



39th Annual Housing Conference

"Your Bridge to Enhanced Understanding of Board Responsibilities"

**61 Classes/
51 Exhibits**

Plus

Directory of Products & Services

Professional Education Credit

Presentations by HDPC 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 the experiences of others
- Think **GREEN!**

SUNDAY, NOVEMBER 17, 2019 / 8:00 AM - 5:30 PM

25 West 18th Street, Floors 4, 5, and 6

MORNING CLASSES

3 Hour Morning Classes 8:45 – 11:45

Choose one of these 7 Classes or a class at 9 or 9:30

1. CURRENT SIGNIFICANT LEGAL DECISIONS



FOR COOPERATIVES AND CONDOMINIUMS **❖

Every year, CNYC president Marc Luxemburg, Esq. examines recent court decisions, providing commentary and insights about how each case affects New York cooperatives and condominiums, and suggesting ways for boards to cope with new challenges raised by these cases. 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 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. Participants will be expected to have a good basic knowledge of co-op or condo finances.

3. 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. References will be made to the proprietary lease, the by-laws and the law.

4. THE TREASURER ▲



The treasurer oversees all financial activities of the cooperative or condominium. 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 Robert Mellina and Jayson Prisand will discuss the treasurer's responsibilities, suggesting systems of control and practical, time-saving procedures.

5. HOW DOES YOUR BUILDING WORK?



Peter Grech will explain, in clear non-technical terms, exactly how key building systems work. Participants will leave with a better understanding of the elevator, the boiler, the water tank, ventilation and other building systems. This overview will be of interest to all board members, people considering serving on the board, management personnel and building staff members.

6. ASK UHAB: MANAGING YOUR HDFC:



Elections; 60/40 Expiration, etc. ●

Housing Development Fund Corporation (HDFC) cooperatives have been providing affordable housing throughout New York City for 45 years, with subsidies and benefits such as property tax abatements and low interest loans from the city and technical assistance and training from UHAB. Operating and managing a successful HDFC co-op takes time, effort, and commitment. In this interactive class, UHAB staff members Javier Crespo, Yolanda Rivera and Cheryl Tidwell will discuss elections and the process to satisfy the 60/40 security agreement. Topics will include accountability, communication between the board and shareholders and tips to ensure successful operation of your HDFC co-op.

7. ADDRESSING RESIDENTS' RENOVATION REQUESTS ❖



Shareholders and unit owners will often submit renovation plans to the Board 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 Cholt and Deborah Koplovitz and architects Oswald Bertolini and Eric Vonderhyde will guide participants in a discussion of renovation policies and procedures, the types of requests that are typically problematic and why, and suggestions on how to deal with them.

FINANCIAL AID POLICY Attorneys or accountants who wish to take classes for professional education credit may write to CNYC by e-mail or by letter, describing their situation and requesting full or partial financial aid if their work is primarily with low and moderate income cooperatives and condominiums or if they have modest incomes themselves.

COURSE TRACK ICONS

To help with selection of classes, CNYC has created these icons indicating the track(s) for which each course is appropriate. Look for icons next to each class description.



Legal



Financial



Governance



Building



Insurance



Compliance



Energy



Management



Special Issues



HDFC / UHAB

TITLES IN GREEN INDICATE NEW TOPIC

* Offered & updated every year.

★ Indicates higher level course – background knowledge of the topic will be expected.

● 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.

▲ Accounting CPE class ❖ CLE credit pending

90 Minute Morning Classes 9:00 – 10:30

Chose one of these 4 Classes or a class at 8:45 or 9:30

11. KEY CONDOMINIUMS DOCUMENTS & THEIR IMPORTANCE ❖



Your Declaration of Condominium and By-laws set the ground rules for how the condominium is to operate. Attorney Ronald J Gold will explain their roles and how house rules and other condo policies must interface with them.

12. WHAT SHOULD BE IN THE MINUTES?



The minutes of your board meetings are the official record of actions taken, policies established and projects planned. 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.

13. BOARD CONCERNS RE: TRUST OWNERSHIP



Board members and managing agents will appreciate this discussion of 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? What is the typical procedure a board should follow when an individual desires to transfer his or her apartment to a trust? Sample forms of agreement will be provided and discussed.

14. WATER LEAK ISSUES: ARE YOU PREPARED?



The marketplace is flooded with different solutions for water leak detection, all with different level of protection. Which is the best option to protect your building? And why are insurance carriers so interested in solving your water problems? This presentation will focus on plumbing challenges: how to prevent leaks and protect the building and its residents from loss and help them to be good neighbors.

