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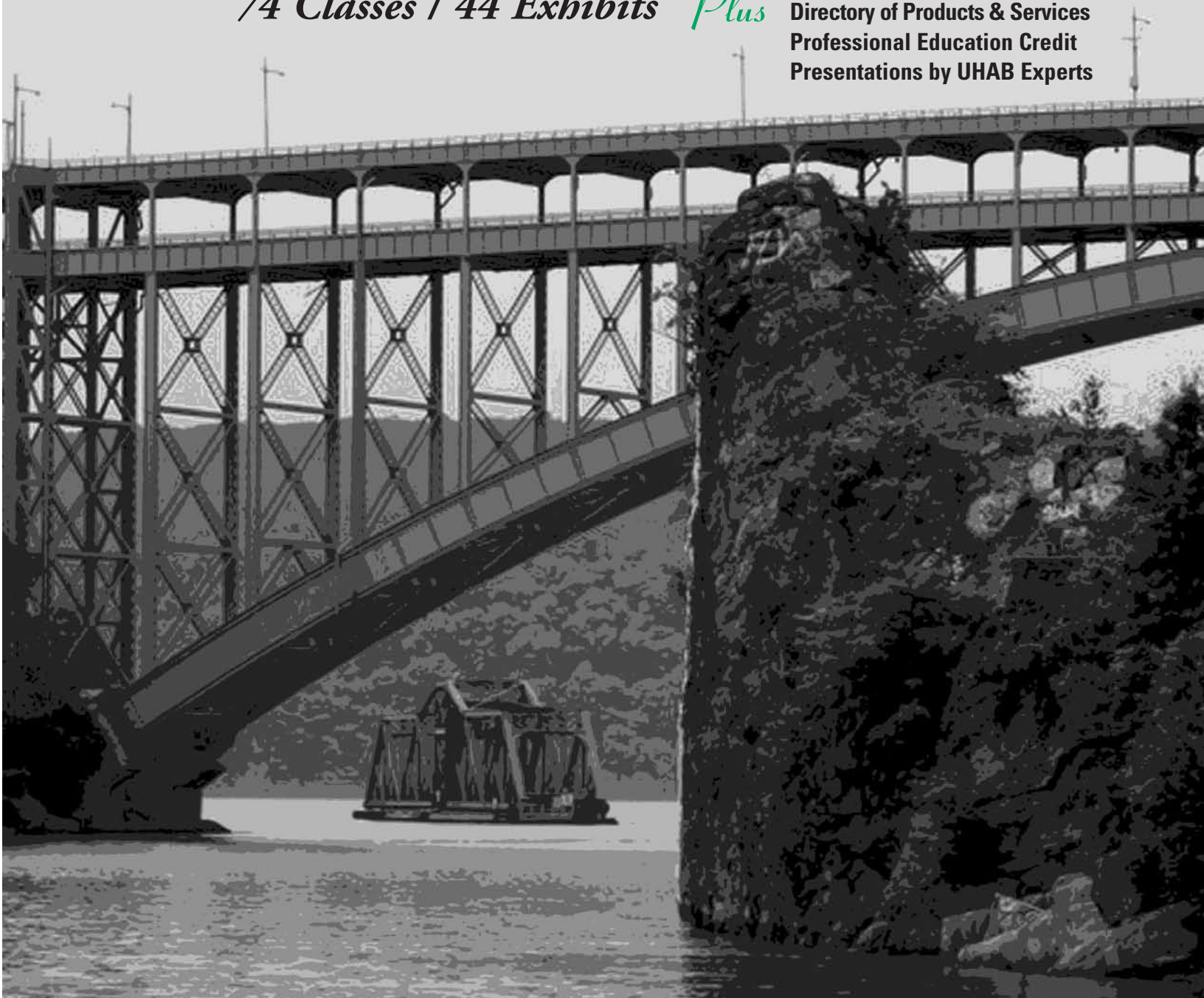
HOUSING CONFERENCE

Sunday November 13, 2011

8:00 am - 5:15 pm

74 Classes / 44 Exhibits *Plus*

Directory of Products & Services
Professional Education Credit
Presentations by UHAB Experts



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 Classes 9:00am - 12:00pm

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. 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.

