



35th Annual

Housing Conference

Sunday, November 15, 2015

8:00 am – 5:15 pm

75 Classes/ 45 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, & 'people' issues
- Plan for the present and the future
- Discover new products & services
- Learn from others' experiences
- Think GREEN!

BARUCH COLLEGE – NEWMAN VERTICAL CAMPUS
55 Lexington Avenue at East 24th Street

MORNING CLASSES

3-Hour Classes 8:45 – 11:45

Choose one of these 9 Classes or a class at 9 or 9:30

1. CURRENT SIGNIFICANT LEGAL DECISIONS FOR CO-OPS AND CONDOS * ★ ❖

Every year, CNYC president Marc Luxemburg, Esq. examines recent legal decisions, providing commentary and insights about how each case affects New York cooperatives and condominiums; 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. CURTAILING FRAUD & CORRUPTION ★ ▲

Forensic accountant Mindy Eisenberg Stark and attorney Robert Mayes will discuss the many forms that fraud can have and will offer guidelines for detecting wrongdoing in your cooperative or condominium. They will suggest policies and procedures to minimize opportunities for corruption and preventive measures designed to help maximize the board's effectiveness in overseeing management and vendors and supervising building staff.

3. 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 upgrading 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.

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

5. REPAIRS IN A COOPERATIVE – Who's Responsible for What? ❖

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

6. 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 and the NYC Building Code and how they apply to facade and roof work.

7. 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.

8. BOARD RESPONSIBILITIES IN CONDOMINIUMS

Attorney Linda Plotnicki will review the laws and legal documents governing a condominium and will discuss issues of general concern, ranging from house rules and their enforcement to protection of the income stream in default situations. What should the board do to ensure efficient day-to-day operation of the building? To effectively amend policies, by-laws and rules and regulations of the condominium? 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. 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, but also providing many practical suggestions and examples to guide participants to be able to function efficiently and to understand both the legal and the practical issues that boards frequently face. The class is packed full of information that you will not want to miss.

The October 2015 issue of
HABITAT magazine previews the
35th Annual Housing Conference.

TITLES IN GREEN INDICATE NEW TOPIC

★ Indicates higher level course – background knowledge of the topic will be expected ▲ Accounting CPE class ❖ CLE credit pending

♣ UHAB presentation * Offered & updated every year.

● Discussion class where your participation will be expected. In all other classes, speakers will expect to make their full presentations before entertaining questions or commentary.

90-Minute Morning Classes 9:00 – 10:30

Chose one of these 6 Classes or a class at 8:45 or 9:30

A. CREATING A POLICY MANUAL FOR YOUR CO-OP OR CONDO

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

B. NEW LAWS & RULES 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 session, architect Leon Geoxavier, who is a member of the Board of CNYC, brings participants up to date on the latest City requirements and their deadlines.

C. CONDO FINANCIAL TOPICS – Bring Your Questions

Accountant Rick Montanye will lead a class focused on the financial responsibilities of condo boards. How should the Treasurer, the Accountant and Management interact and oversee the financial health of the condo? Who sets the budget? What considerations go into this process? Learn the answers to these questions and the ones that you raise about general financial issues for New York condominiums.

D. WHAT SHOULD BE IN THE MINUTES?

The minutes of your board meetings are the official record of decisions made, policies established and projects undertaken. 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 that are approved 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.

E. RENOVATIONS IN LANDMARKED DISTRICTS AND BUILDINGS

To preserve unique areas in our City, the Landmarks Commission creates landmarked districts. Landmarking enhances the value of a property, but it also increases the cost in time, materials and often in stress, when renovations are proposed. Property manager Neil Davidowitz and architect Dennis Mele will provide guidance for streamlining the processes necessary to do quality renovations – whether in individual apartments or to the building and grounds – where Landmark approval is required.

F. YOUR PERSONAL EMERGENCY PLAN

Experience has taught us that problems can arise when least expected, and that we can be at home, at work, at play or on the road when disaster strikes. But advance thought can help us cope. Mary Fischer, CERT member, board president and member of the CNYC Board, and Jose Ramirez of Jamaica Hospital's Emergency Management Support Team will help you prepare to cope with emergencies. They have practical preparations for your family to organize and practice, so that everyone knows what to do in emergencies, including plans for contacting one another and for sheltering away from home if necessary.

**YOU MAY FOLLOW YOUR 9:00 CLASS WITH A
LATE MORNING CLASS AT 10:45 LISTED ON THE FOLLOWING PAGE**

2-Hour Morning Classes 9:30 – 11:30

Choose one of these 8 Classes or one at 8:45 or 9:00

11. LEADERSHIP SKILLS DEVELOPMENT: FOR PRESIDENTS ONLY

The leadership skills of the board president drive the success of the cooperative or condominium. Management consultant Arthur Davis will help participants examine what makes the position of president unique among board members, exploring the special demands placed on presidents in the changing political environment of their buildings, and helping participants become more effective decision makers, team builders, motivators and mediators, while guiding other directors toward becoming more responsive managers.

