



34th Annual Housing Conference

Sunday, November 16, 2014

8:00 am – 5:15 pm

75 Classes / 45 Exhibits

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

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

THIS CONFERENCE WILL HELP YOU

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

MORNING CLASSES

3-Hour Classes 8:45 – 11:45

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

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

Every year, CNYC president Marc Luxemburg, Esq. examines recent legal decisions, providing commentary and insights about how each case affects New York cooperatives and condominiums; he also suggests ways for boards to cope with new challenges that these cases raise. Mr. Luxemburg moves quickly through a great number of court cases in this advanced class, designed for experienced board members familiar with board functioning and for attorneys.

2. 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.

3. HOW DOES YOUR BUILDING WORK?

Peter Grech is a past president of the Superintendents' Technical Association and resident manager of a large cooperative. He will explain in clear, non-technical terms, exactly how key building systems work. Mr. Grech's presentation will give board members a better understanding of the elevator, the boiler, the water tank and other building systems. This overview will be interesting to all board members, people considering serving on the board, management personnel and building staff members.

4. THE TREASURER ▲

The treasurer of a cooperative or condominium oversees all financial activities. While the execution can be delegated to management or to investment advisors, the treasurer can never relinquish responsibility for ensuring that all is done. Accountants Jayson Prisand and Robert Mellina will discuss the treasurer's responsibilities, suggesting systems of control and practical, timesaving procedures.

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

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

6. YOUR ROOF & EXTERIOR WALLS

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

7. CURTAILING FRAUD & CORRUPTION ▲ ❖

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

8. BOARD RESPONSIBILITIES IN CONDOMINIUMS

Attorney Linda Plotnicki will review the laws and legal documents governing a condominium and will discuss issues of general concern – ranging from house rules and their enforcement to protection of the income stream in default situations. What should the board do to ensure efficient day-to-day operation of the building? To effectively amend policies, by-laws and rules and regulations of the condominium? To exercise some control over who lives in the condominium? What does the concept of a board member's fiduciary duty really mean? Here you will find answers to these important condo questions.

9. LEGAL RESPONSIBILITIES OF CO-OP BOARDS

Attorney Dennis Greenstein will discuss the concepts common to the functioning of all cooperatives, focusing on the proprietary lease and bylaws, court cases and the responsibilities of directors, but also providing many practical suggestions and examples to guide participants to be able to function efficiently and to understand both the legal and the practical issues that boards frequently face. The class is packed full of information that you will not want to miss.

The October 2014 issue of
HABITAT magazine previews
the 34th Annual
Housing Conference.

TITLES IN GREEN INDICATE NEW TOPIC

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

♣ UHAB presentation * Offered & updated every year.

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

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

Chose one of these 5 Classes or a class at 8:45 or 9:30

A. CO-OP & CONDO TERMS AND TOPICS

As we seek to understand our responsibilities as owners in New York cooperatives and condominiums, we encounter new terms and new ideas that can sometimes be confusing. This class is designed to help participants familiarize themselves with co-op and condo jargon and concepts such as common elements, inspectors of elections, quiet enjoyment, warranty of habitability, Notice to Cure, defaults, arrears, bill backs, transfer fees, reserve funds, capital improvements, fiduciary responsibility, directed proxies and the right of first refusal.

B. APARTMENT RENOVATIONS & COMBINATIONS

With cooperative or condominium ownership often comes the impulse to make one's home one's castle. New share-holders and unit owners often plan extensive renovations before moving in to their units; others decide that their apartments need a facelift, or they buy an adjacent unit and combine the two. This does bring dust, noise and disruption to the building, which the board must keep under control. Corporate counsel provides guidance. Attorneys Bruce Cholst and Alfred Taffae will share their expertise about renovation rules, time frames, fees, inspections, and compliance with city and federal requirements in a class designed to help the board mitigate the stress of apartment renovations.