**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

21. BEST PRACTICES FOR CO-OP & CONDO BOARDS



How do the best and most efficient boards run their buildings? Conduct their meetings? Oversee the well-being of their community? What are the essential documents that every board member should understand? When and how are professional advisors best used? Join attorney Andrew Brucker, property Manager Michael Wolfe and accountant Rick Montanye for a discussion of best practices for efficient, effective leadership of your cooperative or condominium.

22. NEW CODES & RULES IN NEW YORK CITY *



Laws passed by the State legislature and the City Council and regulations promulgated by City agencies impose new responsibilities on building owners each year. In this annual session, architect Leon Geoxavier brings participants up to date on the latest City requirements and their deadlines.

23. ROLE OF THE MANAGING AGENT ●



The Residential Management Council of the Real Estate Board of New York (REBNY) is a forum where principals and CEOs of management firms to exchange information, to cope collectively with industry issues, and to set standards and recommend practices 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. This interactive class will discuss typical management contract provisions and the services buildings should reasonably expect from their management company.

24. BASIC FINANCIAL ASPECTS OF COOPERATIVES ▲



CPA Michael Esposito will provide a careful analysis of budgets, management reports, and tax issues designed to help new treasurers and 'non-financial' board members fully understand their responsibilities. With class #204 on Financial Statements this class provides a detailed overview of financial issues for cooperatives.

25. AMENITIES TO ENHANCE YOUR BUILDING:



Storage, Gym, Roof Garden, Meeting Room, Play Room...

Building amenities benefit residents in many ways. Enhanced 'curb appeal' and more facilities in the building foster a sense of community and enhance the quality of life. These same factors increase apartment value. Property manager Neil Davidowitz, architect Dennis Mele and storage expert Josh Goldman will lead a session on amenities – from establishing priorities to eliciting resident input on the decision and proceeding from decision to implementation, including suggestions about design, budget, fee, construction, and policies for the use of the new amenity.

Morning Classes Continue ▼

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

26. REFINANCING COOPERATIVE UNDERLYING MORTGAGES



Attorney Theresa Racht will moderate a seminar exploring diverse aspects of refinancing underlying mortgages on cooperative buildings, with the help of accountant Mindy Eisenberg Stark and property Manager David Lipson. The session will begin with a careful look at mortgage basics, including guidance about pre-requisites, costs, preparation, and obligations, and will include suggestions for maximizing your building's borrowing power.

27. CONTROLLING OUR CARBON FOOTPRINT: LL97



Local Law 97 is NYC's major new climate change law that sets carbon emissions caps for energy use in large buildings starting in 2024. Chris Halfnight and Ellen Honigstock of the Urban Green Council and Cristina Garcia of the NYC Retrofit Accelerator will explain what the law requires and what it means for

co-ops and condos. You'll learn strategies for improving energy efficiency, various options to comply with the law, and what help is available, including information about PACE, an innovative financing solution that makes green energy upgrades accessible and affordable, which will be rolling out in early 2020.

28. 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 ignored!) as new building policies are instituted. Attorney Peter Livingston will discuss the role of House Rules in a cooperative or condominium, their relationship to other corporate documents, how to change House Rules and ways to make sure that everyone knows what the House Rules are. Examples of what belongs or does not belong in the House Rules will also be discussed.

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 4 classes

31. KEY CO-OP DOCUMENTS & THEIR IMPORTANCE ❖



Your Proprietary Lease, Certificate of Incorporation, By-laws and House Rules set the ground rules for the operation of your cooperative. Attorney Ron Gold will explain their roles and how new policies must interface with them.

32. ASK THE CONSTRUCTION ATTORNEY ●



Bring your questions when you meet with construction Attorney C. Jaye Berger who will work from your questions and other real life examples to explain what to look for when selecting a contractor, key provisions in contracts, how to negotiate these provisions, insurance issues, mechanic's liens, subcontractors and managing the construction process. Her advice will help you successfully complete projects while avoiding common legal problems that can arise between the co-op or condo and contractors, shareholders and unit owners.

33. CREATING A POLICY MANUAL



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 co-ops and condos

protect themselves from litigation claiming that the board fails to treat all residents equally? How can residents know the rules as they have evolved over the years? Coordinate all this information in one place, eliminate 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 path to developing a policy manual for your own co-op or condo. A Word version of the templates being used will be supplied to all participants.

34. RECYCLING IN NYC APARTMENT BUILDINGS



Help make New York City cleaner and greener, starting with your own building! Ashlee Barker, Senior Manager of Apartment Programs at the NYC Department of Sanitation's Bureau of Recycling and Sustainability, will discuss recycling guidelines and requirements and provide opportunities for personalized recycling assistance for your building. She will also share information on convenient textile recycling, easy ways to handle electronic waste, organics collection and other programs from the Department of Sanitation.