12. REFORMING THE ENERGY VISION: Energy Policy in NYC and NYS

New York City and State have committed to reducing greenhouse gas by 80% below their 2005 levels by 2050 to make New York more sustainable and resilient. To reach this goal, NYS began the Reforming the

Energy Vision (REV) planning process and NYC proposed One City Built to Last. CNYC Board Member Martha Sickles will lead a class where representatives from NRDC and the Mayor's Office of Sustainability will present an overview of policies and programs designed to meet this goal with the participation of residents, businesses and governments.

13. 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 manager Harry Smith will lead a discussion of the services buildings should expect from management.

2-Hour Morning Classes 9:30 – 11:30 (continued)

14. BASIC FINANCIAL ASPECTS OF COOPERATIVES

CPA Michael Esposito will provide a careful analysis of budgets, management reports, and tax issues to help new treasurers and ‘non-financial’ board members fully understand their responsibilities. Once the basics are covered, if time permits, Mr. Esposito will discuss issues such as long range planning, mortgage refinancing, and contingency reserves. This class is designed for the true beginner; with class #214 on Financial Statements it provides a detailed overview of basic financial issues for cooperatives.

15. 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 subletting both from the point of view of the board of directors and that of shareholders who may wish to sublet. He will help participants consider sublet fees and procedures for reviewing sublet candidates. The law and possible board policies with respect to occupancy by ‘guests’ and ‘roommates’ will also be discussed, as well as restrictions and conditions that boards might consider imposing in sublet situations, including short term sublets.

16. ASK UHAB: Governance and Compliance With City Rules, Laws & Regulations ● ♣

Since 1973 the Urban Homesteading Assistance Board (UHAB) has assisted in the creation and preservation of 1,600 buildings and created home ownership opportunities for over 30,000 households. In this interactive

class, UHAB Co-op Preservation advisors Ann Henderson and Charlotte Bell will discuss issues your limited-equity HDFC co-op may be facing. The class will address matters of governance and compliance with codes as well as regulatory and monitoring agreements.

17. 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 are integrated with the lobby have a positive effect on the quality of life of residents and guests. Prospective purchasers react positively, too. Selecting and executing the appropriate new design depend on a strategically planned process, which is the subject of this class. Interior designers Joel M. Ergas, FASID and Tanya Bawa 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 are vital to attaining consensus for the lobby design as well as to foster patience and cooperation with the inevitable inconveniences of construction.

18. 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. He will also provide examples of what does or does not belong in the House Rules.

75-Minute Late Morning Classes 10:45 – 12:00

If you selected a class at 9:00 or want to start your day later, choose one of these 6 classes

J. CAN CONDOS ENACT TRANSFER FEES?

Transfer fees (‘flip taxes’) have proven to be an effective means of funding reserves. Attorney Stuart Wachs, property manager Irwin Cohen and accountant Carl Cesarano have practical advice for condominium boards interested in enacting transfer fees.

K. COMMITTEES TO HELP RUN YOUR BUILDING ●

Anyone who has served on a board knows how time-consuming, even overwhelming, the work load can be. Attorney Theresa Racht will lead a discussion on how the effective use of committees can actually ease the board’s work load, foster community, and provide a mechanism to move controversy outside board meetings so that decision-making during board meetings is easier.

L. LITTLE AMENITIES & LUXURIES

The budget of your condominium or cooperative may not allow for a major improvement like the gym you’re dreaming of, but there are many small changes you can make that may lift spirits and enhance quality of life. Architect Leon Geoxavier, who is a member of the board of CNYC and president of the cooperative where he lives, will help you begin thinking about a cart for packages at the front door to make heavy lifting easier, an air pump for the bicycle room, or your building name or address on a thick, new doormat.

M. DARE TO ADDRESS ACCUMULATED OPERATING DEFICITS

Far too often, boards are fearful of shareholder/unit owner reaction to budget increases and so they simply will not budget the increases needed to keep their buildings properly afloat. Instead they invade reserves or bridge shortfalls with last minute assessments. In the long run, this is very detrimental. CPA Neil Kaufman 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.

N. CONSIDERATIONS BEFORE SIGNING LL11 FISP REPORTS

Boards sometimes manage building enclosure maintenance based on façade inspection reports prepared by their architect and engineer, generally to meet the requirements of Local Law 11. They may even sign a report that obligates the building to perform future maintenance without knowing how much the work will cost. Work required by Local Law 11 reports is frequently expensive and sometimes not even necessary. Architect Douglas Lister will help participants view the façade inspection requirements in perspective of the larger categories of long-term building maintenance and capital improvements.

