



# 38th Annual Housing Conference

**Sunday, Nov. 11, 2018**

**8:00 A.M. – 5:30 P.M.**

25 West 18th Street

Floors 4, 5, and 6

[www.cnyc.com](http://www.cnyc.com)

**T**he Council of New York Cooperatives & Condominiums will hold its 38th annual Housing Conference on Sunday, November 11, 2018, in Manhattan at 25 West 18th Street.

## Membership Privileges

Every cooperative and condominium that is a 2018 member of CNyc can send one participant at no cost, provided that he or she is fully registered by November 8. Additional participants enjoy CNyc's modest member rates, with even more advantageous rates when your cooperative or condominium registers a team together. CNyc extends member rates to members of sister organizations, including the National Association of Housing Cooperatives, the Federation of New York Housing Cooperatives & Condominiums, the Coordinating Council of Cooperatives, the Big Apple Chapter of the Community Associations Institute, the Association of Riverdale Cooperatives, and the Urban Homesteading Assistance Board.

CNyc must receive completed registrations by 5 P.M. on November 9 to enjoy these rates; classes must be selected at the time of registration (tickets are mailed to all early registrants to speed their entry on the day of the event). Non-affiliates are

welcome, too, but their fees are significantly higher. Registration at the door is possible, but classes sell out and space may not be available. Those registering for just one class pay just half of the full day's registration fee.

## Class Schedules

Depending on time frames, a conference participant can register for three or four classes in the course of the day. You'll want to schedule some time to visit the Exhibit Hall, however, where you can meet vendors who serve the co-op/condo market and meet representatives from various city agencies who can benefit your building's operations.

Sixty-seven classes are offered, and of these 17 are brand-new. Legal, financial, and physical-plant basics are available for new board members and those seeking a refresher. Classes explore the new regulations imposed on co-ops and condos, others offer guidance on enhancing financial strength, managing capital improvements, structuring annual meetings, capitalizing on condo common space, or planning a garden on your roof or courtyard. Classes where discussion is welcome are indicated; in other classes the speaker(s) will expect to make their full presentations before entertaining questions or comments.

## Exhibit Hall

The fifth-floor auditorium will house exhibitors of products and services for co-ops and condos and is where conference attendees can pick up their registration materials (if they didn't receive them in the mail). City agencies will have information on recycling, water conservation, property-tax abatements and exemptions, fire safety and emergency planning, and more. From 12:30 to 2 PM, there will be a cookie refreshment break sponsored by *Habitat*.

## Reception

A reception ends the day, with CNyc leaders introducing guests and summarizing accomplishments of the year and challenges faced. ■

## Cookie Break!

Join *Habitat* for a special cookie break from 12:30 P.M. to 2:30 P.M. in the fifth-floor exhibit hall.



## Registration

Conference registrants must select the classes that they wish to attend in order to complete their registration. The conference brochure can be consulted or downloaded from the CNYC website and is mailed to board members of CNYC member cooperatives and condominiums, to past registrants, and to individuals who have requested this information in the past. To request that a copy be mailed to you, call CNYC at 212 496-7400.

Registration can be completed by mail, using the form in the conference brochure or on the CNYC website at [www.CNYC.coop](http://www.CNYC.coop). Credit card payment is accepted only online. Registration is not complete until all classes are selected.

Early in November, CNYC mails tickets to all pre-registered individuals, greatly facilitating their entry. Late registrants who have to pick up their tickets at the event should allow time for this chore. At-the-door registration is available; payment must be in cash or by check, and some classes may no longer be available at that point.

## 3-HOUR SESSIONS 8:45 TO 11:45 A.M.

### 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; he also suggests ways for boards to cope with new challenges raised by these cases. Luxemburg moves quickly through a great number of court cases in this advanced class. *Application is pending for Continuing Legal Education credit.*

**CLASS LEVEL:** Advanced

**FOR** Board members, attorneys advising boards, and management personnel interested in latest court decisions.

### CLASS LEVEL AND EDUCATION CREDITS

**Basic:** No special prior knowledge will be expected. **Intermediate:** Some knowledge of the functioning of cooperatives and condominiums will be expected. **Advanced:** Full knowledge of the functioning of cooperatives and condominiums will be expected. **CLE:** Continuing Legal Education. **CPE:** Continuing Professional Education.