3. HOW DOES YOUR BUILDING WORK?

Peter Grech is a past president of the Superintendents Technical Association 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 interesting to all board members, people considering serving on the board, management personnel and building staff members.

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 Jayson Prisant and Robert Mellina will enumerate and discuss the treasurer's responsibilities, suggesting systems of control and practical, timesaving procedures.

5. 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.

6. BOARD RESPONSIBILITIES IN CONDOMINIUMS

Attorney Linda Plotnicki will review the laws and legal documents governing New York condominiums 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 condo? 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?

7. 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. There will also be a discussion of Local Law 11 and the NYC Building Code and how it applies to facade and roof work.

8. 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.

1 1/2 Hour Classes 9:15am - 10:45am

A. A PRIMER OF CO-OP & CONDO TERMS AND TOPICS

As we seek to understand our responsibilities as owners in New York cooperatives and condominiums, we encounter new terms and new ideas. This class is designed to help participants familiarize themselves with co-op and condo jargon and concepts such as common elements, inspectors of elections, quiet enjoyment, warranty of habitability, Notice to Cure, defaults, arrears, bill backs, transfer fees, reserve funds, capital improvements, fiduciary responsibility, directed proxies and the right of first refusal. Come ask attorney Ron Gold and CNYC Board member Marleen Levi about terms and concepts that are puzzling you.

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. If time permits, additional issues will be explored--reserves, tax considerations, and exercise of the right of first refusal as units are sold.

Morning Classes Continue ▼

1 1/2 Hour Classes 9:15am - 10:45am — continued

C. THE GREEN COMMITTEE:

Enhancing Energy Awareness and Taking Action

Energy-efficiency consultant and longtime co-op board member Tom Sahagian brings a dual perspective to this class. He will discuss how a Green Committee can incorporate “green” products, practices and capital expenditures into a building’s maintenance routines and development projects. An active Green Committee can help a board come to grips with the reality that conserving budgetary dollars is intimately connected with conserving planetary resources.

D. 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.

E. REASONABLE ACCOMMODATIONS:

Ramps, Comfort Pets, Parking Spaces, etc.

WHAT IS YOUR BUILDING REQUIRED TO DO?

Marc H. Schneider, Esq. will discuss what your board should do when faced with a request for a reasonable accommodation or modification of the building or of an apartment based upon a medical necessity. The discussion will include analysis of the various laws applicable to such requests including the Fair Housing Act, the New York State Human Rights Law and the New York City Human Rights Act. Mr. Schneider will have advice to help your board avoid lawsuits and discrimination claims. He will discuss what to do when the request is first made; what can and what cannot be asked of the person making the request; the circumstances under which such a request must be granted; and when a request can be denied. He will also discuss who pays for any costs related to compliance with the request. Can a fee be charged for an accommodation? What should the board do if a formal complaint is filed? Is the claim covered by insurance?

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

11. WARNING SIGNS:

How To Know If Your Building Is In Trouble

Co-op and condo boards face problems all the time; they are usually manageable, but sometimes, a seemingly insignificant issue can escalate into an expensive and time consuming problem that become a major source of dissension in the building. These catastrophes do not occur without warning signs — subtle (or not-so-subtle) hints that an issue that seems inconsequential has the potential to turn into a major headache. Attorney Stuart Saft, who chairs the CNYC Executive Board, and property manager Elly Pateras will discuss warning signs that need to be addressed to prevent small nuisances from taking on a life of their own. The class will help board members identify the warning signs of potential problems and will prepare them to deal with these issues prior to (and/or after) the exploding point.

12. CO-OP 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 class (#115). CNYC’s prototype application form will be distributed and discussed.