75-Minute Late Morning Classes 10:45 – 12:00 (continued)

O. CHALLENGES OF CONVERTING TO GAS HEAT

More and more NYC co-op and condo boards are considering converting their buildings' heating systems from oil to gas or to a combined oil/gas system. Engineer Peter Varsalona and consultant Gregory Carlson will discuss the challenges and costs of converting, including estimated

savings and expected payback time, the need for a feasibility study, design considerations, construction phase steps, the installation of a chimney liner/extension, coordinating service with Con Ed, and incentive programs available to help defray the costs of the conversion.

MIDDAY CLASSES

90-Minute Classes 12:15 – 1:45

Choose one of these 23 classes

101. ARE REPORTS OF THE DEMISE OF THE BUSINESS JUDGMENT RULE PREMATURE? ♦

CNYC president Marc Luxemburg, Esq. will review what the business judgment rule is and how it was apparently intended to function by the court of appeals. He will go on to discuss how it is actually functioning in the courts today, and the implications these changes have for decision making by boards in order to justify their actions when they are challenged in court (which is happening with more and more frequency).

102. LIMITING SMOKING IN CO-OPS AND CONDOS

A growing number of cooperatives and condominiums have made the decision to be smoke-free. They develop and enact policies with this target in mind. Issues can arise if smokers are in residence or if owners know that their guests may want to smoke. How will resale value be affected? Are there discrimination issues to consider? Attorney Stuart Saft, who is Chairman of CNYC will provide advice about implementing and enforcing a no smoking policy.

103. COPING WITH SPONSOR ISSUES ♦

The process of converting a building to a cooperative or condominium that is fully owned and occupied by its residents can often take a very long time, with the sponsor exercising control over the building for a considerable period. And after control passes to the residents, the sponsor may continue to serve on the board and exert influence on elections, expenditures and budget. There may be issues relating to the sponsor satisfying its financial obligations to the building while in control of the board, as well as issues relating to possible defects in construction discovered by the residents. In this class Erica Buckley, Esq., who heads the Real Estate Finance Bureau at the Office of the New York State Attorney General, and attorney Arthur Weinstein, who is a founder and vice president of CNYC, will guide participants to strategies for dealing with sponsors.

104. PROPERTY TAX UPDATE *

Home owners in NYC cooperatives and condominiums have benefitted from a property tax abatement program that was put in place in 1997, and was recently renewed through June 30, 2019. Higher abatement percentages go to buildings valued at less than \$60,000 per unit, and the abatement program is limited to an individual's primary residence

(plus up to 2 additional units in the same cooperative or condominium as the primary residence). CNYC and its Action Committee for Reasonable Real Estate Taxes continue to work for permanent reform of the City's property tax system. Action Committee Chair Jim Rheingrover and certiorari attorney Eric Weiss will provide an update on the abatement program and will answer questions about this and other City tax abatement and exemption programs.

105. SUCCESSFUL ENERGY PROJECTS *

Energy and water costs continue to soar. New York State and City are legislating greater energy efficiency in multifamily buildings as well as offering incentives to upgrade building systems. This class will present a range of projects from simple retrofits using prescriptive programs to more complex projects with oil to gas conversion and electric sub-metering. The panel of coop/condo owners and energy advisors will suggest capital planning processes through which energy retrofits are incorporated. Presenters include finance expert Barry Korn and urban planner Martha Sickles,

106. DISCUSSION GROUP FOR SMALL SELF-MANAGED BUILDINGS ●

Here is an opportunity for discussion of topics of general interest to board members of small, self-managed buildings. CNYC board member Marleen Levi will lead an interactive discussion where advice will be shared and clues to solve your problems may well come from a fellow class participant. Bring your questions and be prepared to share your insights. This class is limited to residents of small self-managed building only.

107. LIGHTS! CAMERA!! ACTION!! – FILMING AT YOUR BUILDING

New York is a media-friendly town, with films, TV episodes and commercials being shot on location all the time. What if your building – or its facade, or an apartment – were to be one of these locations? What types of fees are typically paid? Do you need a professional to negotiate on your behalf? Are there risks? What will your residents think of this idea? Isabelle Wedemeyer has helped her cooperative to be frequently seen in television episodes and films. She will lead a panel discussion of experts ready to help with the technical as well as the human issues that arise when cooperatives and condominiums seek to turn their buildings into stars.

108. ADDRESSING RENOVATION REQUESTS

Shareholders and unit owners will often submit renovation plans which are problematic, either because they do not conform to Code or because their implementation would have a potentially adverse impact upon neighbors or the building's operation. Under these circumstances the board has the right to say 'no' to all or parts of renovation proposals, or to require modifications to the plans presented. Attorneys Bruce Cholst and Alfred Taffae and architect Osvaldo Bertolini will guide participants in a discussion of renovation policies and procedures, including types of requests that are typically problematic and why, and suggestions on how to deal with them.

