq. will discuss general collections policies, how to evaluate debtors on an individual basis, the effect of mortgages and other liens on collection strategy, non-legal remedies and legal remedies including condo lien foreclosures, sheriff sales and other foreclosure alternatives. Basic bankruptcy law and litigation strategy will also be discussed.

### S. YOUR VOTE COUNTS

Cooperatives and condominiums are self-governing entities. No shareholder or unit owner should abdicate the important responsibility of being an informed voter in this process. Attorney Ron Gold will explain the many aspects of voting in cooperatives and condominiums — including the use of proxies (and dedicated proxies) the difference between straight voting and cumulative voting, and the power of informed, active shareholders or unit owners to bring change to their buildings.

### T. RECYCLING IN NYC APARTMENT BUILDINGS

Help make NYC cleaner and greener one building at a time, starting with your own! Eve Martinez, Program Manager of the NYC Department of Sanitation's Apartment Building Recycling Initiative (ABRI), will share state-of-the-art information to help your building staff and residents ensure effective recycling throughout your building.

### U. GREEN CLEANING PRODUCTS

Today, more and more buildings are thinking 'Green', whether it is to address alternative energy sources or, simply to ensure that the cleaning products used in the building will do no harm to the health of building service workers or building residents and their guests. Come learn about cleaning products that do their job well with no harm to the environment. The "Green" solution will often prove to be the more economical one as well.

### V. ROLE OF THE CORPORATE SECRETARY

As keeper of the corporate records, the secretary monitors the building's official history and is the guardian of institutional memory. Can minute-taking be delegated? What other resources does this important officer oversee? Attorney Jeffrey Schwartz will discuss the aspects of the secretary's role.

## K. HARNESSING THE SUN AND THE WIND

Clean, renewable solar and wind energy present, in certain circumstances, alternatives to the carbon based energy sources that power New York City today. How realistic is it to plan to harness these natural energy sources to provide part of the energy to run our buildings? Energy consultant Richard Cherry will help participants explore realistic possibilities for using wind or solar energy in the near future.

# MIDDAY SESSIONS

## 1 1/2 Hour Seminars 12:00 noon-1:30pm

### 101. FANNIE MAE APARTMENT LOAN GUIDELINES EXPLAINED

Banks that make loans for the purchase of cooperative and condominium apartments preserve their liquidity by selling their loans to the institutions of the secondary market such as Fannie Mae (the Federal National Mortgage Association). Although market changes have led to tighter mortgage lending standards, Fannie Mae continues to purchase loans and support the housing market. This workshop will help you understand how lenders can qualify your cooperative or condominium by Fannie Mae, so that loans will be readily available to your prospective purchasers.

### 102. EFFECTIVE INTERFACE BETWEEN BOARD & MANAGEMENT

If boards are to enjoy a successful, productive and professional relationship with their property managers, they must establish the foundation to work in concert. Essential core components include active communication, common understanding and shared goals. CNYC board members Marleen Levi and Greg Carlson, will lead a discussion that focuses on identifying, developing, implementing and adapting work styles that yield result-oriented interaction between board and management.

### 103. PROPERTY TAX Q & A

Home owners in NYC cooperatives and condominiums benefit from a property tax abatement program that has been in place since 1997 and was recently extended through June 30, 2012. CNYC and the Action Committee for Reasonable Real Estate Taxes work for permanent reform of the City's property tax system. Action Committee Chair Jim Rheingrover and Certiorari Attorney Eric Weiss will answer your questions about the abatement program and other tax relief programs, property tax theory, and the complexities of the present NYC property tax structure.

### 104. SPREADSHEET BUDGETING FOR SMALL BUILDINGS

Some small self-managed buildings have managed in the past by only casually tracking income and expenses. But with rising costs necessitating large maintenance increases, and affordability being an issue to shareholders and unit owners already stretched by high mortgage payments, it has become vital for all cooperatives and condominiums to keep careful track of their funds. In this workshop, management professional Rebecca Poole will provide easy-to-follow spreadsheet templates for tracking income and expenses and will demonstrate how to use them to plan future budgets.