13. 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 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.

14. UNDERSTANDING YOUR COOPERATIVE'S AUDITED FINANCIAL STATEMENT

CPA Michael Esposito 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 session 204, it will provide a detailed overview of the financial responsibilities of the board of directors of a cooperative.

15. 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 class will help boards coordinate the many moving parts of a capital improvement program to achieve successful results.

16. PLANNING STRATEGIES FOR REDECORATING PUBLIC SPACES

The first impression of your building is conveyed by its public space. A well designed lobby and hallways that reflect the lobby have a positive effect on the quality of life of every resident. Prospective purchasers react positively, too. Selecting and executing the right design depends on a strategically planned process, which is the subject of this class. 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.

Morning Classes Continue ▼

17. 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 recommend practices to maintain high standards in the management field. It has 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.

18. 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, entomologist Louis Sorkin and attorney Howard Schecter will have 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.

19. APARTMENT RENOVATIONS & COMBINATIONS

As cooperative and condominium ownership expands, the impulse to make ones home ones 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 class designed to help the board mitigate the stress of renovations.

LATE MORNING

FOLLOW YOUR 9:15 WORKSHOP WITH ONE OF THESE OR BEGIN THE DAY AT 10:45.

Late Morning: 1 Hour Classes 11:00am - 12:00pm

F. HANDLING FORECLOSURES EFFECTIVELY

Adam Leitman Bailey offers practical advice to help boards handle foreclosures quickly and efficiently with the goal of recovering maximum funds for the cooperative or condominium.

G. 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. Or, there are instances where a disruptive member constantly distracts the board from its agenda, thus preventing decision-making. 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 meetings is easier.

H. PAPER BILLS? PAPER CHECKS? STREAMLINE BOTH ELECTRONICALLY

Producing monthly maintenance bills, receiving payment and accurately posting these payments are essential aspects of managing cooperatives and condominiums. Technology can make these tasks faster, more accurate and more cost effective. While banks may provide these services at low cost to their large management clients, smaller property managers and self-managed buildings are not offered these advantages. But help is available. Instead of a bank lock box, entrepreneur Joshua Goldman relies on an electronic system for the many monthly transactions of his company. He and Alex Bacon will describe the process and help participants determine its viability for their cooperative, condominium, or management firm.

J. CAPTURING GRAVITY: THE ENERGY IN YOUR ELEVATOR

Elevators can generate electricity as they oppose the gravitational pull of the earth when heavy cars descend full of passengers and lightweight (empty) cars rise. New technology can capture this electricity for use in the building. Energy consultant Lewis M. Kwit and an elevator expert from the Department of Buildings will explain how your building to generate its own green power without combustion.

K. BASIC ENERGY EFFICIENCY & BOILER MAINTENANCE FOR SMALL BUILDINGS

Most New York buildings use more fuel than they need to. There are a number of easy maintenance and upkeep procedures that can improve your building's energy efficiency and prolong the life of your heating system. Mark Jaffe, Weatherization Project Director at the Urban Homesteading Assistance Board (UHAB), and members of the UHAB Weatherization Team will suggest practical steps that you can take for little or no cost to make your small multi-family building as energy efficient as possible.

L. 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 buildings when large projects are undertaken. Attorney Robert Braverman will provide 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.

MIDDAY

Midday: 1 1/2 Hour Classes 12:15pm - 1:45pm

101. WHY YOUR ATTORNEY SHOULD REVIEW ALL CONTRACTS

The contracts that service providers offer will have been carefully prepared by their attorneys to provide them with maximum protection. When your attorney reviews these contracts, s/he will advise changes in certain provisions and elimination of others to protect your cooperative or condominium from unexpected surcharges, ensure quality work and perhaps insert incentives for swift completion of the project. Attorneys Marc Luxemburg and Arthur Weinstein, will discuss pitfalls and best practices when reviewing contracts.