109. BOARD CONCERNS RE: TRUST OWNERSHIP

Attorney Peter Massa will help board members and managing agents understand concerns the board should address when an owner seeks to transfer a unit to (or purchase it by) a trust or other entity. What are the risks? What restrictions might the board want to consider imposing? Mr. Massa will suggest procedures for the board to follow when an individual asks to transfer his or her apartment to a trust. Sample forms of agreement will be provided and discussed.

110. WHAT TO LOOK FOR IN AN ENERGY AUDIT (AND AUDITOR)

Local Law 87 of 2009 requires that all NYC buildings of 50,000 square feet or larger conduct an energy audit every ten years, perform retro-commissioning on building systems and submit an energy report to the City. Energy audits can be valuable tools to improve building comfort and produce significant savings if they are properly performed and recommendations are implemented. Fredric Goldner, who is an energy expert and co-author of the new ASHRAE Energy Audit Standard called for in LL 87, will help you make the best possible choices for your Energy Audit.

111. EXAMINING ETHICAL CHALLENGES ●

Board members must always act in the best interest of their cooperative or condominium. A board position should never be used for personal gain or to promote the interests of self, family, friends or business associates. Each board member should disclose any relationship with vendors, prospective purchasers and other interested parties. When a board has a Code of Ethics, this will clearly define these responsibilities in terms of confidentiality, conflict of interest, duty of good faith. Consultants Linda Brockway and Greg Carlson will lead an interactive discussion of ethical dilemmas that boards and individual board members may face.

112. A RESERVE STUDY FOR YOUR COOPERATIVE OR CONDOMINIUM

A reserve study is a procedure that helps boards plan for the ongoing repairs and replacements of building systems. Many lenders – particularly those making loans for condominiums – will ask to see such a study. Engineer Mitchell Frumkin will discuss in detail what a Reserve Study involves, how it is prepared and how it should be reviewed and regularly updated by the board to confirm that it reflects accurately their building's plans.

113. MANAGEMENT TRANSITIONS

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 promptly and in good order.

114. CONTROLLING VARIABLE COSTS

Many of the costs of operating our buildings appear completely beyond our control, but significant savings can be effectuated through a careful review and monitoring of all building expenditures. In this step-by-step class, 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.

115. EFFECTIVE CONSTRUCTION CONTRACTS

No capital project should ever be undertaken before a carefully constructed contract has been finalized by legal counsel. The American Institute of Architects AIA A101/A201 contract is widely considered the standard starting point in the building industry, but most attorneys and architects believe some modifications to that contract template are needed to better protect the board's interests. Stephen Varone, R.A., and Andrew Brucker, Esq. will provide insights into critical/controversial clauses in this standard AIA contract, with suggestions on how best to handle each issue. Participants will leave with many tips toward effective contract preparation.

116. NOISE COMPLAINTS: LEGAL AND INSURANCE PERSPECTIVES ❖

Noise complaints constitute a significant portion of quality of life issues for residents within cooperatives and condominiums. Attorney Bryan Mazzola will explore how boards and management can address noise complaints with an eye towards resolving and preventing a protracted legal dispute, if possible, or, if necessary, defending against litigation. Guidelines will be offered about when to submit a claim to the building's insurance carrier, and how the carrier typically analyzes and determines coverage.

117. SUCCESSION ISSUES IN MARKET RATE COOPERATIVES

Every board should be prepared to deal with the death of a shareholder and with ownership succession. In a building where shares have significant value, an interested party will usually step forward to handle the estate, but issues remain. Who gets the apartment? Can an heir occupy the apartment or must it be sold? Can a board reject an heir? How should maintenance charges be collected? And what can be done if no one does step forward? Attorney Larry McGaughey, whose practice encompasses cooperative and condominium law as well as 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.

118. YOUR BUILDING'S SUPPORT TEAM: SUPER & STAFF

Cooperatives and condominiums rely on staff to protect the building and its residents and to keep the physical plant running smoothly under the guidance of the 'Super'. When things are not working as well as the board would like, advice and help are available through the Realty Advisory Board on Labor Relations, Inc. (RAB), which represents property owners in their dealings with service employees – both for day-to-day issues and in the negotiation and administration of contracts. RAB president Howard Rothschild and Margie Russell, executive director of the New York Association of Realty Managers (NYARM), will suggest effective ways to deploy, motivate and, when necessary, discipline building employees, including a discussion of realistic expectations for your Super's performance.

90-Minute Classes 12:15 – 1:45 (continued)

119. DEALING WITH CONSTRUCTION DEFECTS

As owners take possession of their units in newly-built 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. Attorneys Robert Braverman and Kelly Ringston will provide sound 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.