MIDDAY CLASSES

90 Minute Classes 12:15 – 1:45

Choose one of these 19 classes

101. NEW RESPONSIBILITIES FOR NYC BOARD MEMBERS *



New York State's extensive new rent regulation law imposes many compliance requirements on transactions in cooperatives and some in condominiums. Your board must be aware of these as well as explicit carbon reduction requirements by 2024 (see class #27), more stringent lead paint and lead dust requirements, conflicts of interest reporting and annual anti-harassment training for all employees (see class #110) and issues dealing with comfort animals (see class #208). And in 2020 benchmarking buildings must post their grade for energy compliance. CNYC president Marc Luxemburg, Esq. will provide an overview of new challenges for boards to meet to stay in compliance.

102. CONDO SURVIVAL GUIDANCE



Since the 1990s, condominiums have gone from a rarity to a highly popular form of home ownership. Unfortunately, New York State law has not kept pace with this growth. It provides little guidance on how to operate condominiums and minimal clarity with regard to the rights and obligations of boards and owners. Add to the day-to-day issues that can arise in the condo community the myriad of city and state mandates: annual tests to perform, reports to file, deadlines to meet, and boards are often stymied. The end result is that judges are filling in the blanks and treating condos as if they were co-ops. CNYC board chair Stuart Saft, Esq. will lead a discussion of these issues and others that you raise.

103. CO-OP SHAREHOLDER VS. BOARD:



Remedying Issues with Water Penetration, Mold, Bedbugs, Noise and Odors ★❖

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

104. NYC PROPERTY TAX ABATEMENT & EXEMPTION UPDATE *



Home owners in New York City housing cooperatives and condominiums may be eligible for a number of exemption and abatement programs, but careful filings are needed to obtain and maintain these privileges. Representatives of the NYC Department of finance will join CNYC Board members Gregory Carlson and Robert Pollack, a certiorari attorney, to analyze our current property tax system, review available programs, discuss how they are administered and answer participants' questions.

105. GAS PIPE ISSUES IN NYC TODAY



As many buildings convert from oil to gas heat for cleaner energy, problems can arise despite the most careful planning. Buildings also experience gas leaks – big or small – where prudence dictates that the utility turn off gas to the building or to part of it, including gas laundry dryers, cooking gas, and heat and hot water. Restoration of gas service can take many months or well over a year. Additionally, NYC buildings are now required to inspect all exposed gas piping in common areas every five years. Property Manager Michael Wolfe and engineer Peter Varsalona, who are both members of the board of CNYC, will discuss challenges that can arise relating to gas and will suggest ways of preventing typical problems or mitigating those that do arise.

106. INCREASE PARTICIPATION AND AVOID BURNOUT ●



For forty-five years, UHAB has provided technical assistance, training, and services for Housing Development Fund Corporation (HDFC) cooperatives throughout New York City. In this interactive class, UHAB staff member Kenneth Soto will discuss ways to encourage every member of your cooperative or condominium to participate. Topics addressed will include strategies to get residents involved, establishing effective committees to handle management duties, annual elections, training new board members, and tips to prepare for and hold effective meetings that emphasize communication, transparency, community building and decision-making.

107. ANNUAL MEETING OR ANNUAL BEATING? PREPARATION IS THE KEY!



Is your Annual Meeting an opportunity for reports on the accomplishments of the year and a preview of future projects, or does it degenerate year after year into complaints and airing of individual issues? A well-prepared president can organize and control the meeting to make sure that it is productive, that all questions are heard, and that the election is run smoothly. CNYC Board member Grant Duers has guidelines to help make your Annual Meeting both productive and pleasant.

108. SOLAR POWER FOR NYC CO-OPS AND CONDOS



Did you know that if you install solar in New York City, you qualify for a property tax abatement? Did you know that NYC co-ops and condos are installing solar at a record pace? Did you know that in April 2019, the City Council passed a law mandating all new buildings, or buildings undergoing substantial renovation, to install solar or a green roof? Solar technology is more affordable than ever, and can help your building reduce its operating expenses and carbon footprint. Noah Ginsburg will provide an introduction to solar technology, costs, incentives and financing options. The session will also feature a guest appearance by a co-op board member from a building that is already generating its own solar power.

Midday Classes Continue ▼

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

109. INTERNET PROTOCOLS FOR PRUDENT BOARDS



Attorney Dean Roberts has eye-opening advice for boards who use the internet in their board business on how to avoid legal problems. What is truly appropriate for online discussion? What precautions should the board take? How are online discussions and decisions memorialized? Mr. Roberts will have advice and answers to these questions and to those that you raise.