102. LIMITING SMOKING IN CO-OPS AND CONDOS

Certain cooperatives and condominiums have made the decision to be smoke-free. Issues can arise if smokers are in residence when a no smoking policy is presented or if owners know that their guests may want to smoke. How will resale value be affected? Are there discrimination issues to consider? Attorneys Stuart M. Saft, and Ben Kirschenbaum will provide advice about implementing and enforcing a no smoking policy.

103. 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. 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 have a clear understanding of how boards function.

104. PROPERTY TAX Q & A

Home owners in NYC cooperatives and condominiums benefit from a property tax abatement program first enacted in 1997 and currently in effect 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.

105. CONTROLLING VARIABLE COSTS

Cooperatives and condominiums can effectuate significant savings through a careful review and monitoring of all building costs. In this step-by-step presentation, 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.

106. HOW CAN WE KEEP HDFC HOUSING AFFORDABLE?♣

HDfc cooperatives are a resource providing affordable, owner-occupied housing in a city where such housing is increasingly costly and in demand. Andrew Reicher is the Executive Director of the Urban Homesteading Assistance Board (UHAB). He has been working with the city for 35 years to create HDfc housing and to train HDfc home owners to manage their buildings. Mr. Reicher will present the history of the HDfc program and its goal of providing affordable housing in New York City and will lead a discussion of ways that HDfcs have met the many challenges of managing their limited-equity cooperatives and preserving affordability.

107. NEW TECHNOLOGY TO CONTROL ENERGY USE

Consulting engineer Herbert E. Hirschfeld, P.E. and building technology researcher Jordan Dentz will describe two projects currently underway in several New York City multi-family buildings with funding provided by the New York State Energy Research & Development Authority (NYSERDA). Their new technology integrates air conditioning and heating controls with wireless communications, enabling buildings to reduce their costs for heating and electricity. This qualifies them for financial incentives which further reduce the cost to the buildings of implementing the new technology.

108. 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 any unnecessary information. Attorney Jeffrey Schwartz will help secretaries and aspiring secretaries develop clear, concise minutes for their cooperatives or condominiums.

109. A GREEN ROOF FOR YOUR BUILDING

Green roofs 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 value. Architect Stephen Varone and LEED AP Yessica Martinez will address issues involved in installing and maintaining a green roof. Green roof specialist Michael DiMezza will discuss types of systems and plantings suitable for green roof installations.

110. 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, management and of board members. Communications expert Lloyd Chrein and property manager Michael Wolfe will lead a discussion of ways to maintain open and effective lines of communication.

111. SELECTING YOUR BANK

Jared Tunnell and Jay DiResta will provide insights into the various products and services boards and management should investigate when deciding where to do their banking. They will have advice on how to read a Call Report, what insurance to look for to ensure proper protection of your funds, and additional services that may be of interest, such as lockbox service, loan availability, cash management and reserve programs.

112. RENOVATION DISASTERS AND 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 explain what to look for in a contractor, architect, engineer or interior designer; key provisions in contracts and how to negotiate them; insurance issues; mechanic's liens; completion dates; subcontractors; and managing the construction. How to successfully complete a project will be discussed, as well as legal problems that can arise between the cooperative or condominium and contractors and how to avoid them.

Midday Classes Continue ▼

Midday: 1 1/2 Hour Classes 12:15pm - 1:45pm — continued

113. CONTROLLING CO-OP 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.

114. A GREENER NYC: COMPLYING WITH ENERGY LAWS

New York City's Green Laws seek to significantly reduce our carbon footprint, with the help of benchmarking, energy audits, retrofits and retrocommissioning. Thelma Arceo, Adin Meir and Paul Chang of the Community Environmental Center will discuss these requirements and the opportunities they provide to learn about your building and to begin additional efforts to conserve energy and energy dollars.

115. 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 Mort Rosen will examine procedures for reviewing sublet candidates. He will also discuss sublet fees and other restrictions and conditions that boards might consider imposing. Board policies with respect to occupancy by guests and roommates will also be discussed.