120. EVALUATING BOARD PERFORMANCE ●

It is wise for a board to review and evaluate its own performance periodically – with the goal always 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 of board performance. Join long term board member Ed Yaker, who is also Chair of the Coordinating Council of Cooperatives for an interactive session on evaluating board performance, including a sample evaluation form and board resource material.

123. TREASURERS’ FORUM ● ★

Accountants Annette Murray and Tom Pedersen invites building treasurers to discuss their responsibilities, expand their insights, share their concerns and work together to address problem issues such as reserves in an interactive session designed for the experienced building treasurer.

121. SENIORS IN THE SPOTLIGHT:

The (often) Good; the (sometimes) Bad, and the (rarely) Ugly

Are there seniors in your coop/condo unable to care for themselves? Are there others with shaky finances? Simultaneously, are there seniors sharing (or ready to share) their strategies that have transformed their buildings from staid environments to ones which attract shareholders of all ages. Come and hear how senior activists Barbara Gottlieb, Evelyn Jones Rich, Rochelle Shereff and Fredda Vladeck have addressed these challenges and many more at Lincoln Towers, Lincoln Guild, and in Naturally Occurring Retirement Communities (NORCs) across the city via the United Hospital Fund

122. IMPROVING RECYCLING IN NYC APARTMENT BUILDINGS

Help make NYC cleaner and greener one building at a time, starting with your own. Jessica Schreiber Coordinator of the NYC Department of Sanitation’s Apartment Building Programs, will present opportunities for personalized recycling assistance for your building, convenient clothing recycling, and easy ways to handle e-waste. She will also share information on organics collection and other programs from the NYC Department of Sanitation.

AFTERNOON CLASSES

2-Hour Afternoon Classes 2:30 – 4:30

Choose one of these 23 classes or one that begins at 3:00

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, but who still expect very prompt service whenever *they* have a problem, people who think the board is their employee. Attorney Stuart Saft, who is Chairman of the CNYC Board, will suggest creative and effective ways to deal with difficult resident.

202. CO-OP ADMISSIONS POLICY & PROCEDURES ♦

CNYC co-founder and vice president Arthur I. Weinstein, Esq. will 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 discussed. Sublet policy will be touched upon, but it is also the subject of a separate class (#15). CNYC’s prototype application form will be distributed and discussed.

203. YOUR TICKLER LIST OF ANNUAL TASKS ●

Architect Leon Geoxavier will help you develop a comprehensive list of the many tasks to be performed, forms to file, inspections to undergo to ensure the smooth functioning of your cooperative or condominium, no matter what its size. As items are raised, discussion will be encouraged regarding how responsibilities are distributed and verification mechanisms established.

204. EMERGENCY PREPAREDNESS FOR YOUR CONDO OR CO-OP

Emergencies can have many forms: vandalism, natural disasters, fire, mechanical failures, sick or injured residents, acts of terror. Today’s co-op and condo boards and the professionals who work with them must consider these possibilities (and more!) as they prepare to cope swiftly and efficiently with whatever may befall their community. Advance planning will include adequate insurance coverage, careful plans, and good communication to residents, encouraging them to make their own family plans for emergencies (see Class #F). Mary Fischer is the president of the board of a large cooperative and a CNYC board member. She and property manager Steven Greenbaum will lead a discussion designed to help you expand and perfect the contingency planning for your cooperative or condominium.

2-Hour Afternoon Classes 2:30 – 4:30 (continued)

205. PLANNING A SUCCESSFUL ANNUAL MEETING

The annual meeting allows shareholders and unit owners to select those who will manage their cooperatives and condominiums. Planning the annual meeting to ensure maximum participation and the presence of a quorum is vital to a successful meeting. Shareholders and unit owners should always try to attend in person to learn what is happening in their buildings, get answers to their questions, hear what the candidates have to say and vote in the election. Attorney David L. Berkey will explain how to plan for and conduct successful annual meetings. Shareholder and unit owner initiatives, defamation claims and election challenges will be reviewed.

206. ASK UHAB:

Resale, Affordability and Resident Selection ♣

Since 1973 the Urban Homesteading Assistance Board (UHAB) has assisted in the creation and preservation of 1,600 buildings and created home ownership opportunities for over 30,000 households. In this interactive class, UHAB president Andrew Reicher will discuss issues your limited-equity HDFC co-op may be facing relating to resales, resident selection and maintaining affordability.

207. CO-OP/CONDO GRASSROOTS ACTIVISM ●

Join CNYC's advocate, Katie Schwab, Esq. and Jim Rheingrover, chair of the Action Committee for Reasonable Real Estate Taxes to learn of legislation that may threaten the future of our homes plus beneficial legislation that needs our support. Discuss with them ways that cooperatives and condominiums can organize to support or oppose legislative or regulatory measures. Let's work together to develop strategies for flexing our political muscles to enable New York City cooperatives and condominiums to be treated as successful, democratically run housing.