### 2. RESERVES: ACCUMULATING, INVESTING, AND 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. 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. CPE is available to accountants taking this class.

**CLASS LEVEL:** Intermediate

**FOR** Board members, finance committee members, accountants, and management personnel who work with cooperatives and condominiums.

#### CO-OPS ONLY

### 3. REPAIRS IN A COOPERATIVE: WHO IS 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 solving this key issue. References will be made to appropriate portions of the proprietary lease, the bylaws, and the law. Specific examples will be cited. Continuing Legal Education credit is available to attorneys taking this class.

**CLASS LEVEL:** Basic

**FOR** Board members, aspiring board members, attorneys, and management personnel.

### 4. THE TREASURER

The co-op or condo treasurer 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 enumerate and discuss the treasurer's responsibilities, suggesting systems of control and practical, time-saving procedures. CPE Credit is available for accountants who take this class.

**CLASS LEVEL:** Basic

**FOR** Board members, aspiring board members, finance committee members, accountants, and management personnel.

#### CO-OPS ONLY

### 5. LEGAL RESPONSIBILITIES OF CO-OP BOARDS

Attorney Jeremy Cohen 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.

**CLASS LEVEL:** Basic

**FOR** Board members, aspiring board members of cooperatives, attorneys, and management personnel with co-op clients.

#### DISCUSSION CLASS - ASK UHAB

#### FOR HDFC COOPERATIVES ONLY

### 6. ASK UHAB: HEALTHY GOVERNANCE AND FINANCIAL SUCCESS FOR YOUR HDFC

 Managing and maintaining a successful HDFC (Housing Development Fund Corporation) co-op takes time, effort, and commitment. In this interactive class, UHAB (Urban Homesteading Assistance Board) staff members will discuss issues your limited-equity HDFC co-op may be facing related to matters of governance of the co-op and the financial health of your cooperative. Topics will include accountability and communication between the board and UHAB.

**CLASS LEVEL:** Basic

**FOR** Board members and aspiring board members, and attorney and management personnel who work with new board members

### 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. Participants will leave with a better understanding of the elevator, the boiler, the water tank, ventilation 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.

## CLASS LEVEL: Basic

**FOR** Board members, aspiring board members, building operations committee members, building staff and residents interested in learning how the various systems in the building work.

## 8. 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 reject all or parts of renovation proposals, or to require modifications to the plans presented. Attorneys Bruce Cholst and Andrew Brucker 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. Application is pending for Continuing Legal Education credit

## CLASS LEVEL: Basic

**FOR** Board members, architects, attorneys, and management personnel who deal with renovation requests.

## 90-MINUTE SESSIONS 9 TO 10:30 A.M.

## 21. 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.

## CLASS LEVEL: Intermediate

**FOR** Board members, shareholders, and unit-owners considering trust ownership, management personnel, and attorneys.

## 22. WHAT SHOULD BE IN THE MINUTES?

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

Minutes are not the occasion for flowery prose; they are not enhanced by excessive detail. Every board member shares responsibility for ensuring that the minutes they approve accurately reflect the intentions of the board and do not contain any unnecessary information. Attorney Jeffrey Schwartz will help secretaries and aspiring secretaries develop clear, concise minutes for their cooperatives or condominiums.

## CLASS LEVEL: Basic

**FOR** Board secretaries, aspiring secretaries, other board members, and management personnel.

## 23. 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 \$2,500 replacement window and will suggest strategies for replacing or repairing windows in historic buildings.

## CLASS LEVEL: Basic

**FOR** Board members, building operations committee members, and management personnel.

## 24. 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 © ICD 2011. 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.

## CLASS LEVEL: Basic

**FOR** Board members, attorneys and management personnel who face problems of hoarding.

## 2-HOUR SESSIONS 9:30 TO 11:30 A.M.


## 31. LEADERSHIP SKILLS FOR BOARD 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.

## CLASS LEVEL: Intermediate

**FOR** Board presidents.

## 32. NEW CODES AND RULES IN NEW YORK CITY

 Laws passed by the New York 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 also a CNYC board member, brings participants up to date on the latest city requirements and their deadlines.

## CLASS LEVEL: Basic

**FOR** Board members, aspiring board members, building operations committee members, and management personnel.

## DISCUSSION CLASS

## 33. ROLE OF THE 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 an interactive discussion of typical management contract provisions and the services buildings should reasonably expect from their management company.