116. 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 and attorney David Byrne offer practical advice on noise issues, and, specifically, on the role that management can play in bringing about solutions to these problems.

117. 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 cost of insurance and will suggest ways a building can maintain appropriate coverage.

Midday: 1 Hour Classes 12:30pm - 1:30pm

P. EVALUATING BOARD PERFORMANCE

It is wise for a board to review and evaluate its own performance periodically, with the goal of improving both the way it functions and the way it is perceived by its constituents in the condominium or cooperative. Some buildings, particularly smaller ones, may bring all shareholders together for a constructive evaluation session; others may seek input through a questionnaire. Join long term board member Ed Yaker who is also Co-Chair of the Coordinating Council of Cooperatives for an interactive class on evaluating board performance, including a sample evaluation form and board resource material.

Q. 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 class, 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.

R. IMPROVING RECYCLING IN NYC APARTMENT BUILDINGS

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

S. ADDRESSING OBJECTIONABLE CONDUCT IN CONDOS

When unit owners or their guests or tenants engage in conduct that neighbors find objectionable, the board has few resources for dealing effectively with this. 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.

T. TREASURERS' FORUM*

Accountant Annette Murray invites building treasurers to discuss their responsibilities, expand their insights, share their concerns and work together to address problem issues in an interactive class designed for the experienced building treasurer.

AFTERNOON SESSIONS

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

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 Brucher and Dale Degenstein 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.

2 Hour Classes 2:30pm - 4:30pm

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 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, who never return a window guard notice, but who still expect very prompt service whenever *they* have a problem — people who think the board is their employee. CNYC Board Chair Stuart Saft, Esq. and property manager Leslie Winkler will suggest creative and effective ways to deal with difficult resident.

202. **CO-OP** 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 factors come into play, including the warranty of habitability, the building’s proprietary lease, principals of common law negligence and specific policies of the cooperative. Attorney Arthur Weinstein will explore the complexities of these issues. Participants will be expected to have a clear understanding of the functioning of a cooperative.

203. ENFORCING THE RULES

Boards’ power to impose rules upon community residents is the quintessential feature of cooperative and condominium living. Unfortunately, the exercise of that power often results in acrimony and costly litigation. Attorney Bruce Cholst will discuss strategies for enforcing the rules while minimizing tensions and the prospect of litigation. If litigation is unavoidable he will also explore boards’ powers and legal remedies in compelling compliance with their regulations. Bring along your house rules and horror stories to help make this an informative interactive discussion.

204. BASIC FINANCIAL ASPECTS OF **COOPERATIVES**

Accountants Edward Benedetto and Jerry Eltel 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 session #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 AND RULES IN NEW YORK CITY

Laws passed by the City Council and rules and regulations promulgated by City Agencies impose new responsibilities on building owners each year. In this annual class, Gregory J. Carlson and guest experts bring participants up to date on the latest requirements and their deadlines. Mr. Carlson is a member of the Executive Board of CNYC and executive director of the Federation of New York Housing Cooperatives and Condominiums.

206. GOVERNANCE CHALLENGES IN AFFORDABLE HOUSING ♣

How can your limited equity cooperative or condominium balance factors affecting the governance and management of the building? Training and education are key to ensuring an engaged board and active community of shareholders/unit owners. Burnout is also a serious challenge that merits consideration. Join Ann Henderson of the Urban Homesteading Assistance Board (UHAB), which has created over 30,000 units of HDFC cooperatives, and Richard Winslow from Habitat for Humanity which establishes many limited equity condominiums, for a discussion of challenges and successes, problems and issues, and possible solutions and best practices.

207. **CO-OP** SUCCESSION RIGHTS AFTER DEATH

Every board should be prepared to deal with the death of a shareholder and with ownership succession. 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? What can be done if no heir steps 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.

