



30th ANNUAL

# HOUSING CONFERENCE

*Sunday November 14, 2010  
8:00 am - 5:15 pm*

*75 Seminars / 45 Exhibits* *Plus*

**Directory of Products & Services  
Professional Education Credit  
Sessions by UHAB Experts  
Classes for New Attorneys**

This conference will help you

- Manage your building at peak efficiency
- Address legal, financial, and "people" issues
- Plan wisely for the present and the future
- Discover new products & services
- Learn from the experiences of others
- Think **GREEN!**

**Baruch College — Newman Vertical Campus**  
55 Lexington Avenue, NE corner East 24th Street



**Council of New York  
Cooperatives & Condominiums**  
INFORMATION, EDUCATION AND ADVOCACY

# MORNING SESSIONS

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

TITLES IN GREEN INDICATE NEW TOPIC

## 1. CURRENT SIGNIFICANT LEGAL DECISIONS ★❖

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; he also suggests ways for boards 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 SKILLS DEVELOPMENT WORKSHOP: FOR PRESIDENTS ONLY ★

The leadership skills of the board president drive the success of the cooperative or condominium. 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 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. 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. He will explain in clear non-technical terms, exactly how key building systems work. Mr. Grech's presentation will give board members a better understanding of the elevator, the boiler, the water tank and other building systems. This overview will be of interest to all board members, to people considering serving on the board, to management personnel and to building staff members.

## 6. REPAIRS IN A COOP — 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.

## 7. LEGAL RESPONSIBILITIES OF COOP 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.

## 8. BOARD RESPONSIBILITIES IN CONDOS

Attorney Linda Plotnicki will review the laws and legal documents governing a condominium and 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.

## 9. YOUR ROOF & EXTERIOR WALLS

Masonry expert Maurice Schickler will discuss preservation of the building envelope, with slides to illustrate both problems and solutions. He will explain why and how leaks occur and what preventive measures are effective in deterring them and will explain terminology and techniques to be aware of in supervising roof repair and replacement, pointing, masonry repairs and waterproofing. Mr. Schickler will also discuss Local Law 11 as well as the new NYC Building Code and how it applies to facade and roof work.

## 10. 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, including attorneys who sit on condo boards.

Morning Workshops Continue ▼

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

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### A. KEY QUALITIES OF FINE BOARD MEMBERS

Individuals who volunteer to serve on coop and condo boards bring to their task their own particular experiences of a lifetime. Board service affords a unique opportunity to apply acquired knowledge and to learn new skills. Of particular importance is a willingness to get involved, to share ideas, exchange opinions and serve in the best interest of the cooperative or condominium. The Board should function as a team of colleagues who respect one another and work together for common goals. Author Patrick Hohman and CNYC board member Marleen Levi will discuss qualities that help people to be fine board members.

### B. 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. This course is a good introduction for new condominium treasurers and all condominium board members.

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

Far too often, boards are fearful of shareholder/unit owner wrath, therefore they 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. Participants will be expected to understand budgeting and the financial requirements of a cooperative or condominium.

### D. 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.

### E. THE GREEN COMMITTEE: Enhancing Energy Awareness

Energy-efficiency Consultant Tom Sahagian has served on the Board of his own building for many years. He will bring this dual perspective to bear in leading a discussion of ways to incorporate 'green' products and practices into 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.

### F. WHAT SHOULD BE IN THE MINUTES?

The minutes of your Board meetings are the official record of actions taken, policies established and projects planned. Minutes are not the occasion for flowery prose; they are not enhanced by excessive detail. Every Board member shares responsibility for ensuring that the minutes they approve accurately reflect the intentions of the board and do not contain unnecessary information. Attorney Jeffrey Schwartz will help secretaries and aspiring secretaries develop clear, concise minutes for their cooperatives or condominiums.

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

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### 11. COOP ADMISSIONS POLICY & PROCEDURES

CNYC co-founder and vice president Arthur I. Weinstein, Esq. and property manager Steve Hoffman, Esq. 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. Sublet policy will be touched upon briefly in this session, but it is also the subject of a separate workshop (#109). 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. 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 resident to report bedbugs on very first sighting, and emphasis on the absolute necessity of proper cleaning of everything where bedbugs may hide.

### 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 carrying charges. 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. Class participants will be expected to have a good basic knowledge of co-op or condo finances.

### 14. UNDERSTANDING YOUR COOP'S AUDITED FINANCIAL STATEMENT

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.