C. GREENING NYC BUILDINGS: THE NYC CARBON CHALLENGE

Retrofitting NYC buildings to become more energy efficient makes the housing more affordable by reducing utility costs while furthering the PlaNYC goal to reduce greenhouse gas emissions in the City 30% by the year 2030. Laws enacted pursuant to PlaNYC to make New York City buildings more energy efficient include the requirement for buildings greater than 50,000 square feet to benchmark their energy use annually and to undergo energy audits and retro-commissioning every 10 years; and, for all buildings with City permits to burn heating oil, to phase out the use of No. 6 and No. 4 oils. Certain buildings have agreed to be

over-achievers, taking part in the NYC Carbon Challenge to reduce their greenhouse gas emissions by 30% in just ten years. Jenna Tatum and John Lee from the Office of Long Term Planning and Sustainability, Luke Surowiec of the NYC Clean Heat Program, and energy analyst Martha Sickles will provide an update on progress toward a greener, greater New York and information on how your cooperative or condominium can become part of the NYC Carbon Challenge.

D. LIMITING SMOKING IN CO-OPS AND CONDOS

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

E. 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 that are approved accurately reflect the intentions of the board and do not contain any unnecessary information. Attorney Jeffrey Schwartz will help secretaries and aspiring secretaries develop clear, concise minutes for their cooperatives or condominiums.

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

2-Hour Morning Classes 9:30 – 11:30

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

10. WARNING SIGNS:

How To Know If Your Building Is In Trouble

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

11. A CODE OF ETHICS FOR BOARD MEMBERS ❖

CNYC vice president Arthur I. Weinstein, Esq. has developed a suggested code of ethics for board members of cooperatives and condominiums. This model will form the basis for a discussion of not-so-hypothetical

issues that boards may confront. Time will be allotted for questions from participants and topics discussed will include the reasons for establishing and enforcing such a code.

12. NEW LAWS & RULES IN NEW YORK CITY *

Laws passed by the City Council and regulations promulgated by City agencies impose new responsibilities on building owners each year. In this annual session, architect Leon Geoxavier, who is a member of the Board of CNYC, bring participants up to date on the latest City requirements and their deadlines.

13. FINANCIAL RESPONSIBILITIES OF CONDO BOARDS

Accountant Rick Montanye will review all the basic financial responsibilities of condominium boards, including analysis of financial statements and management reports. If time permits, additional issues will be explored – reserves, tax considerations, and exercise of the right of first refusal as units are sold.

Midday Classes Continue ▼

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

14. BASIC FINANCIAL ASPECTS OF COOPERATIVES

Accountant Michael Esposito will provide a careful analysis of budgets, management reports, and tax issues to help new treasurers and 'non-financial' board members fully understand their responsibilities. Once the basics are covered, if time permits, the discussion will turn to issues such as long range planning, mortgage refinancing, and contingency reserves. This class is designed for the true beginner; with class #204 on Financial Statements it provides a detailed overview of basic financial issues for cooperatives.

15 . MANAGEMENT FORUM:

What to Expect from Your Managing Agent ●

The Residential Management Council of the Real Estate Board of New York (REBNY) was founded as a forum for principals and CEOs of management firms to exchange information, to cope collectively with industry issues, and to set standards and recommend practices to maintain high standards in the management field. They have provided transition guidelines; alteration agreements; mortgage applications; and a listing of all of the services which management typically performs. Property manager Harry Smith will lead this interactive discussion of the services buildings should expect from their management company.

16. ASK UHAB: An Interactive Clinic for HDFC Members ♣ ●

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

class, Co-op Preservation Associate Director Ann Henderson, and TIL/HDFC Technical Assistance Director Oscar McDonald will answer questions about scenarios your limited-equity HDFC co-op may be facing. They will address matters of governance, repairs and maintenance, challenging situations amongst the board and shareholders, and compliance with codes as well as regulatory and monitoring agreements.