110. ANTI-HARASSMENT POLICIES & TRAINING: AN UPDATE



National headlines and local laws have brought attention to harassment issues that can adversely affect a workplace or a social situation. City and State Laws require employers to provide annual anti-harassment training and safe reporting mechanisms. New York cooperatives and condominiums are the workplaces of building staff, the homes of all residents and the responsibility of volunteer Board members. Harassment can occur within and among these groups. Coop/condo attorney Michael Manzi and Margie Russell of the New York Association of Realty Managers will update participants on developments during the first year of this requirement.

111. WINDOW ISSUES



Architect Douglas Lister and property manager Neil Davidowitz will review window replacement and repair technologies and board policies on the subject of windows. Many window controversies can be avoided if the board has clear guidelines for residents to use when repairing or replacing windows and air conditioners. The class will include advice on preparing these guidelines. It will also explain the difference between a \$350 replacement window and a \$2500 replacement window and will suggest strategies for replacing or repairing windows in historic buildings.

112. REFRESH YOUR INDOOR PUBLIC SPACES: THE PLANNING PROCESS



The public spaces of apartment buildings needs to be part of the board's planning cycle; typically they should be freshened every 10 years. There are specific interior components to be addressed; these can be tabulated to ensure sound planning. Interior designer Jonathan Baron will break down the interior components and suggest processes for board and design committees to use to analyze their own building interiors. Mr. Baron will provide blank Building Analysis Report forms and will have samples of typical wall covering, carpet, lighting, etc.

113. MANAGEMENT TRANSITIONS



Like any other relationship, the one your building has with its management firm can become strained leading you to seek a change. 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 promptly and in good order.

114. WE CAN CONTROL BUILDING 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 managers Mark and Andrew Hoffman will review typical building expenses and will share secrets for containing runaway budgets.

115. CRISIS MANAGEMENT: COPING WITH THE UNEXPECTED



At some point in every coop or condo's history, the board must cope with an unexpected, even catastrophic event, such as fire, mold, leak/flood damage. Affected boards and their professionals find themselves in the center of a whirlwind, resources strained, forced to create, develop and execute a multi-tier strategy to manage the crisis: to make quick informed decisions, get construction underway, and find financing, while communicating regularly with shareholders and professionals. Attorneys Theresa Racht and Steven S. Anderson will discuss various legal and practical strategies that can be employed to steer the coop or condo through successfully.

116. 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 Andrew Freedland 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 procedures for reviewing sublet candidates and sublet fees. The class will also explore restrictions and conditions that boards might consider imposing in sublet situations, including short term sublets. The law and possible board policies with respect to occupancy by 'guests' and 'roommates' will also be discussed.

117. CO-OP AND CONDO'S PATH TO A REDUCED CARBON FUTURE



The Climate Mobilization Act (CMA) is now in effect with required carbon reductions in buildings over 25,000 square feet beginning in 2024. This class will present a brief summary of the CMA and a discussion with industry and co-op leaders on their views of the CMA challenges and their strategies for carbon reduction for buildings in their portfolios. The panel is chaired by urban planner Martha Sickles and is comprised of sustainability-minded managers Kelly Dougherty and Steven Greenbaum from two large property management companies, David Avina of UHAB's Energy Services team that works with limited-equity HDFC cooperatives and board member George Switzer from a 12-building Brooklyn cooperative that has an ongoing sustainability program.

Midday Classes Continue ▼

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

118. COPING WITH EXCESSIVE HOARDING



People who hoard collect things and fill their homes far beyond their capacity to manage them, potentially putting themselves, their neighbors and their buildings at risk. Public awareness of the hazards of hoarding has been growing, and in 2013 the medical profession officially declared hoarding to be a 'disorder'. Kristin Bergfeld is a nationally recognized expert working for decades with hoarders referred to her company by building managers, lawyers and hospitals. She is an author of the nationally accepted and utilized *Clutter-Hoarding Scale*. She will distribute copies of this Scale, explain how to use it and will discuss how buildings can remedy these often

complicated situations. Attorney Marc Schneider will help explore legal issues for boards with residents who hoard.

119. SCAMS: HOW TO DETECT, REPORT AND AVOID THEM ●



A call from the IRS demanding money! NO! The IRS never calls for payment. This is a scam! A letter or e-mail promising tens of thousands once a small payment is made? Another scam! And more scams pop up daily. A representative of the Crime Prevention Unit of the NYPD will join CNYC board member Mary Fischer to help you recognize possible scams, report them to authorities, and avoid falling victim to them.