## CLASS LEVEL: Basic

**FOR** Board members, aspiring board members, building operations committee members, and management personnel.



**CO-OPS ONLY**
**34. 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. Once the basics are covered, if time permits, the discussion will turn to issues such as long-range planning, mortgage refinancing, and contingency reserves. Taken with class 204 on financial statements, you will get a detailed overview of financial issues for cooperatives. CPE Credit is available for accountants who take this class.

**CLASS LEVEL: Basic**

**FOR** Treasurers and other board members, aspiring treasurers, finance committee members, accountants, and management personnel.

**CO-OPS ONLY**
**35. 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 prerequisites, costs, preparation, and obligations, and will include suggestions for maximizing your building's borrowing power.

**CLASS LEVEL: Basic**

**FOR** Board members, finance committee members, and management personnel.

**36. ANTI-HARASSMENT POLICIES AND TRAINING: DON'T BE THE NEXT HEADLINE!**

**NEW** National headlines and local laws have brought attention to harassment issues that can adversely affect a workplace or a social situation. Laws will soon take effect that 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. Co-op/condo attorneys Lisa Smith and Michael Manzi and an attorney from the Realty Advisory Board on Labor Relations will help participants recognize subtle and

not-so-subtle forms of harassment, brainstorming ways to deal quickly and effectively with incidents and exploring possible training options.

**CLASS LEVEL: Intermediate**

**FOR** Board members, those considering becoming board members, building management, and staff.

**37. ALL ABOUT HOUSE RULES**

Every cooperative and condominium starts its existence with a set of boilerplate house rules. Over time these can be updated, amended, or simply ignored as new building policies are instituted. Attorney Peter Livingston will discuss the role of house rules in a cooperative or condominium, their relationship to other corporate documents, how to change house rules and ways to make sure that everyone knows what the house rules are. Examples of what belongs or does not belong in the house rules will also be discussed.

**CLASS LEVEL: Basic**

**FOR** Board members, aspiring board members, attorneys, and management personnel.

**38. ENERGY INCENTIVES AND PROGRAMS - LET'S OPTIMIZE ENERGY USE**

**NEW EACH YEAR** New York City and New York State have committed to reducing greenhouse gas by 80 percent below their 2005 levels by 2050 to make New York more sustainable and resilient. At the same time, the city is working to increase recycling and composting, working towards Zero Waste in 2030. To reach these ambitious goals, the state and the city offer guidance, incentive programs, and financing. Urban planner and energy expert Martha Sickles will moderate a panel with representatives from the Mayor's Office of Sustainability, the NYC Retrofit Accelerator, utility companies, and NYSEERDA, who will present overviews of policies and programs designed to make New York ever greener and cleaner through the active participation of residents, businesses and government. Supporting materials including program descriptions and applications will be available to get you started

**CLASS LEVEL: Basic**

**FOR** Board members, aspiring board members, energy committee and green committee members, management personnel, and building superintendents.

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## 39. SKY'S THE LIMIT: ROOFTOP AMENITIES

Green roofs, rooftop community spaces with a view, vegetable and fruit gardens, and even putting greens are turning into must-have amenities for buildings in the city. Not only do they increase quality of life for residents, but they also add value to buildings and can be beneficial for the city and the environment. Structural engineer Eugene Gurevich, PE, LEED GA, and Alan Burchell, PE, LEED AP BD+C will address structural and waterproofing considerations, design, build, and maintenance costs, roofing warranties, New York City code compliance, grants and incentives, and discuss how to make your ideal roof space on a variety of budgets.

**CLASS LEVEL:** Basic

**FOR** Board members, green committee members, aspiring board members, building operations committee members, social committee members, and management personnel.

## 75-MINUTE SESSIONS 10:45 A.M. TO NOON

### 41. NYC PROPERTY TAX ABATEMENT AND EXEMPTION UPDATE

Homeowners 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. In this class, Stephanie Gross, Deputy Director of Operations, Reporting, and Analysis of the New York City Department of Finance's Property Exemption Administration for Homeowner Tax Benefits will join Gregory Carlson, CNYC board member and Outreach Chairman of the Action Committee for Reasonable Real Estate Taxes to review available programs, discuss how they are administered, and answer participants' questions.