17. A GREEN ROOF FOR YOUR BUILDING

Green roofs provide many benefits: They add usable space to the roof, extend the life of roofing membranes, lower heating and cooling costs, reduce storm water runoff, and increase a building's value. Architect Stephen Varone and LEED AP Yessica Marinez will address the issues involved in installing a green roof, including structural and waterproofing considerations, maintenance costs, roofing warranties, code compliance, and zoning restrictions. Green roof specialist Michael DiMezza will discuss which types of systems and plantings are most suitable for green roof installations.

18. ALL ABOUT HOUSE RULES

Every cooperative and condominiums starts its existence with a set of boiler plate house rules. Over time these can be updated, amended, (or simply ignored!) as new 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 5 classes

J. YOUR PERSONAL EMERGENCY PLAN

Experience has taught us that problems can arise when least expected, and that we can be at home, at work, at play or on the road when disaster strikes. But advance thought can help us cope. Come learn about practical preparations for your family to organize and practice, so that everyone knows what to do in emergencies. Put together plans for contacting one another, for sheltering away from home if necessary. Mary Fischer is a CERT member, a board president and a member of the CNYC Board. She will help you prepare to cope with emergencies.

K. COMMITTEES TO HELP RUN YOUR BUILDING

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

L. SELECTING GREAT PUBLIC SPACE DESIGNS ●

Let's talk about fresh, timeless and durable design plans for lobby and hallways. Interior designer Marilyn Sygrove will lead a discussion of colors, fabrics and design to help you create handsome and durable public areas to welcome residents and guests to your building. Bring your questions and your concerns, and plan to join in a general discussion of lobby issues.

M. HOW TO RECOGNIZE ELDER ABUSE

Frail and elderly New Yorkers are far too often victims of abuse, frequently by family members or by individuals hired to provide care to them. To help identify and curtail this abuse, Local 32B and property owners agreed, in their recent contract, to develop programs to help building employees spot signs of abuse and to know how to report possible problems. Joy Solomon, Esq., Director and Managing Attorney of The Harry and Jeanette Weinberg Center for Elder Abuse Prevention, will share insights and lessons learned in working to curb elder abuse. James Barry, Manager of Program Development for the 32B Training Fund will discuss efforts to raise building service workers' awareness of elder abuse and will preview the new online course that 32B has developed to further this goal.

N. CHANGING TO CLEANER FUEL

The NYC Department of Environmental Protection requires buildings using No. 6 heating oil to convert to a cleaner fuel alternative by 2015. As affected buildings hurry to comply, boards face a number of options. Should they first switch to No. 4 oil (permitted until 2030) and then convert to No. 2 oil, to gas, or to a dual-fuel (gas/oil) system? Or should they eliminate the middle step and convert now? And, if so, to which fuel? Property Manager Michael Wolfe, engineer Peter Varsalona will discuss the costs and challenges of converting, estimated savings, expected payback time, and which rebate programs are available to help you make the right choice for your cooperative or condominium.

MIDDAY CLASSES

90-Minute Classes 12:15 – 1:45

Choose one of these 24 classes

101. BOARD CONCERNS RE: TRUST OWNERSHIP

CNYC president Marc J. Luxemburg, Esq. and Peter Massa, Esq. will help board members and managing agents understand concerns the board should address when an owner seeks to transfer a unit to (or purchase it by) a trust or other entity. What are the risks? What restrictions might the board want to consider imposing? 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.

102. CREATING A CO-OP OR CONDO 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 do boards make certain that they treat shareholders and unit owners fairly and equally? How can residents know the rules as they have evolved over the years? 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. In this class, attorney Stuart Saft, who is chairman of the CNYC Board, will start you on the road to developing a policy manual for your own co-op or condo.