### 105. COPING WITH HOARDING PROBLEMS

"Hoarders" present unique challenges that management and Boards need to address. They acquire, keep and collect excess numbers of things or pets. These patterns can progress to levels that can put the hoarders, their neighbors and their buildings at risk. Kristin Bergfeld's company, [www.bergfeldestates.com](http://www.bergfeldestates.com), provides services to clear and reorganize apartments to help buildings cope compassionately with chronic hoarders. She works with services and agencies that can help a client with behavior modification. Ms. Bergfeld will present ways to identify and evaluate the problem, design approaches for sufficient clearing in the apartment and suggest ongoing maintenance and monitoring measures.

### 106. HDFC RESALE POLICIES ♣

Cooperatives developed under the Housing Development Fund Corporation law often have specific requirements regarding resales. When these are ignored, the cooperative may deviate from its purpose of providing affordable housing to deserving individuals and families. Attorney Larry McGaughey will offer advice to HDFC cooperatives about complying with government resale requirements with emphasis on income restrictions, 'flip taxes', primary residency requirements and compliance with non-discrimination laws. His presentation includes analysis of statutes and corporate documents.

### 107. LOW COST ENERGY IMPROVEMENTS WITH BIG RESULTS

Energy experts will present many basic initiatives that will get your building and its residents started lowering energy costs. They will describe incentive programs that are available to help defray the costs of certain energy improvements.

### 108. A GREEN ROOF FOR YOUR BUILDING

Green roofs provide many benefits: They add usable space to the roof, extend the life of roofing membranes, lower heating and cooling costs, reduce storm water runoff, and can even increase a building's property value. In addition, New York State offers tax credits for green roof installations. In this seminar, architect Stephen Varone and LEED AP Yessica Marinez will address issues involved in installing a green roof, including structural and waterproofing considerations, installation and maintenance costs, roofing warranties, code compliance, and zoning restrictions. Green roof specialist Michael DiMezza will speak of systems and plantings that are suitable for a green roof.

### 109. SHAREHOLDER/UNIT OWNER SURVEYS THAT SUCCEED

Is your board having difficulty prioritizing projects? Do you question the level of support for a proposed policy change? Is there unrest that you don't understand and therefore have not been successful in addressing? If so, help is at hand. Laurie Pollock is a market research professional who also serves on the board of the cooperative where she lives. She will help you develop surveys that can give guidance to the board; de-fuse potentially explosive arguments; and give a feeling of cohesiveness to a previously fractious population. Ms. Pollock will show how to identify the right questions, how to execute the survey, analyze the results and publish the findings.

### 110. RENOVATION DISASTERS & HOW TO AVOID THEM

There are many ways that construction projects can go awry, but Attorney C. Jaye Berger will teach Boards how to avoid these situations from the outset. She will discuss and explain what to look for in a contractor, key provisions in contracts, how to negotiate them, insurance issues, mechanic's liens, subcontractors and managing the construction. Successfully completing a project will be discussed, as well as legal problems that can arise between co-ops or condominiums and contractors.

## 2 Hour Seminars 9:30am - 11:30pm — continued

### 16. VIOLATIONS AND HOW TO CURE THEM ♣

Ann Henderson, Associate Project Director at the Urban Homesteading Assistance Board (UHAB), has worked with limited-equity cooperatives for over 25 years, helping them deal with government regulations and obtain loans and tax abatements. In this seminar, she will offer practical advice on how to avoid receiving violations, how to cure violations and why it is very important to clear outstanding violations. Three types of typical city violations will be discussed: Department of Housing Preservation and Development (HPD), Department of Buildings (DOB) and Environmental Control Board-DOB (ECB-DOB).

### 17. HOW DOES YOUR BUILDING WORK?

Peter Grech is a past president of the Superintendents Technical Association (formerly the Superintendents Club of New York) and resident manager of a large cooperative. His presentation will give board members a better understanding of the elevator, the boiler, the water tank and other building systems. Mr. Grech will explain in clear non-technical terms, exactly how these key systems work. This overview will be interesting to all board members, people considering serving on the board, management personnel and building staff members.

### 20. HARNESSING TECHNOLOGY FOR YOUR BUILDING

Technology has brought enormous changes in the way we live and work. The internet puts boundless information and worldwide communication at our fingertips. Increasingly sophisticated devices can monitor and control building systems, energy use, etc. Management firms are harnessing technology to improve their delivery of services, and the Super and staff of the building can also benefit from technological advances. Property manager Michael Wolfe and internet expert Lloyd Chrein will discuss diverse ways that New York cooperatives and condominiums may choose to harness technology to meet resident, board and management needs.