AFTERNOON CLASSES

2 Hour Afternoon Classes 2:30 – 4:30

Choose one of these 19 classes

201. THE WAR AGAINST CO-OPS AND CONDOS



It is happening every day: the City Council passes legislation that impacts co-ops and condos in a negative way, the State Legislature enacts bills that treat co-ops like rental buildings and condos as if they were co-ops. City regulations mandate huge energy expense for co-ops and condos but not for individual houses that are less energy efficient than our homes! And we have waited decades for fairness to come to our property taxes!. Home owners in cooperatives and condominiums should not be treated as second class citizens. Join CNYC Chair Stuart Saft for a discussion of how we can bring about change.

202. CO-OP ADMISSIONS POLICY & PROCEDURES ❖



CNYC co-founder and vice president Arthur I. Weinstein, Esq. and property manager Eric Kaplan 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 reviewed in detail. Sublet policy will be touched upon briefly in this session, but it is also the subject of a separate class (#116). CNYC's prototype application form will be distributed and discussed.

203. 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.

204. 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 session is designed to introduce new treasurers and interested board members to the basics of co-op financial statements. With Class #24 it will provide a detailed overview of the financial responsibilities of the co-op Board of Directors.

205. THE BUILDING ENVELOPE: MAINTAINING ROOF & WALLS



Architect Leon Geoxavier will address preservation of the building envelope, with emphasis on terminology and techniques to be aware of in supervising roof repair and replacement, pointing, masonry repairs and waterproofing. Why and how do leaks occur? What preventive measures are effective in deterring them? Insights on Local Law 11 and the NYC Building Code and how they apply to facade and roof work.

206. HOW DOES LL 64 REQUIRING A LOTTERY AFFECT YOUR HDFC?



Local Law 64 of 2018 requires the city's housing agency, HPD to create an online housing portal for use by owners of affordable units being offered for sale or rent by July 1, 2020, for a uniform and transparent process for the market of rental and homeownership units in affordable housing. This has implications for hundreds of HDFC co-ops across the city to implement a lottery-style process for marketing units. Attorneys Erica Buckley and Ben Flavin will review the new HPD proposed requirements and property tax exemption that seek to ensure that hundreds of HDFCs provide permanently affordable housing. They will discuss developments to date and will offer practical suggestions for HDFCs regarding whether and how this would require major changes in past policies.

Afternoon Classes Continue ▼

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

207. MANAGING CAPITAL PROJECTS



Undertaking a major repair or upgrade project for your cooperative or condominium requires planning many steps along the way. Architect Stephen Varone will discuss 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 is designed to help boards coordinate the many moving parts of a capital improvement program to achieve successful results.

208. REASONABLE ACCOMMODATIONS:



**Ramps, Comfort pets, parking spots, etc.
WHAT IS YOUR BUILDING REQUIRED TO DO? ♦**



Marc Schneider, Esq. will discuss what your 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 have advice to help your board avoid lawsuits and discrimination claims. Included in this presentation is what to do when the request is first made; what can and what cannot be asked of the person making the request and 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? Plus other issues that boards face in connection with a request.

209. 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. Consultant Rebecca Poole will host 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.

210. KEEPING RESIDENTS INFORMED



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. Communications professional Lloyd Chrein, attorney Julie Schechter and property manager Mark Levine will present ways to maintain open and effective lines of communication, including written communications, social media and on site communication techniques.

211. DETECTING & PREVENTING FRAUD & KICKBACKS ▲



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



212. INSURANCE GUIDELINES FOR YOUR BUILDING AND RESIDENTS



Insurance experts will review the full range of insurance coverages necessary to a typical building and each of its residents. They will discuss the cost of insurance and will suggest ways a building can maintain appropriate coverage.

213. 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.

214. UNDERSTANDING YOUR CONDO'S AUDITED FINANCIAL STATEMENT ▲



CPA Annette Murray will walk you through a line-by-line review of financial statements for condominiums, discussing issues related to each item. This session is designed to introduce new treasurers and interested board members to the basics of condo financial statements, ultimately providing a comprehensive overview of the financial responsibilities of the condo Board.

215. 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 Cholst will discuss strategies for enforcing the rules while minimizing tension 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 and interactive class.

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 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).

Afternoon Classes Continue ▼

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

217. BOARDS CREATE THEIR OWN GREEN NEW DEAL



Come hear from three energy advocates who are members of boards working to reduce their respective co-ops' energy costs long before city mandates came along. Their co-ops are very different from one another but alike in their determination to save money through implementing energy-optimizing measures, while improving the quality of life for current and future members and protecting the environment in the process. Chris McGinnis, Ed Yaker and McGowan Southworth will discuss the progress they have made and their plans to further improve their buildings' ability to use renewable energy, minimize waste and engage all residents in these projects.

processes necessary to do quality renovations – whether in individual apartments or to the building and grounds – where Landmark approval is required.

219. 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.