103. COPING WITH SPONSOR ISSUES ❖ ★

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

104. PROPERTY TAX UPDATE *

Home owners in NYC cooperatives and condominiums have benefitted from a property tax abatement program that was put in place in 1997, and was renewed on January 30, 2013, with major modifications. Now higher abatement percentages go to buildings valued at less than \$60,000 per unit, and the abatement program is limited to an individual's primary residence (plus up to 2 additional units in the same cooperative or condominium as the primary residence). CNYC and its Action Committee for Reasonable Real Estate Taxes continue to work for permanent reform of the City's property tax system. Action Committee Chair Jim Rheingrover and certiorari attorney Eric Weiss will provide an update on the abatement program which sunsets on June 30, 2015 and will answer questions about this and other City tax abatement and exemption programs.

105. SUCCESSFUL ENERGY PROJECTS

Urban planner and energy analyst Martha Sickles will lead a panel who present case histories of successful applications of energy efficiency/renewable energy programs in their cooperatives or condominiums. The presentation will include tips on best practices for assessing needs, incorporating energy retrofits in capital planning and making the case for energy efficiency to shareholders or owners.

106. DISCUSSION GROUP FOR SMALL SELF-MANAGED BUILDINGS ●

Here is an opportunity for discussion of topics of general interest to board members of small, self-managed buildings. CNYC board member Marleen Levi will host, and experienced board members of self-managed buildings will have advice to share, but clues to solve your problems could as easily come from a fellow class participant. Bring your questions and be prepared to share your insights. This class is limited to residents of small self-managed building only.

107. ASK THE CONSTRUCTION ATTORNEY ●

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

108. ADDRESSING OBJECTIONABLE CONDUCT IN CONDOS

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

109. DISCUSSION GROUP FOR MULTI-BUILDING CO-OPS & CONDOS ●

Larger cooperatives and condominiums have built-in benefits of scale; with many owners sharing the costs, there can be efficiencies in staffing and in implementing new projects. But when these co-ops and condos are so large that they encompass multiple buildings, there can also be special challenges. How do you ensure equitable representation on the Board? Or set priorities for staging repairs or improvements? Are there logistical challenges in the selection of meeting places, the arranging of social events, etc.? If your cooperative or condominium spans multiple buildings, please come take part in this discussion, led by CNYC Board member Leon Geoxavier who is president of the board of a Queens cooperative.

Midday Classes Continue ▼

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

110. SOLVING LEAKS IN POST WAR BUILDINGS

Maintaining the facades, windows and roofs of complex structures built in the last 60 years requires more thoughtful maintenance and repair procedures than older buildings. Architect Douglas Lister will explain the technological changes to building enclosures since World War II and how to plan maintenance projects to keep these buildings dry, safe and looking good. Specific construction topics will include: glazed brick masonry, repointing, membrane waterproofing, structural steel shelf angle maintenance, masonry anchors, air barriers and insulation to reduce energy costs, roof systems and terraces and windows.

111. 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 Morton H. Rosen will examine subletting both from the point of view of the board of directors and that of shareholders who may wish to sublet. 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.

112. COMMUNICATING WITH SHAREHOLDERS/ UNIT OWNERS

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

113. EXAMINING ETHICAL CHALLENGES ●

Board members are honor bound to act in the best interest of their cooperative or condominium at all times. They must never use their board position for personal gain or to promote the interests of family, friends or business associates. Board members should always disclose any relationship with vendors, prospective purchasers, and other interested parties and should not take part in decisions regarding those entities. Consultants Linda Brockway and Greg Carlson will lead an interactive discussion of ethical dilemmas that boards and individual board members may face.

114. CONTROLLING VARIABLE COSTS

Many of the costs of operating our buildings appear completely beyond our control, but significant savings can be effectuated through a careful review and monitoring of all building expenditures. In this step-by-step class, property manager Mark Hoffman and CNYC board member Ted Procas who is chairman of the Association of Riverdale Cooperatives (ARC), will review typical building expenses and will share secrets for containing runaway budgets.