208. CONDO DISCUSSION – BRING ALL YOUR QUESTIONS ●

Here is your opportunity to set the direction of the class. Come with your questions of general interest about condo documents, about the organization (or dysfunction) of your board, about problems with neighbors, about construction flaws (see also # 119), about your responsibilities as board members (see also #8) and as unit owners. Attorneys Steven Sladkus and Jeffrey Reich will lead a discussion designed to explore issues of common concern and to help you find answers to your questions.

209. REFINANCING THE COOPERATIVE'S UNDERLYING MORTGAGE

Attorney Theresa Racht will moderate a seminar exploring diverse aspects of refinancing underlying mortgages on cooperative buildings, helped by panelists Mindy Eisenberg Stark, CPA, property manager David Lipson and mortgage broker Gregg Winter. The session will begin with a careful look at mortgage basics, including guidance about prerequisites, costs, preparation, and obligations, and will include suggestions for maximizing your building's borrowing power.

210. KEEPING RESIDENTS INFORMED:

Tools and Trends for Effective Communications,

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 board members. Attorney Ronald Gold, communications professional Lloyd Chreйн and property manager Gerard Picasso will help you establish and maintain open and effective lines of communication without compromising the confidentiality of the boardroom.

211. REASONABLE ACCOMMODATIONS:

Ramps, Comfort pets, parking, etc.

WHAT IS YOUR BUILDING REQUIRED TO DO?

Marc H. Schneider, Esq. will discuss what a board should do when it receives a request for an accommodation or modification of the building based upon a medical necessity. He will analyze 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 Laws, and will share advice to help boards avoid lawsuits and discrimination claims. What should a board do when the request is first made? What can and what cannot be asked of the person making the request? Are there circumstances under which such a request must be granted? When can a request be denied? Who pays for any costs related to compliance with the request? What should the board do if a formal complaint is filed? Is the claim covered by insurance? Plus other issues that boards face in connection with a request.

212. NEW TECHNOLOGIES AND METHODS TO PROMOTE SUSTAINABILITY, RESILIENCY & COST REDUCTION

Energy expert Lewis M. Kwit will conduct a program on cutting-edge technologies that are ready for prime time. Technologies to be showcased and demonstrated include cogeneration to produce on-site electricity, elevators that "capture gravity" to generate electricity, renewable resources for the urban environment, and advanced electric metering technologies. Presenters will include Rebecca Craft, director of Energy Efficiency and Demand Management at Con Edison; Haym Gross, R.A., host of the *solar salon nyc* forum; and Harold Jacobs; and George Bilenko, manufacturers of new technologies.

213. 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 components include active communication, common understanding and shared goals. CNYC board members Marleen Levi and Gregory 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.

214. UNDERSTANDING YOUR CO-OP'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 #14, it will provide a detailed overview of the financial responsibilities of the co-op Board of Directors.

215. HOW TO IMPROVE YOUR BY-LAWS ❖

Many cooperatives and condominiums continue to use their original by-laws despite the fact that these are now typically decades old, and were written by the sponsor, who was not yet aware of the numerous problems of coop governance. Attorney Andrew Brucker will outline not only problem areas in typical New York City by-laws, but suggestions to remedy these problems. Further, he will discuss current situations which are not even considered in the old form of by-laws.

Afternoon Classes Continue ▼

2-Hour Afternoon Classes 2:30 – 4:30 (continued)

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 this budget. Accountant Stephen 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. ASK THE CONSTRUCTION ATTORNEY ●

Bring your questions when you meet with construction Attorney C. Jaye Berger, so that she may help you avoid having a renovation disaster in your building. Ms. Berger will use real life examples and explain what to look for when selecting a contractor, key provisions in contracts, how to negotiate these provisions, insurance issues, mechanic's liens, sub-contractors and managing the construction process. She will discuss keys to successfully completing a project and suggest ways to avoid common legal problems that can arise between the co-op or condo and contractors, shareholders or unit owners.

218. ENFORCING THE RULES ❖

Boards' power to impose rules on their 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 Chilst will discuss strategies for enforcing the rules while minimizing tension and the prospect of law suits. 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 and interactive discussion.

219. INSURANCE GUIDELINES FOR CO-OP & CONDO BOARDS

Insurance coverage goes hand-in-hand with your building's governing documents to protect the cooperative or condominium. Insurance expert Patricia Batih and Attorney Adam Finkelstein will discuss the full range of insurance coverages you should have in place. They will also alert you to legal requirements necessary to safeguard your building against any problem that may occur.

220. TRANSFER FEES ('FLIP TAXES') IN NYC COOPERATIVES

Transfer fees are generally collected from a seller as a unit changes hands. These funds will help defray the cost of building improvements and therefore help contain the cost of operations. Instituting or changing transfer fees typically required amending the proprietary lease or bylaws, with the requisite majority or supermajority vote. Property manager Irwin Cohen, accountant Carl Cesarano and attorney Stuart Wachs will explore benefits, drawbacks and market expectations with regard to the roles of buyers, sellers, lenders, brokers and attorneys in addressing transfer fees.