**Morning Workshops Continue ▼**

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

### 15. 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 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.

### 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. SOLVING DIFFICULT LEAKS

Water and air leaks can be difficult to locate because the rain, snow or ice conditions that cause the leak occur infrequently (but cause severe damage when they do occur). Air leaks waste energy, and they can bring unwanted smoke and odors into neighboring units. Architect Douglas Lister will discuss methods of testing buildings to locate leaks and techniques to repair extremely persistent leaks.

### 18. 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.

## 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

### G. 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 in the face of changing Boards and management personnel? 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? The answer: a readable Policy Manual to coordinate all this information. In this workshop, attorney Stuart Saft, who is Chairman of the NYC Executive Board will start you on the road to developing a policy manual for your own cooperative or condominium.

### H. COMMITTEES TO HELP RUN YOUR BUILDING

Anyone who has 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. 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.

### J. COMPLYING WITH NYC'S NEW 'GREEN LAWS'

In December, 2009, the City passed laws requiring all buildings of more than 50,000 square feet to measure their energy use for 'benchmarking' purposes and to perform an energy audit every ten years and to identify and correct any deficiencies through 'retro-commissioning'. An energy efficiency report must then be filed with the City. In this seminar a team of experts will explain what is required for buildings to comply with these new laws.

### K. ARE YOU PAYING TOO MUCH FOR ELECTRICITY AND GAS?

Deregulation of electricity and gas have given buildings new options for energy purchase, but these new opportunities have brought new challenges. Consultant Herb Rose will help you understand your energy bills and enable you to quickly spot overcharges. He will explain Con Edison's DSM program and will offer explanations of real time pricing. Participants should bring their current utility bills to look for economies.

### L. SOLVING NOISE ISSUES — MANAGEMENT ROLE

Noise issues between neighbors are always a challenge. In the City that Never Sleeps, it is difficult to establish reasonable hours for practicing of musical instruments, just as it is difficult to control barking dogs, noisy children or residents who play their televisions at top volume. Property manager Irwin Cohen offers practical advice on noise issues, and specifically, on the role that management can play in bringing about solutions to these problems.

### M. 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. Participants will be expected to understand the financial aspects of operating a condominium.

# MIDDAY SESSIONS

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

## 101. A CODE OF ETHICS FOR BOARD MEMBERS

CNYC vice president Arthur I. Weinstein, Esq. has developed a suggested code of ethics for board members of cooperatives and condominiums. This model will form the basis for a discussion of not-so-hypothetical issues which may confront board members in New York cooperatives and condominiums as they serve their buildings. Time will be allotted for questions from participants and topics discussed will include the reasons for establishing and enforcing such a code.

## 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. Participants will be expected to understand how boards function.

## 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 has been 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. 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 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.

## 105. ALL ABOUT HOUSE RULES

Every cooperative and condominiums starts its existence with a set of boiler plate house rules. Over time these can be updated, amended, (or simply ignored) as new building policies are instituted. Attorney Peter Livingston will discuss the role of House Rules in a cooperative or condominium, their relationship to other corporate documents, how to change House Rules and ways to make 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.

## 106. H.D.F.C. APARTMENT OWNERSHIP WHEN SHAREHOLDERS DIE♣

Every board should be prepared to deal with the death of a shareholder and with ownership succession, but limited equity cooperatives often face unusual problems. Shareholders may not have made arrangements for how their apartments will be dealt with after their death. What if no interested party steps forward to handle the estate? Perhaps the legal and other costs exceed the value of the apartment. Many issues parallel those in conventional cooperatives, such as Who gets the apartment? Can a board reject an heir? What if maintenance is not being paid? Attorney Lawrence McGaughey, whose practice includes both cooperative and trust and estates law, will provide clear advice and specific information that will help both board members and shareholders in limited equity cooperatives understand their rights and responsibilities relative to inheritance and transfer of apartments on death.

## 107. WINDOWS AND WINDOW CONTROVERSIES

Architect Douglas Lister and property manager Neil Davidowitz will review window replacement and repair technologies and board policies on the subject of windows. Many window controversies can be avoided if the Board has clear guidelines for residents to use when repairing or replacing windows and air conditioners. The seminar will include advice on preparing these guidelines. It will also explain the difference between a \$300 replacement window and a \$2000 replacement window and will suggest review strategies for replacing or repairing windows in historic buildings.