115. MANAGEMENT TRANSITIONS

Accountant Mindy Eisenberg Stark and attorney Jeff Schwartz will lead a full and frank discussion of how to shop for and select the firm and agent that are right for your cooperative or condominium; what contract provisions will help define the expectations of both parties; and how to optimize the possibility that records and documents all reach the new management firm promptly and in good order.

116. IMPROVING RECYCLING IN NYC APARTMENT BUILDINGS

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

117. AMENITIES TO ENHANCE YOUR BUILDING: Roof Gardens, Storage, Gym, Meeting Room, Play Room...

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

118. INSURANCE GUIDELINES FOR BUILDING AND RESIDENTS

Insurance expert Edward Mackoul will present the full range of insurance coverages necessary to a typical building and each of its residents. He will discuss the cost of insurance and will suggest ways a building can maintain appropriate coverage.

119. HOW TO PLAN AND RUN A SUCCESSFUL ANNUAL MEETING

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

120. WHY YOUR ATTORNEY SHOULD REVIEW ALL CONTRACTS

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

Midday Classes Continue ▼

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

121. A RESERVE STUDY FOR YOUR COOP OR CONDO

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.

122. DEALING WITH DIFFICULT RESIDENTS

Every building is challenged by demands of difficult residents: people who are convinced that they are exempt from all rules; who renovate their apartments without permission, who park in others' spaces, who send unauthorized guests to use the apartment in their absence; or those whose cluttered units invite vermin infestation or fire: or the people who disrupt meetings and bombard the board with angry questions, but refuse to listen to or accept the answers, those whose maintenance is chronically late, but who still expect very prompt service whenever *they* have a problem, people who think the board is their employee. Attorney Joshua Berengarten will suggest creative and effective ways to deal with difficult resident.

123. HELPING SENIORS AGE IN PLACE

New York City is an ideal setting for senior citizens to 'age in place'; it has excellent public transportation, neighborhood stores, and a wide variety of community services, social, religious and cultural opportunities make it easy to enjoy community living and to access necessary services. Evelyn Jones Rich, Barbara Gottlieb and Rochelle Shereff will discuss amenities and opportunities to enhance the lives of seniors in your cooperative or condominium drawing on their own experience as senior activists and organizers at Lincoln Towers and Lincoln Guild as well as the NYC NORC Coalition

124. TREASURERS' FORUM ★ ●

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

AFTERNOON CLASSES

2-Hour Afternoon Classes 2:30 – 4:30

Choose one of these 17 classes or one that begins at 3:00

201. CO-OPS AND CONDOS, UNITE! ●

Join CNYC Board Chair Stuart Saft, Jim Rheingrover, chair of the Action Committee for Reasonable Real Estate Taxes, and CNYC's advocate, Katie Schwab to learn of legislation that may threaten the future of our homes and beneficial legislation that needs our support. Lets work together to bring reasonable limits to costly unfunded mandates, which are making our homes unaffordable. Lets develop strategies for harnessing political power to enable New York City cooperatives and condominiums to be treated as successful, democratically run housing for their owners.

202. CO-OP ADMISSIONS POLICY & PROCEDURES

CNYC co-founder and vice president Arthur I. Weinstein, Esq. will detail the responsibilities of the board of directors and the admissions committee in establishing criteria and reviewing applications for the purchase of shares for units in a cooperative. Various housing discrimination laws will be reviewed in detail. Sublet policy will be touched upon briefly in this session, but it is also the subject of a separate class (#111). CNYC's prototype application form will be distributed and discussed.

203. EMERGENCY PREPAREDNESS FOR YOUR CONDO OR CO-OP

Emergencies can have many forms: vandalism, natural disasters, fire, mechanical failures, sick or injured residents, acts of terror. Today's co-op and condo boards and the professionals who work with them must consider these possibilities (and more!) as they prepare to cope as swiftly and efficiently with whatever problems may befall their community.