218. 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

RECEPTION

At the end of the day, participants are invited to gather on the FIFTH FLOOR. CNYC leaders will highlight recent successes and invite help with challenges. Door prizes will be awarded.

About



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 communications, 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; an online program helps with quick comparison of your data with others'. 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, 2021. 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.
- In 2019, CNYC secured the passage of state legislation that enables seniors in New York State housing cooperatives to seek reverse mortgages.
- 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
 - 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. Sixty-one information-packed classes provide opportunities to learn about virtually all the major issues presently of concern to your building. In the Exhibit Hall, vendors will 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.

CNYC's 39th Annual Conference is held in the headquarters of Local 32BJ of the Service Employees International Union on three floors at 25 West 18th Street between Fifth Avenue and the Avenue of the Americas (Sixth Avenue) in Manhattan.

Early registrants shall have received their tickets and name badges in the mail. As they enter, they will receive badge holders and Conference materials at CNYC HEADQUARTERS at the back of the Exhibit Hall on the Fifth Floor. They will then be able to visit the Exhibits, enjoy complementary coffee or tea and purchase snacks outside the Exhibit Hall, and check coats on the same floor. Late registrants should allow for time on line as they pick up their name badges and tickets at CNYC HEADQUARTERS.

The Exhibit Hall fills the Auditorium and is open from 8 AM to 3 PM. In front of the Auditorium, complementary coffee and tea are available throughout the day and snacks, sandwiches and box lunches can be purchased. 32BJ is strongly committed to recycling and urges all Conference participants to use proper receptacles to dispose of items.

Classes take place in 12 classrooms on the 4th floor and 7 on the 6th floor. The elevators can take you there; and there is also a staircase near the Auditorium connecting the 4th and 5th floors. Each participant must present a ticket in each class. These classes must be selected when registering, which enables CNYC to mail tickets to early registrants during the first week in November. Each ticket will have the name and number of the selected class, the time it is presented, the classroom where it is located and the floor on which to find the classroom.

Early registration is encouraged and is reflected in the fee structure for this Conference. It also helps ensure that your first choice of classes will be available. You can register by mailing the form on the final page of this brochure to CNYC along with your check or online as www.CNYC.coop, where you can pay by credit card. To register at the Conference, please arrive at least 30 minutes before the start of your first class; credit cards are NOT accepted at the Conference. Payment must be made in cash or by check.

The Conference day ends with a **RECEPTION** on the Fifth Floor, where CNYC leaders will highlight goals and achievements and will introduce special guests. Door prizes will be awarded.