**CLASS LEVEL:** Basic

**FOR** Board members, particularly the treasurer, and management personnel.

### 42. FIRE SAFETY FOR MULTI-FAMILY BUILDINGS

The New York Fire Safety Education Unit will provide advice on dealing with the particular problems faced when fires occur in multi-family buildings. The focus will be on fire prevention measures and on helping residents understand how to ensure their personal safety in the event of a fire.

**CLASS LEVEL:** Basic

**FOR** Board members, house committee

members, building superintendents, management personnel, and residents interested in fire safety.

## DISCUSSION CLASS

### 43. ASK THE CONSTRUCTION ATTORNEY

Bring your questions when you meet with construction attorney C. Jaye Berger, as these questions will establish the topics she will cover as she helps you avoid having a renovation disaster in your building. Berger will work from your questions and other 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, subcontractors, and managing the construction process. Her advice will help you successfully complete projects and will suggest ways to avoid common legal problems that can arise between the co-op or condo and contractors, shareholders, and unit-owners. Construction questions raised by participants will set the agenda.

**CLASS LEVEL:** Basic

**FOR** Board members, building operations committee members, and management personnel.

## CONDOS ONLY

### 44. LICENSE/LEASE CONDO COMMON AREA SPACE

**NEW** Common area space in a condominium can't be sold (without a complicated process and consent of unit owners) but it can still become a source of revenue to the condominium and of gratification to interested unit-owners who agree to pay an annual fee for a license to use a part of the common area, such as the hall space on leading to their unit. Attorney Eliot Zuckerman will detail the procedures, the documents, and the record-keeping necessary to accomplish this successfully.

**CLASS LEVEL:** Basic

**FOR** Board members and unit-owners with space that lends itself to use by just one unit-owner, management personnel, attorneys.

## 90-MINUTE SESSIONS 12:15 P.M. TO 1:45 P.M.

### 101. NEW RESPONSIBILITIES FOR NYC BOARD MEMBERS

**NEW** Each year there are new laws and regulations that boards have to take action to comply with. Recent requirements

include publishing a smoking policy, stating bedbug history, reporting on conflicts of interest, and providing anti-harassment training (see Class 36). Buildings must soon post their grade for energy compliance, and they continue to face challenges when dealing with service animals and comfort animals. In this class, CNYC president Marc Luxemburg, Esq. will provide an overview of what each board needs to do to stay in compliance.

**CLASS LEVEL:** Basic

**FOR** Board members, attorneys advising boards, and management personnel.

### 102. DEVELOPING 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, bylaws, 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., and attorney Jacqueline Debbs, will start you on the path to developing a policy manual for your own co-op or condo.

**CLASS LEVEL:** Basic

**FOR** Board members, residents, attorneys, and management personnel who are interested in developing a policy manual.

## CO-OPS ONLY

### 103. CO-OP SHAREHOLDER VS. BOARD: REMEDYING ISSUES WITH WATER PENETRATION, MOLD, BED BUGS, NOISE, AND ODORS

When costs are incurred because of water penetration, removing mold, eradicating bed bugs, 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 such city and state laws 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 the

complexities of these issues. Participants will be expected to have a clear understanding of the functioning of a cooperative. Continuing Legal Education credit is available for attorneys taking this class.

**CLASS LEVEL: Intermediate**

**FOR** Board members, aspiring board members, shareholders, attorneys, and management personnel.

**104. 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.

**CLASS LEVEL: Basic**

**FOR** Board members, finance committee members, building operations committee members, house committee members, and management personnel.

**105. A GO-BAG AND A PLAN FOR EMERGENCIES FOR YOUR FAMILY**

When least expected, problems can arise or disaster can strike. Just as your cooperative or condominium should have careful plans in place for dealing with emergencies (see class 205), you should also encourage shareholders and unit-owners – particularly those with children – to be similarly prepared. Come learn about practical preparations for families to organize and practice, so that each person knows what to do in emergencies – whether they occur when one is at home or away, alone or with other family members. Prepare a Go-Bag for each family member and store it in a convenient location. Put together plans for contacting one another, for sheltering away from home if necessary. Mary Fischer is a Community Emergency Response Team member, a board president, and a member of the CNYC board, and she will be joined by a member of the fire department's safety education unit to discuss this topic, showing you how to prepare for and cope with emergencies.