Advance planning will include adequate insurance coverage, carefully laid plans, and good communication to residents, encouraging them to make their own family plans for emergencies (see Class #1). Mary Fischer is the president of the board of a large cooperative and a CNYC board member. She and property manager Steven Greenbaum will lead a discussion designed to help you expand and perfect the contingency planning for your cooperative or condominium.

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 elementary session is designed to introduce new treasurers and interested board members to the basics of co-op financial statements. With #14, it will provide a detailed overview of the financial responsibilities of the co-op Board of Directors.

205. 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.

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

206. WILLS & ESTATES ISSUES IN LIMITED EQUITY HDFC COOPERATIVES ♣

This class will offer information that will help both board members and shareholders in limited equity cooperatives understand their rights and responsibilities relative to inheritance and transfer of apartments on death. Attorneys will discuss how family members and boards in HDFC cooperatives should proceed after the death of a shareholder, including steps that they can take to avoid having apartments tied up in legal proceedings to settle an estate. Many issues parallel those in conventional cooperatives: Who gets the apartment? Can a board reject an heir? What if maintenance is not being paid? Other issues are unique to HDFCs or to limited-equity housing.

207. EVALUATING BOARD PERFORMANCE ●

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

208. 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 your house rules and horror stories to help make this an informative and interactive session.

209. REFINANCING THE COOPERATIVE’S UNDERLYING MORTGAGE

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

210. CONDO DISCUSSION – BRING ALL YOUR QUESTIONS ●

Here is your opportunity to set the direction of the class. Come with your questions of general interest about condo documents, about the organization (or dysfunction) of your board, about problems with neighbors (see also #108 and #122), about construction flaws (see also #103) about your responsibilities as board members and as unit owners. Attorneys Steven Sladkus and Jeffrey Reich will lead a discussion designed to explore issues of common concern and to help you find answers to your questions.

211. LIABILITY OF BOARD MEMBERS ★

Volunteers who serve on boards put in long hours and use their best efforts in setting policies for their cooperatives or condominiums. They must ensure that all responsibilities are met, that their buildings are clean, comfortable and well maintained and that the community functions civilly. Instead of thanks, they may be faced with criticism, complaints and legal challenges. Attorneys Walter Goldsmith, Robert Fass and Robert Cantor will discuss instances where individual board members may face liability including actual cases. They will suggest best practices for board

conduct, insurance to protect and defend the board and steps to take the moment a liability issue threatens.

212. YOUR BUILDING SERVICE EMPLOYEES

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

213. REASONABLE ACCOMMODATIONS: Ramps, Comfort pets, parking, etc. WHAT IS YOUR BUILDING REQUIRED TO DO?

Marc H. 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. Mr. 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; the circumstances under which such a request must be granted; and when a request can be denied. He will also discuss who pays for any costs related to compliance with the request. Can a fee be charged for an accommodation? What should the board do if a formal complaint is filed? Is the claim covered by insurance? Plus other issues that boards face in connection with a request.

214. OPPORTUNITIES & INCENTIVES FOR A GREENER NY

Energy expert Lewis Kwit will lead a discussion of sustainability as it impacts New York cooperatives and condominiums today and in the foreseeable future, with practical advice to help buildings develop their own sustainability portfolio. Technologies that contribute to a sustainable living environment will be presented as will incentives available from State, City and Federal governments for implementing these protocols. Panelists include Dean Zias of the New York State Energy Research and Development Authority (NYSERDA), Barry Korn of Barrett Capital and Phil Madnick of Con Edison’s Multi-Family Energy Efficiency Program.

215. STRATEGIES FOR REDECORATING PUBLIC SPACES

The first impression of your building is conveyed by its public space. A well designed lobby and hallways that are integrated with the lobby have a positive effect on the quality of life of every resident. Prospective purchasers react positively, too. Selecting and executing the appropriate new design depend on a strategically planned process, which is the subject of this class. Interior designers Joel M. Ergas, FASID and Stephen Stanczyk will guide you through key steps that result in successful renovations of lobbies, hallways, elevator cabs, mail rooms and building entrances. Clear and timely communications to residents at every step of the way are vital to attaining consensus for the lobby design as well as fostering their patience and cooperation with the inevitable inconveniences of construction.