### 18. MANAGEMENT FORUM:

#### What to Expect from Your Managing Agent

The Residential Management Council of the Real Estate Board of New York (REBNY) was founded as a forum for principals and CEOs of management firms to exchange information, to cope collectively with industry issues, and to set standards and recommend practices to maintain high standards in the management field. They have provided transition guidelines; alteration agreements; mortgage applications; and purchase and sublease application forms, and a listing of all of the services which management typically performs. Property managers Mitchell Gelberg and Harry Smith will lead an interactive discussion of the services buildings should expect from their management company.

### 19. EXTERIOR RESTORATION PROJECTS

Undertaking any major capital improvement project can be daunting, made even more so by the prospect of costly overruns, ineffective repairs and careless contractors. Learn how owners and board members can overcome these obstacles and effectively contribute to the process to get the job done right. Engineer Kathleen Needham Inocco and architect Dennis Mele will take workshop participants through a practical step-by-step review of how boards can prepare for upcoming projects and work with their professionals to protect the cooperative or condominium, minimize disruption to residents, and keep the job on budget.

## LATE MORNING SESSIONS

FOLLOW YOUR 9:00 WORKSHOP WITH ONE OF THESE OR BEGIN THE DAY AT 10:45.

## 1 Hour Seminars 10:45am - 11:45pm

### F. COMMITTEES TO HELP RUN YOUR BUILDING

Anyone who has ever served on a board knows how time-consuming— even overwhelming— the work load can be: generally more than the average board can efficiently and effectively handle. Or, there are instances where a disruptive member constantly distracts the board from its agenda, thus preventing decision-making. Consultant Gerald Fingerhut and Attorney Theresa Racht will lead a discussion on how the effective use of committees can actually ease the board's work load as well as provide a mechanism to move controversy outside board meetings so that decision-making during board meetings is easier.

### G. EMERGENCY PREPAREDNESS

Every building and every resident should be concerned about personal safety issues in all kinds of emergencies. The building and each family in it should have plans for coping with emergency situations. They should also have equipment and supplies at the ready. Mary Fischer is an Emergency Room nurse and president of the board of her cooperative. Greg Carlson has been trained in the City's CERT program. He is executive director of the Federation of New York Housing Cooperatives and Condominiums and a management professional. Firefighter Jim Lanza is former president of the board of his cooperative. Sharing expertise in preparedness and board functioning, they will discuss communications, special meetings and drills for effectively conveying the need to be prepared.

### H. ENERGY JUNGLE MAP – Controlling Expenditure

Deregulation of electricity and gas have given buildings new options for energy purchase, but these new opportunities have brought new challenges. We can purchase energy through ESCOs (energy service companies), but transmission costs are still payable to the utility company. Consultant Herb Rose offers a roadmap to help you navigate the deregulation jungle. His workshop will help you understand your bill and enable you to quickly spot overcharges. He will explain Con Edison's DSM program and will offer explanations of real time pricing. This session will prepare the novice for Workshop P which will explore ESCO contracts in detail.

### J. CONTROLLING ARREARS: ROLE OF THE L & T ATTORNEY

When shareholders and unit owners fail to meet their ongoing obligation to pay maintenance or common charges, a wise board will have a policy in place to push for payment. While a letter from management (or the treasurer) is appropriate in pursuing a one month lapse, it is wrong to let things slide beyond a second month. At this juncture a prudent board will bring the appropriate attorney into the picture to ensure collection. Adam Pollack, Esq. will describe the role of the Landlord & Tenant Attorney in helping cooperatives and condominiums to keep all owners current.

Late Morning Workshops Continue ▼

## 1 1/2 Hour Seminars 9:00am - 10:30am — continued

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### **C. DARE TO ADDRESS ACCUMULATED DEFICITS ★**

Far too often, boards, fearful of shareholder/unit owner wrath, simply will not budget the increases needed to keep their building properly afloat. Instead they invade reserves or bridge shortfalls with last minute assessments. In the long run, this is very detrimental. Darren Newman, CPA, will help you prepare to make the difficult decisions necessary to bring your cooperative or condominium back on sound financial footing. It won't be easy, and the process will take time, but the sooner you begin, the sooner the problem can be solved.