25 WEST 18 STREET IS ACCESSIBLE BY PUBLIC TRANSPORTATION

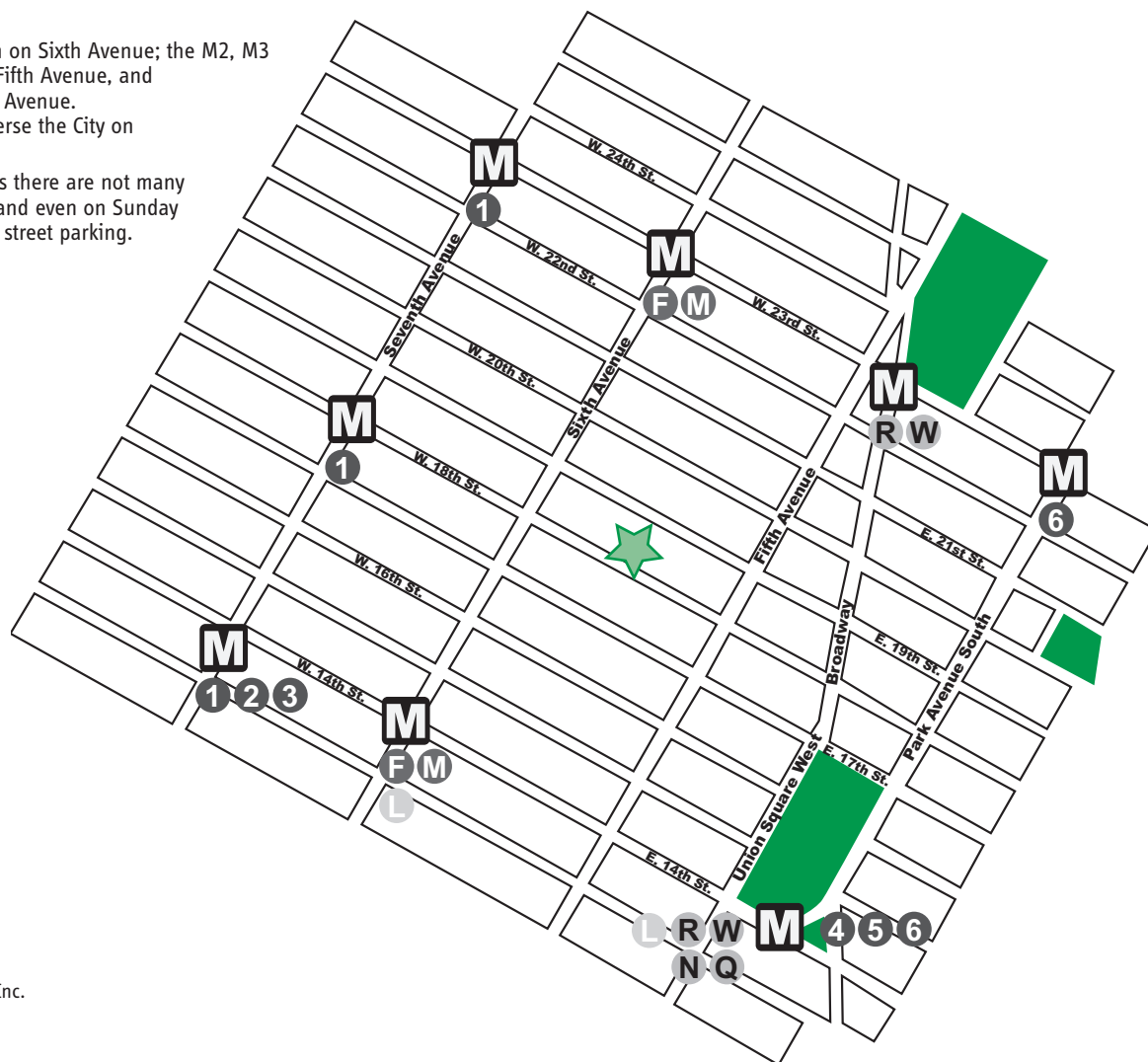
SUBWAY

Along Seventh Avenue, the #1 train makes local stops at 14th, 18th and 23rd Streets; the #2 and #3 express stop at 14th Street. Along Sixth Avenue, the F and M lines stop at 14th and 23rd Streets. The N, Q, R, and W trains stop at Union Square (with exit near 16th Street) and the R and W also stop at 23rd Street and Fifth Avenue. Lastly the L line runs across 14th Street, stopping at Sixth Avenue; check MTA schedules to be sure that the L is in running on November 17th.

BUSES

M55, M6 and M7 travel north on Sixth Avenue; the M2, M3 and M55 travel south along Fifth Avenue, and the M20 travels south on 7th Avenue. Crosstown M23 and M14 traverse the City on their corresponding streets.

Driving can be a challenge as there are not many parking garages in the area and even on Sunday it may not be easy to find on street parking.





39th Annual Housing Conference

Sunday, November 17, 2019

25 West 18th Street, Floors 4, 5, and 6

8:00 AM REGISTRATION and EXHIBITS

TITLES IN GREEN INDICATE NEW TOPIC

* Offered & updated every year. ▲ Accounting CPE class ❖ CLE credit pending
★ Indicates higher level course — background knowledge of the topic will be expected.
● 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 3 or 2 hour morning class (1-7 or 21-28) or **TWO** consecutive shorter morning classes (11-14 followed by 31-34).

8:45 – 11:45

3 HOUR CLASSES

1. Current Significant Legal Decisions for Co-ops and Condos ★★❖
2. Reserves: Accumulating, Investing & Spending Them ★▲
3. Repairs in a COOPERATIVE: Who's Responsible for What ❖
4. The Treasurer ▲
5. How Does Your Building Work?
6. Ask UHAB: Managing Your HDFC: Elections, 60/40 Expiration, etc. ●
7. Addressing Residents' Renovation Requests ❖

9:00 – 10:30

90 MINUTE CLASSES

11. Key CONDO Documents & Their Importance ❖
12. What should be in the Minutes?
13. Board Concerns Re: Trust Ownership
14. Water Leak Issues: Are You Prepared?

10:45 – 12:00

75 MINUTE CLASSES

31. Key CO-OP Documents & Their Importance ❖
32. Ask the Construction Attorney ●
33. Creating A Policy Manual
34. Recycling in NYC Apartment Buildings

9:30 – 11:30

2 HOUR CLASSES

21. Best Practices for Co-op/Condo Boards
22. New Codes & Rules in New York City *
23. Role of the Managing Agent ●
24. Basic Financial Aspects of Cooperatives ▲
25. Amenities to Enhance Your Building
26. Refinancing the CO-OP Underlying Mortgage
27. Controlling our Carbon Footprint – Local Law 97
28. All About House Rules

MIDDAY — Please select **ONE** midday class.