Afternoon Classes Continue ▼

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

216. THE BUDGET ▲

Every well-run cooperative or condominium develops an annual budget to govern spending and to determine the amount of carrying charges that must be collected from each shareholder or unit owner. The building manager, the accountant and the treasurer should all participate in the development of your budget. Accountant Steven Beer will offer insights to help you establish and monitor a prudent budget and will provide tips to smooth out the impact of large seasonal expenses such as fuel and periodic ones (taxes, insurance, etc).

217. 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.

90-Minute Classes 3:00 – 4:30

Choose one of these 6 classes or one that begins at 2:30

U. THE URBAN GARDENER: GROW FLOWERS! GROW FOOD!

Gardening space in New York City cooperatives and condominiums is often limited. But there are many plants that can thrive in tree wells, window boxes, balconies or courtyards. And an increasing number of gardeners are growing fruit and vegetables in the city today. In this class, naturalist Mike DiMezza will suggest a variety of plants – for food or for decoration – that are well suited to the rigors of city life. He will also have practical guidance on how to maintain your urban garden.

V. EXTREME HOARDING:

Evaluating its Impact and What to do About It.

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 is high about the hazards of hoarding and, in 2013 the medical profession officially declared hoarding to be a 'disorder'. Recently, there have been precedent setting legal evictions because of hoarding. Kristin P. Bergfeld is a nationally recognized expert working for 27 years now with hoarders referred to her company by building managers, lawyers and hospitals. Ms. Bergfeld is an author of the nationally accepted and utilized Clutter-Hoarding Scale © ICD 2011, an objective rating system for the type and degree of hoarding. She will distribute copies of this Scale and explain how to use it; she will also discuss how building can remedy these often complicated situations.

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

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

X. CREATIVE STORAGE CONCEPTS FOR ALL THOSE PACKAGES

Many people order online these days and more and more packages arrive each day at most cooperatives and condominiums. Will flowers or Fresh Direct deliveries benefit from refrigeration? Where and how can so many packages be stored? Designer Jonathan Baron has creative solutions for storing deliveries safely, discreetly and in ways that they can easily be retrieved.

Y. TRANSFER FEES ('FLIP TAXES'): THE GOOD, THE BAD, THE UGLY

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

Z. RENOVATIONS IN LANDMARKED DISTRICTS AND BUILDINGS

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

TITLES IN GREEN INDICATE NEW TOPIC

- ★ Indicates higher level course – background knowledge of the topic will be expected
- ▲ Accounting CPE class
- ❖ CLE credit pending
- ♣ UHAB presentation
- * Offered & updated every year.
- Discussion class where your participation will be expected. In all other classes, speakers will expect to make their full presentations before entertaining questions or commentary.



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

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

- CNYC formed the ACTION COMMITTEE FOR REASONABLE REAL ESTATE TAXES in 1990 to work for a fair and predictable property tax structure for New York City; it helped slow tax increases in the early '90s and helped obtain tax abatements for homeowners in cooperatives and condominiums from fiscal 1997 through June 30, 2015. The Action Committee continues to work for a long-term plan for tax fairness.
- CNYC helped secure federal legislation modifying the 80/20 Rule of IRC Section 216.
- CNYC is working to ensure that FEMA will provide grants to restore cooperative and condominium building systems damaged by disasters.
- CNYC prompted state legislation which:
 - clarifies the right of housing cooperatives to enact and collect 'flip taxes'
 - protects cooperatives and condominiums from taxation of amenities
 - expanded J-51 tax incentive opportunities for qualifying building improvements
 - enables coops and condos to collect rent from tenants of defaulting owners
 - allows condominiums to borrow money
 - acknowledges the home owner status of shareholders and unit owners
- CNYC maintains files on goods and services and encourages its members to contribute to these files.