208. 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). In this class, Peter Finn, Esq. of the RAB will discuss effective ways to deploy, motivate and, when necessary, discipline building employees. 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. The Union’s 1000 Green Supers program will be discussed.

Afternoon Classes Continue ▼

209. 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 a vast array of alternative ways of raising money for cooperatives and condominiums beyond the customary and traditional methods.

210. WINDOWS ISSUES

Architect Douglas Lister and property manager Neil Davidowitz will discuss prudent 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 class 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 on a building-wide basis with emphasis on historic buildings.

211. BEING GREEN: THE NEXT GENERATION

Energy expert Lewis Kwit will lead a discussion of sustainability as it impacts New York cooperatives and condominiums today and in the foreseeable future. The class will offer practical advice to help buildings develop their own sustainability portfolio, and will present technologies that contribute to a sustainable living environment and incentives available from the State, City and Federal governments for implementing these protocols. Panelists include Michael Colgrove of the New York State Energy Research and Development Authority (NYSERDA), Greg Elcock, Manager of the Multi-Family Energy Efficiency Program at Con Edison and Isabelle Silverman, an attorney with the Environmental Defense Fund's Energy Program.

212. COPING WITH EXTREME HOARDING

People who hoard collect things and fill their homes far beyond reasonable capacity, eventually putting themselves, their neighbors and their buildings at risk. They may have serious difficulty discarding the daily newspaper, junk mail, empty food containers or cartons from internet buying. Some hoarders bring home other people's discards. Others have more pets than they can properly care for. These patterns of accumulating can create fire hazards, offending odors, vermin infestation, squalor and even structural damage and nuisance to neighbors. "Hoarders" present unique challenges that management and boards need to address. BERGFELDS (www.bergfelds.com) provides services to clear and reorganize apartments, often to clear violations and help the building cope compassionately with a chronic hoarder. Kristin Bergfeld is one of the writers of Clutter-Hoarding Scale- a Residential Observational Tool which designates levels and categories of hoarders. She will show participants how to objectively assess the severity of the hoarding and its impact on others and will outline useful approaches.

213. UNDERSTANDING YOUR HEATING SYSTEM

A clear understanding of how your heating system operates will help you make maximal use of your energy dollars. This class 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.

214. SUCCESSFUL EXTERIOR RESTORATION PROJECTS

Engineer Kathleen Needham Inocco and architect Dennis Mele will provide a practical step-by-step review of typical major projects with advice about how boards can prepare for projects and work with their professionals to protect the cooperative or condominium, minimize disruption to residents, and keep the job on budget. There will be advice about avoiding (or minimizing) costly overruns, ineffective repairs and careless contractors and suggestions for expediting the approval process through governmental agencies and ensuring that you have an effective Owner/Contractor agreement.

215. REFINANCING THE **CO-OP'S** UNDERLYING MORTGAGE

Attorney Theresa Racht will moderate a panel discussion exploring diverse aspects of refinancing underlying mortgages on cooperative buildings. The class will begin with a careful look at mortgage basics, including guidance about prerequisites, costs, preparation, and obligations, and suggestions for maximizing your building's borrowing power.

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. 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.

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. EMERGENCY PREPAREDNESS

Every building and every resident should be concerned about personal safety issues in all kinds of situations. 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. She will lead a panel discussion of board responsibilities for preparedness, discussing communications, special meetings and drills for effectively conveying the need to be prepared.

W. UNDERSTANDING YOUR KEY CONDO DOCUMENTS

Many condominium unit owners and even some condominium board members do not fully understand the implications and the contents of their governing documents. A clear understanding of the condominium declaration and by-laws is essential for any current or prospective condo board member. Attorney Jeffrey Reich will walk participants through the provisions of typical condominium documents, providing examples from real life situations to explain the interplay and the importance of these governing documents.