221. PROJECT MANAGEMENT GUIDELINES

Inadequate project planning can lead to misunderstandings, cost overruns, missed deadlines and stress. Effective project management can help you anticipate and avoid most problems. Condominium treasurer Bruce Vapnitsky will offer clear guidelines to help you plan, coordinate, execute and monitor the many steps necessary to bring in projects on time and on budget.

222. 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 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, AIA will provide insights regarding these amenities.

223. UNDERSTANDING YOUR HEATING SYSTEM

A clear understanding of how your heating system operates will help you make maximal use of your energy dollars. Fredric Goldner and Asit Patel 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. Practical facts and figures will be provided about the cost of maintaining and upgrading existing systems and advice about replacement of aging equipment.

TITLES IN GREEN INDICATE NEW TOPIC

★ Indicates higher level course – background knowledge of the topic will be expected ▲ Accounting CPE class ❖ CLE credit pending

♣ UHAB presentation * Offered & updated every year.

● Discussion class where your participation will be expected. In all other classes, speakers will expect to make their full presentations before entertaining questions or commentary.



The Council of New York Cooperatives & Condominiums (CNYC Inc.) is a not-for-profit membership organization for housing cooperatives and condominiums. Founded in 1975, it serves a growing constituency through its *Newsletter*, its advocacy role, its meetings, workshops, and seminars, its studies of aspects of cooperative living, and its affiliation with local, national and international organizations.

CNYC conducts frequent meetings to help make New York cooperators and condominium unit owners aware of legal and tax issues affecting their homes; of maintenance and energy conservation opportunities; of sound management practices and reasonable policies. Each year, CNYC compiles a *Comparative Study of Building Operating Costs* analyzing the various components of building expenditures. Each year, CNYC's HOUSING CONFERENCE brings together hundreds of co-op and condo home owners for a day of learning and networking. CNYC's Website at www.CNYC.coop provides direct access to information and advice.

- CNYC formed the ACTION COMMITTEE FOR REASONABLE REAL ESTATE TAXES in 1990 to work for a fair and predictable property tax structure for New York City; it helped slow tax increases in the early '90s and helped obtain tax abatements for homeowners in cooperatives and condominiums from fiscal 1997 through June 30, 2019. The Action Committee continues to work for a long-term plan for tax fairness.
- CNYC helped secure federal legislation modifying the 80/20 Rule of IRC Section 216.
- CNYC is working to bring back the opportunity for Reverse Mortgages on cooperative units.
- CNYC is working to ensure that FEMA will provide grants to restore co-op and condo building systems damaged by disasters.
- CNYC is working to enable veterans to use their loan guarantees when purchasing homes in cooperatives.
- CNYC prompted state legislation which:
 - clarifies the right of housing cooperatives to enact and collect 'flip taxes'
 - protects cooperatives and condominiums from taxation of amenities
 - expanded J-51 tax incentive opportunities for qualifying building improvements
 - enables coops and condos to collect rent from tenants of defaulting owners
 - allows condominiums to borrow money
 - acknowledges the home owner status of shareholders and unit owners
- CNYC maintains files on goods and services and encourages its members to contribute to these files.

CNYC maintains an office in Manhattan at 250 West 57 Street, Suite 730, New York, NY 10107.

Contact CNYC by: phone (212) 496-7400, fax (212) 580-7801, e-mail info@CNYC.coop, and visit our website at www.CNYC.coop

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. Seventy-five information-packed classes give 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 35th 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 14-290 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; each one indicates both the floor and the room where the class is scheduled.

To register at the Conference, please arrive early.

Only checks or cash will be accepted for payment on the day of the Conference.

At the end of the day, there is 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 and R trains stop at Broadway and East 23rd Street. The F and M trains stop at 6th Avenue and West 23rd 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:** 25th Street is closed to traffic between Third and Lexington Avenues.



35th Annual Housing Conference

Sunday, November 15, 2015

Baruch College – Newman Vertical Campus / 55 Lexington Avenue at East 24th Street

8:00 AM REGISTRATION and EXHIBITS

★ higher level course ▲ accounting CPE credit ❖ CLE credit pending ♣ UHAB members only

* Offered & updated every year.

● Discussion class where your participation will be expected. In all other classes, speakers will expect to make their full presentations before entertaining questions or commentary.