**CLASS LEVEL: Basic**

**FOR** Board members, safety committee members, the super; and management personnel.

**HDFC FOCUS**

**DISCUSSION CLASS**

**106. INCREASE PARTICIPATION & AVOID BURNOUT IN YOUR CO-OP**

**NEW** For 45 years, UHAB (Urban Homesteading Assistance Board) has provided technical assistance, training, and services for Housing Development Fund Corporation (HDFC) cooperatives throughout New York City. In this interactive class, UHAB staff will discuss a matter important to any cooperative or condominium member-owner: how to encourage every member to participate. Topics addressed will include strategies to get residents involved, how to establish effective committees to handle management and 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.

**CLASS LEVEL: Basic**

**FOR** Board members and aspiring board members, and attorneys and management personnel who work with new board members, especially in this type of housing.

**107. 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.

**CLASS LEVEL: Basic**

**FOR** Board members, building operations committee members, and management personnel.

**108. CAN YOUR BUILDING HARNESS SOLAR ENERGY?**

Could your building begin using the sun's renewable energy to produce electricity? Or heat? Or hot water? How does it work? What might it cost? Noah Ginsburg of Solar One will provide an introduction to solar options available today and incentive programs available to help defray their cost.

**CLASS LEVEL: Basic**

**FOR** Board members, operations committee members, green committee members, management personnel, and residents interested in about solar energy opportunities.

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## 109. AMENITIES TO ENHANCE YOUR BUILDING: STORAGE, GYM, ROOF GARDEN, MEETING ROOM, PLAYROOM

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

**CLASS LEVEL: Basic**

**FOR** Board members, house committee members and, management personnel.

## 110. ANNUAL MEETING OR ANNUAL BEATING? PREPARATION IS THE KEY!

NEW

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.

**CLASS LEVEL: Basic**

**FOR** Board members, particularly presidents and vice presidents, aspiring board members, and management personnel.

## 111. RECYCLING IN NEW YORK CITY APARTMENT BUILDINGS

Help make New York City cleaner and greener, starting with your own building! Ashlee Barker, senior manager of Apartment Programs at the 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.

**CLASS LEVEL: Basic**

**FOR** Board members, green committee members, building staff, and management personnel.

## DISCUSSION CLASS

## 112. EXPLORING 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. Consultant Linda Brockway and CNYC board member Greg Carlson will lead an interactive discussion of ethical dilemmas that boards and individual board members may face.

**CLASS LEVEL: Basic**

**FOR** Board members and prospective board members, management personnel, and attorneys providing counsel to cooperatives and condominiums.

## 113. MANAGEMENT TRANSITIONS

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

**CLASS LEVEL: Basic** No special prior knowledge will be expected.

**FOR** Board members and building operations committee members.

## CONDOS ONLY

## 114. CONDO BORROWING OPPORTUNITIES

When condominiums need funds to cover unexpected expenses or to fund major capital improvements, an association loan is an option to consider. A capital-improvement loan enables the

association to complete all the work at once and spread the cost over time rather than imposing a special assessment on the unit-owners. Banker Harley Seligman and attorney Marc Schneider will discuss various ways that condominiums can borrow – or encourage their unit-owners to borrow – to smooth the cost of maintaining and upgrading their building(s).

**CLASS LEVEL: Basic**

**FOR** Board members, unit-owners, and finance committee members of condominiums and management personnel.

## CO-OPS ONLY

## 115. TODAY'S CO-OP UNDERLYING LENDING MARKET: STRUCTURES, STRATEGIES, STRENGTH

NEW

Structuring your underlying mortgage loan strategically can give you the proceeds you need with a creative and flexible amortization track without increasing debt. In this advanced class, designed to help knowledgeable board members hone the details of their refinancing, mortgage broker Steve Geller will reveal options that address your specific capital needs, give flexibility to your payment schedule and help you plan for the likelihood of higher interest rates when it comes time to refinance.

**CLASS LEVEL: Advanced**

**FOR** Board members, board treasurers, finance committee members, and management personnel.

## CO-OPS ONLY

## 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.

**CLASS LEVEL: Basic**

**FOR** Board members, admissions committee members, attorneys, and management personnel for housing cooperatives.

## 117. MANAGING CAPITAL-IMPROVEMENT PROJECTS

NEW

When your cooperative or condominium has determined that a major project is needed, has engaged the proper professionals, secured funding and permits, you are ready to get to work. Depending on the size of the project your management company may not be able to handle the entire undertaking; you may want a project manager to oversee the job. Simona Brinkman will provide a comprehensive overview of the concerns you should have when capital improvements are undertaken and will offer insights into best practices for managing every aspect of the project.