## 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 increase a building's property value. In this seminar, architect Stephen Varone and LEED AP Yessica Martinez will address the issues involved in installing a green roof, including structural and waterproofing considerations, maintenance costs, roofing warranties, code compliance, and zoning restrictions. Green roof specialist Michael DiMezza discusses which types of systems and plantings are most suitable for green roof installations.

## 109. SUBLET ISSUES IN NEW YORK COOPS

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, discussing procedures for reviewing sublet candidates and sublet fees. The seminar will also explore restrictions and conditions that boards might impose. The law and possible board policies with respect to occupancy by 'guests' and 'roommates' will also be discussed.

## 110. RENOVATION DISASTERS & HOW TO AVOID THEM

There are many ways that renovation and 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 the cooperative or condominium and contractors.

**Midday Workshops Continue ▼**

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

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### 111. MANAGEMENT TRANSITIONS

Like any other relationship, the one your building has with its management firm can become strained. Discussion may bring solutions to the problems, or you may determine that the relationship cannot be salvaged. 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 both parties; and how to optimize the possibility that records and documents all reach the new management firm quickly and in good order.

### 112. COMMUNICATING WITH SHAREHOLDERS/UNIT OWNERS

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

### 113. INSURANCE GUIDELINES FOR BUILDING & 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 cost of insurance and will suggest ways a building can maintain appropriate coverage.

### 114. 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.

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

When shareholders fail to meet their ongoing obligation to pay maintenance, 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 Landlord Tenant Attorney into the picture to ensure collection. Adam Pollack, Esq. will describe the role of the Landlord & Tenant Attorney in helping cooperatives keep all shareholders current.

## 1 Hour Seminars 12:15pm - 1:15pm

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### P. PROCEDURES FOR AMENDING YOUR DOCUMENTS

Major changes in policy 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) submetering 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.

### Q. SURVIVING THE TURMOIL IN THE ECONOMY & THE REAL ESTATE MARKET ★

In difficult economic times, Boards have to be creative in dealing with the problems that arise, without placing their cooperatives or condominiums at risk. Attorney Stuart Saft, who is Chairman of CNYC brings advice on helping your cooperative or condominium to survive in the current economic climate. Participants will be expected to be thoroughly familiar with basic board responsibilities.

### R. HOW TO IMPROVE 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 you set up effective recycling areas throughout your building, and review what your building staff and residents need to know about recycling in NYC. There will also be an opportunity to sign up for more direct assistance from the DSNY Bureau of Waste Prevention, Reuse and Recycling.

### S. 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 expenses necessitating large maintenance increases, and affordability being an issue to shareholders and unit owners, it has become vital for all cooperatives and condominiums to keep careful track of their funds. In this workshop, property manager 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.

### T. ADDRESSING OBJECTIONABLE CONDUCT IN CONDOS ❖

When unit owners or their guests or tenants engage in conduct that their neighbors find objectionable, the Board has fewer weapons in its arsenal for dealing with this than do their counterparts on the boards of cooperatives. Nevertheless, with patience and determination and a well organized strategy, a condominium can deal effectively with objectionable conduct. Attorney Robert Braverman will offer clear guidelines and will cite appropriate case law.

### U. HEATING NYC BUILDINGS — FUEL ISSUES

How will multiple dwellings in New York City be heated twenty years from today? And what must cooperatives and condominiums consider doing NOW in order to prepare their buildings for new energy sources. Environmental concerns and a commitment to reducing our carbon footprint motivate city government to regulate fossil fuels used to heat New York buildings today. In this seminar, recent legislation will be discussed which regulates fossil fuels, and experts will look to the future and try to help Board members make practical decisions regarding their own heating plants.

# AFTERNOON SESSIONS

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

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## 200. 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 Douglas P. 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.

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

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## 201. 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 questions, 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.

## 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. In this workshop, Margie Russell, executive director of NYARM, the New York Association of Realty Managers and an attorney from the RAB will provide insights on training staff and suggestions for enhancing performance while also improving employee satisfaction.

## 203 **COOP** SHAREHOLDER VS. BOARD: Remedying 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 the complexities of these issues. Participants will be expected to have a clear understanding of the functioning of a cooperative.

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

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 #4 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. UPDATE: 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, Gregory J. Carlson brings participants up to date on the latest requirements and their deadlines. He is joined by experts, including architect Leonard Geoxavier. Mr. Carlson is a member of the Board of CNYC and executive director of the Federation of New York Housing Cooperatives & Condominiums.