### **E. PLANNING STRATEGIES FOR REDECORATING PUBLIC SPACES**

The first impression of your building is conveyed by its public space. A welcoming lobby and handsome hallways have a positive effect on the quality of life of every resident. Prospective purchasers react positively too. Selecting and executing the right new design depend on a strategically planned process, which is the subject of this seminar. Interior designers Joel M. Ergas, FASID and Steve Stanczyk will guide you through key steps that result in successful renovations of lobbies, hallways, elevator cabs, mail rooms and building entrances. Clear and timely communications to residents at every step of the way are vital to attaining consensus for the lobby design as well as patience and cooperation with the inevitable inconveniences of construction.

### **D. THE GREEN COMMITTEE: Enhancing Your Energy Awareness**

Energy-efficiency consultant Tom Sahagian has served on the Board of his own building for many years. This dual perspective makes him uniquely qualified to lead a discussion of how Green Committees can incorporate 'green' products and practices into their buildings' maintenance routines and development projects. A Green Committee can help the board come to grips with the new thinking — that conserving budgetary dollars is intimately connected with conserving planetary resources.

## 2 Hour Seminars 9:30am - 11:30pm

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### **10. DEALING WITH DIFFICULT RESIDENTS**

Every building is challenged by demands of difficult residents: people who are convinced that they are exempt from all rules; who renovate their apartments without permission, who park in others' spaces, who make noise and claim they do not; who object to the Board spending money to maintain the building but are the first to complain of building flaws; who send unauthorized guests to use the apartment in their absence; or those whose cluttered units invite vermin infestation or fire: or the people who disrupt meetings and bombard the board with angry question, but refuse to listen to or accept the answers, those whose maintenance is chronically late, but who still expect very prompt service whenever *they* have a problem, people who think the Board is their employee. CNYC Board Chairman Stuart Saft, Esq. and property manager Neil Davidowitz will suggest creative and effective ways to deal with difficult resident.

### **11. CO-OP ADMISSIONS POLICY & PROCEDURES**

CNYC co-founder and vice president Arthur I. Weinstein, Esq. and property manager Steve Hoffman will review in detail the responsibilities of the Board of Directors and the admissions committee in establishing criteria and reviewing applications for the purchase of shares for units in a cooperative. Various housing discrimination laws will be reviewed in detail. Subtle policy will be touched upon briefly in this session, but it is also the subject of a separate workshop (#114). CNYC's television show on Admissions is suggested preparation for this workshop; it can be viewed by appointment in the CNYC office. CNYC's prototype application form will be distributed and discussed.

### **12. INSURANCE GUIDELINES FOR BUILDING AND RESIDENTS**

Insurance expert James Fenniman will present the full range of insurance coverages necessary to a typical building and each of its residents. He will discuss the high cost of insurance and will suggest ways a building can maintain appropriate coverage.

### **13. RESERVES: Accumulating, Investing & Spending Them ★▲**

The reserve fund of a cooperative or condominium is the cushion protecting shareholders and unit owners from sudden assessments or unanticipated jumps in maintenance. It is a vital component of long term plans for maintaining the building and replacing systems as needed. CPA Abe Kleiman will discuss reasons for establishing reserves, means of accumulating funds, and prudent ways to invest these assets while effectively addressing the needs of your cooperative or condominium. Attention will be paid to pertinent tax rulings and regulations.

### **14. UNDERSTANDING CO-OP AUDITED FINANCIAL STATEMENTS**

Accountant Charles Zucker will walk you through a line-by-line review of financial statements for cooperatives, discussing issues related to each item. This elementary session is designed to introduce new treasurers and interested board members to the basics of co-op financial statements. With workshop 204, it will provide a detailed overview of the financial responsibilities of the co-op Board of Directors.

### **15. CASHING IN ON HIDDEN ASSETS ★**

Property manager James Goldstick and attorney James Samson will help Boards think outside the box to help their cooperative or condominium raise needed funds when the Board would prefer not to impose an assessment, raise maintenance or borrow from a bank. Come learn of alternative sources of raising money for cooperatives and condominiums beyond the customary and traditional methods.

**Morning Workshops Continue ▼**

# MORNING SESSIONS

3 Hour Seminars 8:45am - 11:45am

TITLES IN GREEN INDICATE NEW TOPIC

## 1. CURRENT SIGNIFICANT LEGAL DECISIONS FOR CO-OPS & CONDOS ★❖

Every year, CNYC president Marc Luxemburg, Esq. examines recent legal decisions, providing commentary and insights about how each case affects New York cooperatives and condominiums and their boards and suggesting ways to cope with new challenges that these cases raise. Mr. Luxemburg moves quickly through a great number of court cases in this advanced class, designed for experienced board members familiar with board functioning and for attorneys.