**CLASS LEVEL:** Basic

**FOR** Board members, building operations committee members, supers and management personnel.

### DISCUSSION CLASS

## 118. COMMITTEES TO HELP RUN YOUR BUILDING

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

**CLASS LEVEL:** Basic

**FOR** Board members, aspiring board members, aspiring committee members, and management personnel.

## 119. STRATEGIES TO IMPROVE FINANCIAL STRENGTH

NEW

Developing successful financial plans and strategies is key to protecting and enhancing the most important asset that most of us have, our homes and apartments and the buildings in which we live. Property manager Irwin Cohen and attorney Stephen Lasser will describe creative financial strategies and procedures for leveraging existing assets and banking relationships while employing tested methods of financial oversight and improved management, thus avoiding unnecessary losses and waste through careless or irresponsible procedures. Various other measures directed toward the building of a strong financial structure for present and future enhancements and projects will be discussed. An informative handbook will be provided.

**CLASS LEVEL:** Basic

**FOR** Board members, finance committee members, board treasurers, and management personnel.

## 120. WHEN DISSIDENTS ARE ELECTED TO THE BOARD

The election of new, particularly malcontent, board members presents a unique set of challenges to boards. Why do they run? Why do residents vote for them? And what happens when a "rogue" board member is elected? James Glatthaar, Esq. will help participants find ways to work productively with these individuals and to develop strategies to manage a dissident and will suggest ways that a board can minimize the likelihood of a dissident's success in an election. Glatthaar will also provide his list of the top 10 things a newly elected director/manager should avoid in their first year holding office.

**CLASS LEVEL:** Basic

**FOR** Board members, those who aspire to become board members (whether dissidents or not), and management personnel.

## 121. SMOKING ISSUES FOR NEW YORK CITY CO-OPS AND CONDOS

Second-hand smoke – and smoking in general – have become volatile issues in New York City. Smoking is strictly prohibited in restaurants and all other "places of public assembly" (which include all public areas in your cooperative or condominium). And court cases challenge boards for failing to take action regarding second-hand smoke. Should your cooperative or condominium attempt to be smoke-free? What policies will you need to enact to meet this goal? What challenges will you face? How will resale value be affected? Are there discrimination issues to consider? Josh Berengarten, Esq. will provide detailed advice about setting and enforcing smoking policy in your cooperative or condominium.

**CLASS LEVEL:** Basic

**FOR** Board members, aspiring board members, attorneys, and management personnel.

### 2-HOUR SESSIONS 2:30 TO 4:30 P.M.

## 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

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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. CNYC Board Chairman Stuart Saft, Esq. will suggest creative and effective ways to deal with difficult residents.

## CLASS LEVEL: Basic

**FOR** Board members, shareholder relations committee members, attorneys, and management personnel.

## CO-OPS ONLY

### 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 (Class 32). CNYC's prototype application form will be distributed and discussed. Continuing Legal Education credit is available for attorneys taking this class.

## CLASS LEVEL: Basic

**FOR** Co-op board members and aspiring board members, attorneys, and management personnel.

### 203. THE BUILDING ENVELOPE: MAINTAINING ROOF AND WALLS

**NEW** Architect Leon Geoxavier, a member of the CNYC Board, 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 New York City Building Code and how they apply to facade and roof work.

## CLASS LEVEL: Basic

**FOR** Board members, aspiring board members, building operations committee members, and management personnel.

## CO-OPS ONLY

### 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 34 it will provide a detailed overview of the financial responsibilities of the co-op board of directors. CPE Credit is available for accountants who take this class.

## CLASS LEVEL: Basic

**FOR** Board members, shareholders, finance committee members, accountants, and management personnel.

### 205. EMERGENCY PLANNING FOR YOUR CO-OP OR CONDO

**NEW** To help all buildings prepare for emergencies, the fire department is expanding its fire safety requirements to include non-fire emergencies. Its Fire and Emergency Preparedness Guide will be distributed in place of the previous Fire Safety Plan (which will be incorporated into it). The fire department is encouraging buildings to discuss with residents how to respond to the different types of emergencies as set forth in the new guide. Representatives of the fire department and the New York City Office of Emergency Management will explain these expanded safety requirement, for both management and residents to help plan for emergencies and will provide answers to your questions.