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 class, 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. LEGISLATION AFFECTING COOPERATIVES & CONDOMINIUMS

Lawmakers often seeks to impose restrictions on cooperatives and condominiums which we deem unnecessary. Other laws require modifications to our buildings or complicated filings with little regard for the time and costs involved. CNYC and its advocates frequently present testimony to help lawmakers understand the burdens that these programs place on us as homeowners. There are times when CNYC appeals to its members for a 'grass roots' campaign of calls, e-mails and letters to promote a measure or help modify or defeat a misguided proposal. In this class, CNYC Board member Marc Landis, Esq. and CNYC's advocate Katie Schwab will review recent legislative and regulatory developments and discuss ways to enhance CNYC's grass roots lobbying efforts.

Z. QUALITIES OF FINE BOARD MEMBERS

Individuals who volunteer to serve on the boards of their cooperatives or condominiums bring to this task their own lifetime experiences. Of particular importance is a willingness to get involved, share ideas, exchange opinions and act in the best interest of their cooperative or condominium. Board members function as a team of colleagues who respect one another and seek to work together for common goals. CNYC board member Marleen Levi will discuss qualities that help people to be fine board members.

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 classes 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 31st 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. 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.

Classes are conducted on floors 14 and 9 of the Newman Vertical Campus, tickets for each class are sent to all pre-registrants indicate both the floor and the room where the class 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 classes. Registrations will be honored in the order received.

Team registration is encouraged. Each registrant may attend up to four classes, 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 9, 2011

YOUR NAME BADGE AND A TICKET FOR EACH CLASS YOU HAVE SELECTED 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 CLASS. If a class 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 THOSE NOT TAKING CLASSES TO THE EXHIBIT AREA FROM THE HOURS OF 8:00 AM TO 2:00 PM.

EXHIBIT AREA TICKETS ARE NOT VALID FOR ADMISSION TO CLASSES.

Fee Schedule:	If received by 10/13/11	If received by 11/9/11	At Conference
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 Class	50% of the applicable full day price	50% of the applicable full day price	50% full day price
Exhibit Area Only	\$ 5 per person	\$ 5 per person	\$ 5 per person

Registration closes on November 9, 2011 so that tickets can be mailed to each registrant.

FULL REFUND ONLY ON CANCELLATIONS RECEIVED IN WRITING BEFORE NOVEMBER 9, 2011

TO REGISTER ONLINE GO TO www.CNYC.coop. CNYC ACCEPTS CREDIT CARD PAYMENT ONLINE ONLY.



31ST ANNUAL HOUSING CONFERENCE

Sunday, November 13, 2011

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 _____ **EACH CNYC MEMBER BUILDING IS**

Email _____ **ALLOWED ONE FREE PARTICIPANT**

Email _____ **WHO MUST PRE-REGISTER**

Email _____ **BY 11/4/11**

SELECT YOUR CLASSES

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

Daytime Phone Morning Midday Afternoon

_____ **BE SURE TO LIST THE**

_____ **LETTERS AND NUMBERS**

_____ **OF EACH CLASS**

_____ **YOU WISH TO ATTEND**

CONFERENCE FEES	BEFORE 10/13/11	BEFORE 11/9/11	AT DOOR		
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 Class	50% applicable full day price	50% applicable full day price	50%	\$ _____	One class
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 9, 2011.

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. CNYC ACCEPTS CREDIT CARD PAYMENT ONLINE ONLY.

CONFERENCE OVERVIEW

8:00 AM REGISTRATION and EXHIBITS ★ higher level course ▲ accounting CPE credit ❖ CLE credit pending ♣ UHAB presentation

MORNING — Please select one numbered morning class (1-18) or two consecutive lettered morning classes .