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

8:45 – 11:45

3-HOUR CLASSES

1. Current Significant Legal Decisions ★ ❖ *
2. Curtailing Fraud & Corruption ★ ❖ ▲
3. Reserves: Accumulating, Investing & Spending Them ▲
4. The Treasurer ▲
5. Repairs in a COOPERATIVE: Who's Responsible? ❖
6. Your Roof & Exterior Walls
7. How Does Your Building Work?
8. Board Responsibilities in CONDOS
9. Legal Responsibilities of CO-OP Boards

9:00 – 10:30

90-MINUTE CLASSES

- A. Creating A Policy Manual
- B. New Laws and Rules in New York City *
- C. CONDO Financial Topics: Bring Questions
- D. What Should Be in the Minutes?
- E. Renovations when Landmarked
- F. Your Personal Emergency Plan

10:45 – 12:00

75-MINUTE CLASSES

- J. Can CONDOS Enact Transfer Fees?
- K. Committees to Help Run Your Building ●
- L. Little Amenities & Luxuries
- M. Dare to Address Operating Deficits
- N. Considerations Before Signing LLI1 FISP Reports
- O. Challenges of Gas Heat Conversions

9:30 – 11:30

2-HOUR CLASSES

11. Leadership Skills Development: For Presidents Only
12. Reforming the Energy Vision
13. Role of the Managing Agent ●
14. Basic Financial Aspects of CO-OPS
15. Sublet Issues for NYC CO-OPS
16. Ask UHAB: Governance, Code Compliance and Monitoring Agreements ♣
17. Planning Strategies for Successful Renovations
18. All About House Rules

MIDDAY — Please select one midday class.

12:15 – 1:45 90-MINUTE CLASSES

101. Are Reports of the Demise of the Business Judgment Rule Premature? ❖
102. Limiting Smoking
103. Coping with Sponsor Issues ❖
104. Property Tax Update *
105. Successful Energy Projects *
106. Discussion: Small, Self-Managed Buildings ●
107. Lights! Camera!! Action!!! Filming in Your Building

108. Addressing Renovation Requests
109. Board Concerns Regarding Trust Ownership
110. What to Look for in an Energy Audit
111. Exploring Ethical Challenges ●
112. A Reserve Study for Your Building(s)
113. Management Transitions
114. Controlling Variable Costs
115. Effective Construction Contracts

116. Noise Complaints: Legal and Insurance Perspectives ❖
117. Succession Issues in Market Rate CO-OPS
118. Your Building Support Team: The Super and Staff
119. Dealing With Construction Defects
120. Evaluating Board Performance ●
121. Seniors in the Spotlight
122. Improving Recycling
123. Treasurers' Forum ● ★

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

AFTERNOON — please select one session

2:30 – 4:30 2-HOUR CLASSES

201. Dealing with Difficult Residents
202. CO-OP Admissions Policy & Procedure ❖
203. A Tickler List of Regular Tasks ●
204. Emergency Preparedness for Your Building
205. Planning a Successful Annual Meeting
206. Ask UHAB: Resales, Affordability and Resident Selection ♣
207. Co-op Condo Grassroots Activism ●
208. CONDO Discussion: Bring Your Questions ●
209. Refinancing the CO-OP Underlying Mortgage

210. Keeping Residents Informed: Tools and Trends for Effective Communications
211. Reasonable Accommodations: What is Required?
212. New Technologies to Promote Sustainability & Cost Reduction
213. Effective Interface of Board and Management ★
214. Understanding Your CO-OP's Audited Financial Statement

215. How to Improve Your By-Laws ❖
216. The Budget ▲
217. Ask the Construction Attorney ●
218. Enforcing the Rules ❖
219. Insurance Guidelines
220. Transfer Fees ('Flip Taxes') in NYC COOPERATIVES
221. Project Management Guidelines
222. Amenities to Enhance Your Building
223. Understanding Your Heating System

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. CNYC leaders will highlight recent successes and introduce special guests. Door prizes will be awarded.



35th Annual Housing Conference

Sunday, November 15, 2015

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 at midday and one in the afternoon.

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

ALL REGISTRATIONS MUST BE RECEIVED BY CNYC PRIOR TO NOVEMBER 12, 2015

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.

PLEASE BRING A PHOTO ID TO FACILITATE ENTRY.

TICKETS ARE REQUIRED 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.

Registration closes on November 12, 2015 so that tickets can be mailed to each registrant.

FULL REFUND ONLY ON CANCELLATIONS RECEIVED IN WRITING BEFORE NOVEMBER 11, 2015

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

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**

Email _____ **IS ALLOWED ONE FREE PARTICIPANT**

Email _____ **WHO MUST PRE-REGISTER**

Email _____ **BY 11/4/15**

CONFERENCE FEES

	BEFORE 10/15/15	BEFORE 11/12/15	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 11, 2015.

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.

SELECT YOUR CLASSES

Registrations will be honored in the order received. Please do not select classes that overlap.

Daytime Phone Morning Late Morn Midday Afternoon

BE SURE TO LIST THE

LETTERS AND NUMBERS

OF EACH OF YOUR

CLASSES HERE