## CLASS LEVEL: Basic

**FOR** Board members, building operations committee members, building superintendents, and management personnel.

## HDFC MEMBERS ONLY

### 206. IMPACT OF NEW HPD REGULATIONS ON HDFC RESALES

**NEW** Attorney Lawrence McGaughey and Brooklyn Law School professor Debra Bechtel, Esq. 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.

## CLASS LEVEL: Basic

**FOR** Board members and shareholders in limited equity HDFC cooperatives, and lawyers and management personnel who work with HDFCs.

### 207. INSURANCE GUIDELINES FOR YOUR BUILDING AND RESIDENTS

Insurance expert Patricia Batih and attorney Adam Finkelstein will review the full range of insurance coverages necessary for 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.

## CLASS LEVEL: Basic

**FOR** Board members, finance committee members, and management personnel.

### 208. CASE HISTORIES FOR ENERGY SUCCESS

**NEW** Urban planner Martha Sickles will moderate presentations of building improvements – some modest and some massive – which have resulted in energy savings. Presenters include energy experts, funders of energy projects, and CNYC board member Greg Carlson whose cooperative has undertaken many energy improvements.

## CLASS LEVEL: Basic

**FOR** Board members, green committee members, energy committee members, and management personnel.

### 209. CAREFULLY CRAFTED CONSTRUCTION CONTRACTS

No capital project should ever be undertaken before a contract has been finalized by legal counsel. The American Institute of Architects' AIA 101/201 owner-contractor agreement 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 and controversial clauses in this standard AIA agreement, with suggestions on how best to handle each issue. Changes that have been incorporated into the new version of the A101/201 issued by the AIA in 2017, and the potential impact of those changes on the typical project, will also be reviewed. Participants will leave with many tips toward effective contract preparation.

## CLASS LEVEL: Basic

**FOR** Board members, building operations committee members, attorneys, architects, and management personnel.

## 210. REASONABLE ACCOMMODATIONS: 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. His presentation 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. Schneider will share advice to help your board avoid lawsuits and discrimination claims. He will discuss what to do when the request is first made; what can and what cannot be asked of the person making the request. He will also discuss who pays for any costs related to compliance with the request. Can a fee be charged for an accommodation? What should the board do if a formal complaint is filed? Is the claim covered by insurance? Plus other issues that board face in connection with a request. Continuing Legal Education credit is available to attorneys taking this class.

### CLASS LEVEL: Basic

**FOR** Board members, attorneys, and management personnel interested in understanding the legal requirements of 'reasonable accommodations.

## 211. YOUR BUILDING SUPER AND 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, which represents property owners in their dealings with service employees--both for day-to-day issues and in the negotiation and administration of contracts. A new four-year contract was recently concluded with Local 32BJ (union) whose members work in many of the buildings in Manhattan, Brooklyn, Queens, and Staten Island. In March of 2019, the Bronx Realty Advisory Board will negotiate a contract with the union. In this class an attorney from the RAB will join Margie Russell, Executive Director of the New York Association of Realty Managers (NYARM) to suggest effective ways to deploy, motivate, and, when necessary, discipline building employees, including a discussion of realistic expectations for your super's performance plus insights on training staff and suggestions

for enhancing performance while also enhancing employee satisfaction.

### CLASS LEVEL: Basic

**FOR** Board members, personnel committee members, and management personnel.

### DISCUSSION CLASS

## 212. MEDIATION TO RESOLVE DISPUTES

**NEW** Mediation is an informal, voluntary approach to settling disputes, facilitated by neutral mediators trained and experienced in assisting parties to resolve their disputes, out of court. It is quick, private, confidential, and inexpensive. Moreover, its non-binding nature allows the participants to engage in the process without waiving any rights they may have to pursue judicial remedies in the event the mediation is not successful. Mediation presents an excellent forum for disputing neighbors or for shareholders or unit-owners disputing with boards to try to resolve their differences. Steve Troup and Michael Graff, who are co-op and condo attorneys and experienced mediators, will lead a discussion of the benefits of mediation. They will describe in broad brushstrokes the way the process typically unfolds, and, time permitting, the group may try a mock mediation to test what they have learned. Early registrants will have the opportunity to submit questions or topics for discussion.