12:15 – 1:45 90 MINUTE CLASSES

- | | | |
|--|--|---|
| <ol style="list-style-type: none"> 101. New Responsibilities for Board Members * 102. CONDO Survival Guidance 103. CO-OP Shareholder v. Board re: Noise, Odors, Mold, Water Penetration ★❖ 104. Property Tax Abatement & Exemption Update * 105. Gas Pipe Issues in NYC Today 106. Increase Participation and Avoid Burnout 107. Annual Meeting or Annual Meeting Preparation is the Key! | <ol style="list-style-type: none"> 108. Solar Power for NYC Co-ops and Condos 109. Internet Protocols for Prudent Boards ● 110. Anti-Harassment Policies & Training: An Update 111. Window Issues 112. Refresh Your Indoor Public Spaces: The Planning Process 113. Management Transitions 114. We Can Control Building Costs | <ol style="list-style-type: none"> 115. Crisis Management: Coping with the Unexpected 116. Sublet Issues in New York COOPERATIVES 117. Co-op and Condo's Path to a Reduced Carbon Future 118. Coping with Excessive Hoarding 119. Scams: How to Detect, Report and be Safe from Them |
|--|--|---|

LUNCH BREAK – VISIT EXHIBITS: You may purchase snacks/box lunches in front of the FIFTH FLOOR AUDITORIUM

AFTERNOON — please select **ONE** afternoon class

2:30 – 4:30 2 HOUR CLASSES

- | | | |
|---|---|---|
| <ol style="list-style-type: none"> 201. The War Against Co-ops & Condos 202. CO-OP Admissions Policy & Procedure ❖ 203. Effective Interface of Board & Management ★ 204. Understanding your CO-OP's Audited Financial Statement ▲ 205. The Building Envelope: Maintaining Roof & Walls 206. How Does Local Law 64 Requiring a Lottery Affect Your HDFC? | <ol style="list-style-type: none"> 207. Managing Capital Projects 208. Reasonable Accommodations: What is Required? ❖ 209. Discussion Group for Small, Self-Managed Buildings ● 210. Keeping Residents Informed 211. Detecting & Preventing Fraud & Kickbacks ▲ 212. Insurance Guidelines 213. A Reserve Study | <ol style="list-style-type: none"> 214. Understanding Your CONDO's Audited Financial Statement ▲ 215. Enforcing the Rules ❖ 216. The Budget ▲ 217. Boards Create Their Own Green New Deal 218. Renovations in Landmarked Districts & Buildings 219. Understanding Your Heating System |
|---|---|---|

4:30 PM – RECEPTION

At the end of the day, participants are invited to gather on the FIFTH FLOOR. CNYC leaders will highlight recent successes and invite help with challenges. Door prizes will be awarded.



39th Annual Housing Conference

Sunday, November 17, 2019

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. NO FREE REGISTRATIONS ARE GRANTED ON AT THE DOOR ON THE DAY OF THE CONFERENCE.

ALL REGISTRATIONS MUST BE RECEIVED AT CNYC BY NOVEMBER 15, 2019

YOUR NAME BADGE AND A TICKET FOR EACH CLASS YOU HAVE SELECTED WILL BE MAILED TO YOU PRIOR TO THE CONFERENCE OR HELD AT CNYC HEADQUARTERS AT THE EVENT FOR LATE REGISTRANTS.

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. Registrants 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.

Advance registration closes at 5 PM on Friday, November 15, 2019.

FULL REFUND ONLY ON CANCELLATIONS RECEIVED IN WRITING BEFORE NOVEMBER 15, 2019

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 11/15/19**

CONFERENCE FEES

BEFORE 10/17/19

CNYC MEMBERS	\$ 70 / 3 people for \$195 / addl. \$ 65
CNYC Subscribers	\$ 95 / 3 people for \$270 / addl. \$ 90
Non-affiliates	\$190 / 3 people for \$510 / addl. \$ 170
Just one Class	50% applicable full day price
Exhibit Area Only	\$ 5 per person

BY 5 PM on 11/15/19

\$ 95 / 3 people for \$255 / addl. \$ 85
\$ 135 / 3 people for \$390 / addl. \$130
\$250 / 3 people for \$720 / addl. \$240
50% applicable full day price
\$ 5 per person

AT DOOR

\$110 each	\$ _____ CNYC MEMBERS
\$150 each	\$ _____ Subscribers
\$275 each	\$ _____ Non-affiliates
50%	\$ _____ One class
\$ 5	\$ _____ Exhibit Area

TOTAL ENCLOSED \$ _____

Registrations will be honored in the order received. Full refund only on cancellations received in writing by November 15, 2019.

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**

_____ **NUMBERS**

_____ **OF EACH OF YOUR**

_____ **CLASSES HERE**