## 206. HOW CAN WE KEEP **H.D.F.C. 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. REFINANCING THE **COOP'S** UNDERLYING MORTGAGE

Attorney Theresa Racht will moderate a seminar exploring diverse aspects of refinancing underlying mortgages on cooperative buildings with experts Sheldon Gartenstein, Nancy Liang, Patrick Niland and Tom Schissler. The session will present mortgage basics, including guidance about prerequisites, costs, preparation, and obligations, and suggestions for maximizing your building's borrowing power.

Afternoon Workshops Continue ▼

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

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### **208. DETECTING AND PREVENTING FRAUD & KICK-BACKS ★ ▲**

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. Participants will be expected to have a basic grounding in the financial and managerial functioning of cooperatives and condominiums.

### **209. 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.

### **210. 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 1,000 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 replacement of aging equipment.

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

As cooperative and condominium ownership expands, the impulse to make one's home one's castle grows too. 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 counsel 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. COPING WITH HOARDING ISSUES**

People who hoard collect things and fill their homes far beyond reasonable capacity, eventually putting themselves and even their neighbors and their buildings at risk. They may have serious difficulty discarding the daily newspaper, the junk mail they receive, or empty food containers. Some hoarders retrieve other peoples' discards and bring them home. Others have more pets than they can properly care for. Over time, these patterns of accumulating can create fire hazards, offending odors, vermin infestation, and can even cause structural damage. Hoarders present unique challenges that management and Boards need to address. Kristin Bergfeld runs a company that provides services to clear and reorganize apartments as a way to give the hoarder a clean start, clear violations and help the building cope compassionately with a chronic hoarder. She works with services and agencies that can help a client with behavior modification. She will present ways to identify problem behavior and assess its seriousness. Participants will be invited to continue these discussions in an online survey of hoarding in New York.

### **213. COORDINATING CAPITAL IMPROVEMENT PROJECTS**

Undertaking a major repair or upgrade project for your cooperative or condominium requires careful planning every step of 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.

### **214. 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.

### **215. 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.

### **216. 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).

### **217. 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.

### **218. 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.

# 1 1/2 Hour Seminars 3:00pm - 4:30pm

## V. VOTING AT THE ANNUAL MEETING

Every shareholder or unit owner should attend the Annual Meeting as an informed voter selecting those who will run the affairs of their cooperative or condominium. Far too often, this responsibility is sadly neglected. Attorney Ronald Gold will explore aspects of voting in cooperatives and condominiums — including the use of proxies (and dedicated proxies) the difference between straight voting and cumulative voting, the responsibility of Boards to try to bring out the vote, and the power of informed, active shareholders or unit owners to bring change to their buildings.

## W. CONSTRUCTION DEFECTS: TO SUE OR NOT TO SUE

As owners take possession of their units in newly constructed condominiums and cooperatives and begin to work with their new neighbors to organize, they often find defects in the construction of their building. Construction defects can also be an issue in existing building where large projects are undertaken. Attorney Robert Braverman will provide good advice on assessing both types of situations and making the critical decision of how to proceed in order to achieve the best possible results at the most reasonable cost.

## X. 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 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.

## Y. 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 an emergency. They should also have equipments and supplies at the ready. Mary Fischer is an Emergency Room nurse and president of the board of her cooperative. 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.

## Z. GREEN IMPROVEMENTS: "HERE'S WHAT WE DID"

Throughout the city there are many cooperative and condominium boards that have long been committed to 'greening' their buildings. They have undertaken projects — some large and some small — which enhance their buildings and improve the quality of life of residents. Loren Blackford will moderate a workshop where several of these forward-thinking board members will tell of the improvements they have made — be it a green roof or a cogeneration plant or motion detecting lighting in workrooms. The panelists will answer your questions about the process, the cost, and the improvement that their project has brought about.

### 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 30th 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.

**To register at the Conference, please arrive early as special Security procedures will be necessary.** Only checks or cash will be accepted for payment on the day of the Conference.

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

**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 10, 2010**

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 10/14/10</b>	<b>If received by 11/10/10</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	\$225 per person/ 3 for \$600 /addl. @ \$200	\$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 10, 2010 so that tickets can be mailed to each registrant.

**FULL REFUND ONLY ON CANCELLATIONS RECEIVED IN WRITING BEFORE NOVEMBER 10, 2010**

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



**30TH ANNUAL HOUSING CONFERENCE**

*Sunday, November 14, 2010*

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 10/14/10</b>	<b>BEFORE 11/10/10</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	\$225 / 3 for \$600 / addl. \$200	\$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 10, 2010.

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.**