### CLASS LEVEL: Basic

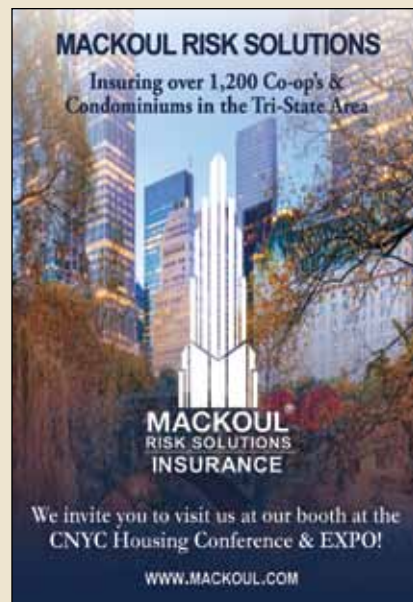
**FOR** Board members, attorneys, and management personnel interested in mediation.

## 213. 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 Ronald Jay Gold, 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.

### CLASS LEVEL: Basic

**FOR** Board members, communications committee members, house committee members, and management personnel.



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## CONDOS ONLY

### 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. CPE Credit is available for accountants who take this class.

**CLASS LEVEL:** Basic

**FOR** Condo board members, treasurers, unit-owners, finance committee members, accountants, and management personnel.

### 215. BOARD CONCERNS RE: SHORT-TERM RENTALS

The internet age and the "shared economy" have resulted in frequent cases of unknown individuals arriving to live in cooperative or condominium units without guest procedures having been followed or board permission received. There is potential danger to the residents and to the "guests" in these situations. Property managers Dawn Dickstein and Michael Mintz, attorney Peter Livingston, and search expert Ari Teiman will help you develop procedures for identifying and dealing with short-term rentals in your building. What will the rules be for a resident who is truly a 'host' who will be present to supervise paying guests? Will your building ever allow such activity in the absence of the unit's owner? It is never too soon to consider this important issue, develop building policies and procedures, and make sure that your residents understand their importance for everyone's security.

**CLASS LEVEL:** Basic

**FOR** board members, aspiring board members, attorneys, and management personnel.

### 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 Avi Zanjirian 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). CPE Credit is available for accountants who take this class.

**CLASS LEVEL:** Basic

**FOR** Board members, finance committee members, accountants, and management personnel.

### 217. 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 Choltz 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. Continuing Legal Education credit is available to attorneys taking this class.

**CLASS LEVEL:** Basic

**FOR** Board members, aspiring board members, attorneys, and management personnel.

### 218. NOISE COMPLAINTS: LEGAL AND INSURANCE PERSPECTIVES

Noise complaints constitute a significant portion of quality of life issues for residents within cooperatives and condominiums. Attorneys Bryan Mazzola and Marco Comisso 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. Continuing Legal Education credit is available to attorneys taking this class.

**CLASS LEVEL:** Intermediate.

**FOR** Board members, attorneys, and management personnel interested in coping effectively with noise issues.


### 219. SENIORS IN THE SPOTLIGHT

Are there senior residents in your co-op or condo who are 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 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.

**CLASS LEVEL:** Basic

**FOR** Board members, building residents, and management personnel.

### 220. PLANNING A GARDEN SPACE OR A LANDSCAPE

 Opportunities to connect with nature depend on the particular cooperative or condominium. Perhaps only window boxes or tree pits are available, or perhaps there is a communal roof space or green roof opportunity. In larger complexes, courtyards, community garden plots, and other spaces may exist. Horticulturist Tessa Huxley will discuss how to plan well in order to create special green places for you and your neighbors.

**CLASS LEVEL:** Basic

**FOR** Board members, garden committee members, building staff, shareholders, and unit-owners.

### 221. UNDERSTANDING YOUR HEATING SYSTEM

A clear understanding of how your heating system operates will help you maximize 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 inspection requirements. Experts Fredric Goldner and Asit Patel will provide facts and figures about the cost of maintaining and upgrading existing systems and advice about replacement of aging equipment.

**CLASS LEVEL:** Basic

**FOR** Board members, building operations committee members; green committee members, building staff, and management personnel. ■