9:00 – 12:00 THREE HOUR CLASSES

1. Current Significant Legal Decisions ★❖
2. Reserves *▲
3. How Does Your Building Work?
4. The Treasurer ▲
5. Legal Responsibilities of [CO-OP](#) Boards
6. Board Responsibilities in [CONDOS](#)
7. Your Roof & Exterior Walls
8. Repairs in a [COOPERATIVE](#):
Who's Responsible? ❖

9:15 – 10:45 ONE AND A HALF HOUR CLASSES

- A. A Primer of Co-op & Condo Terms and Topics
- B. [CONDO](#) Financial Responsibilities
- C. The Green Committee
- D. Dare to Address Accumulated Deficits *▲
- E. Reasonable Accommodations

11:00 – 12:00 ONE HOUR CLASSES

- F. Handling Foreclosures Effectively
- G. Committees to Help Run Your Building
- H. Paper Bills? Paper Checks?
Streamline Both Electronically
- J. Capturing (Elevator) Gravity:
- K. Energy Efficiency & Boiler Maintenance
for Small Buildings ♣
- L. Construction Defects: To Sue or Not to Sue

9:30 – 11:30 TWO HOUR CLASSES

11. Warning Signs
12. [CO-OP](#) Admissions Policy
13. All About House Rules
14. [CO-OP](#) Financial Statements
15. Coordinating Capital Projects
16. Strategies for Redecorating
Public Spaces
17. What to Expect from Management
18. Combating Bedbugs
19. Apartment Renovations &
Combinations

MIDDAY — Please select one midday class.

12:15 – 1:45 ONE AND A HALF HOUR CLASSES

101. Why Your Attorney Should Review all
Contracts
102. Limiting Smoking in Co-ops and Condos
103. Effective Interface of Board & Management*
104. Property Tax Q & A
105. Controlling Variable Costs
106. Keeping HDFC Housing Affordable? ♣
107. New Technology to Control Energy Use
108. What Should be In the Minutes?
109. A Green Roof for Your Building
110. Communicating
111. Selecting Your Bank
112. Renovation Disasters and How to Avoid Them
113. Role of the L & T Attorney
114. A Greener NYC: Complying with Energy Laws
115. Sublet Issues in NYC [COOPERATIVES](#)
116. Solving Noise Issues: Management Role
117. Insurance Guidelines

12:30 – 1:30 ONE HOUR CLASSES

- P. Evaluating Board Performance
- Q. Spreadsheet Budgeting for Small Buildings
- R. Improving Recycling In New York City
- S. Addressing Objectable Conduct in [CONDOS](#)
- T. Treasurers' Forum *

LUNCH BREAK — VISIT EXHIBITS — You may purchase snacks and box lunches on the Fourteenth Floor.

AFTERNOON — please select one session

1:30 - 4:30 THREE HOUR CLASS

200. Condo Issues for [NEW ATTORNEYS](#) ❖

2:30 - 4:30 TWO HOUR CLASSES

201. Dealing with Difficult Residents
202. [CO-OP](#) Shareholders vs. Board
203. Enforcing the Rules
204. Basic Financial Aspects of [CO-OPS](#)
205. New Codes and Rules in New York City
206. Challenges for Affordable Housing ♣
207. [CO-OP](#) Succession Rights After Death
208. Working with Your Building Employees
209. Cashing in on Hidden Assets
210. Window Issues
211. Being "Green": The Next Generation
212. Extreme Hoarding
213. Understanding Your Heating System
214. Successful Exterior Restoration Projects
215. Refinancing the [CO-OP's](#) Underlying
Mortgage
216. The Budget ▲
217. Management Transitions
218. Homeowners Insurance

3:00 - 4:30 ONE AND A HALF HOUR CLASSES

- V. Emergency Preparedness
- W. Understanding Your Key [CONDO](#) Documents
- X. Plants That Thrive in an Urban Environment
- Y. Legislation Affecting Coops and Condos
- Z. Qualities of Fine Board Members

4:30 PM — RECEPTION

At the end of the day, all participants are invited to gather in the Exhibit Hall on the fourteenth floor of the Newman Vertical Campus. CYNc leaders will highlight recent successes and introduce special guests. Door prizes will be awarded.



31st ANNUAL HOUSING CONFERENCE