## 2. LEADERSHIP MANAGEMENT WORKSHOP FOR PRESIDENTS ONLY ★

The leadership skills of the board president drive the success of the cooperative or condominium far more than those of any other board member. This leadership workshop created by management consultant Arthur Davis, examines what makes the position of president unique among board members, the special demands placed on presidents in the changing political environment of their buildings, and how they can become more effective decision makers, team builders, motivators and mediators, and guide other directors toward becoming more responsive managers in the face of sometimes daunting obstacles and challenges.

## 3. MAKING & ENFORCING THE RULES

A well-run cooperative or condominium will have a sound set of rules and policies to deal with all possible situations. These policies will be clearly described and communicated to all owners and residents, and will be enforced consistently and evenhandedly. Attorney Bruce Cholst suggests ways to design and implement rules for your cooperative or condominium that are effective and fair.

## 4. THE TREASURER ▲

The treasurer of a cooperative or condominium oversees all financial activities. While the execution of specific tasks can be delegated to management or to investment advisors, the treasurer can never relinquish responsibility for ensuring that all is done. Accountants Norman Prisant and Robert Mellina will enumerate and discuss the treasurer's responsibilities, suggesting systems of control and practical, timesaving procedures.

## 5. REPAIRS IN A COOPERATIVE — Who's Responsible for What?

Is it the shareholder or the corporation that is responsible for a particular repair in a cooperative apartment? The answer is not always evident, but attorney Phyllis Weisberg and property manager Tony Angelico will provide sound guidelines for delving this key issue. References will be made to relevant portions of the proprietary lease, the by-laws and the law. Specific examples will be cited.

## 6. LEGAL RESPONSIBILITIES OF CO-OP BOARDS

Attorney Dennis Greenstein will discuss the concepts common to the functioning of all cooperatives, focusing on the proprietary lease and bylaws, court cases and the responsibilities of directors. This is a basic survey course for cooperative board members and potential cooperative board members interested in the legal aspects of operating a cooperative.

## 7. BOARD RESPONSIBILITIES IN CONDOMINIUMS

Attorney Linda Plotnicki will review the laws and legal documents governing a condominium and will discuss issues of general concern ranging from house rules and their enforcement to protection of the income stream in default situations. What should the board do to ensure efficient day-to-day operation of the building? to deal effectively with the City and appropriate agencies? to exercise some control over who lives in the condominium? What does the concept of a board member's fiduciary duty really mean? Here you will find answers to these important condo questions.

## 8. CO-OP ISSUES FOR NEW ATTORNEYS ❖

Co-op law does not receive much attention in most law schools, and yet it is an important specialty in New York City today. Attorneys Howard Schechter and Doug Heller will take attorneys new to this field on a swift journey through the basics of this challenging discipline, examining the legal documents that form its foundation, applicable statutory law and case law developed over decades of wrangling between boards and building residents. They will discuss admissions issues, corporate meetings, alterations, Board authority, shareholder rights and "problem shareholders," and the services expected of counsel in each instance. This fast paced class is designed exclusively for attorneys. This class qualifies for Continuing Legal Education credit for new attorneys and for paralegals.

1 1/2 Hour Seminars 9:00am - 10:30am

## A. WHY SERVE ON THE BOARD?

The Board is elected to oversee the business affairs of the cooperative or condominium. Each board member is a fiduciary agent acting in the best interest of the cooperative or condominium, to "serve and protect". Board service affords privileged and responsible first-hand involvement, input and decision making. Board members are volunteers who receive no compensation and who devote personal time and effort to address the broad range of issues involved in co-op/condo management. Board service promotes teamwork, hones skills, engages oversight and interaction with management, staff and service providers. Join CNYC board member Marleen Levi to explore the many rewards and benefits of board service.

## B. COMBATING BEDBUGS

Bedbug infestations have become a far too common occurrence in New York apartment buildings. Fortunately, these tiny creatures do not carry disease, but they do feed on humans and their pets, are very small and resilient and extremely difficult to eradicate. Property manager Ellen Kornfeld will lead a seminar full of practical advice about detecting and eliminating bedbug infestations, with emphasis on proper extermination procedures, recommendations to encourage residents to report bedbugs on very first sighting, and emphasis on the absolute necessity of proper cleaning of everything where bedbugs may hide.

Morning Workshops Continue ▼



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