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

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

AT THE CONFERENCE

CNYC's HOUSING CONFERENCE is the premier educational experience for home owners in New York housing cooperatives and condominiums and the professionals offering services to these buildings. Seventy-five information-packed classes give you the opportunity to find answers to questions of importance to your building. Exhibitors demonstrate state-of-the-art equipment and describe their services in a setting where you can look, touch, ask questions and take home information. The Conference Program contains a directory of advertised products and services that will be useful throughout the year.

The 34th Annual HOUSING CONFERENCE is held at Baruch College in Manhattan, with classes on the ninth and fourteenth floors of the NEWMAN VERTICAL CAMPUS at 55 Lexington Avenue (East 24th Street). **Registrants should bring photo ID** to facilitate entrance to the NEWMAN VERTICAL CAMPUS. Once inside, proceed to the FOURTEENTH FLOOR REGISTRATION AREA opposite the elevator to show your name badge and receive a badge holder and Conference Packet. Coats can be checked at this location. Late registrants can pick up tickets in Room 14-290 which is labeled CNYC HEADQUARTERS.

The EXHIBIT AREA and snack facilities are on the FOURTEENTH FLOOR at ROOM 14-220. There, complimentary coffee and tea are served throughout the day and snacks, sandwiches and box lunches can be purchased.

Classes are conducted on floors 14 and 9 of the Newman Vertical Campus, tickets for each class are sent to all pre-registrants; each one indicates both the floor and the room where the class is scheduled.

To register at the Conference, please arrive early.

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

At the end of the day, there is a **RECEPTION** on the FOURTEENTH FLOOR where CNYC Leaders will highlight recent achievements.

BARUCH COLLEGE NEWMAN VERTICAL CAMPUS IS ACCESSIBLE BY PUBLIC TRANSPORTATION

SUBWAY

The #6 Lexington Avenue Local stops at East 23rd Street and Park Avenue. The N and R trains stop at Broadway and East 23rd Street. The F and M trains stop at 6th Avenue and West 23rd Street (transfer to eastbound M23 bus).

BUSES

M1 travels down Fifth Avenue to 40th Street and then down Park Avenue. The M2 and M3 travel down Fifth Avenue and up Park Avenue South. The M5 travels down Fifth Avenue. The M6 and M7 travel down Broadway. The M15 travels down Second Avenue and up First Avenue. The M101, M102 and M103 travel down Lexington Avenue and up Third Avenue. The M23 crosstown travels both east and west on 23rd Street.

If you wish to drive, there are several parking garages near the Newman Vertical Campus and on-street parking can be found nearby on Sundays. **WARNING:** Left turns are not permitted from Third Avenue onto 25th Street.



34th Annual Housing Conference

Sunday, November 16, 2014

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

8:00 AM REGISTRATION and EXHIBITS

★ higher level course ▲ accounting CPE credit ❖ CLE credit pending ♣ UHAB presentation
* Offered & updated every year.
● Discussion class where your participation will be expected. In all other classes, speakers will expect to make their full presentations before entertaining questions or commentary.

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

8:45 – 11:45 3-HOUR CLASSES

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

9:00 – 10:30 90-MINUTE CLASSES

- A. Co-op/Condo Terms & Topics
- B. Apartment Renovations & Combinations
- C. NYC Carbon Challenge
- D. Limiting Smoking in NYC Co-ops/Condos
- E. What Should Be In the Minutes?

10:45 – 12:00 75-MINUTE CLASSES

- J. Your Personal Emergency Plan
- K. Committees to Help Run Your Building
- L. Selecting Great Public Space Designs ●
- M. How to Recognize Elder Abuse
- N. Changing to Cleaner Fuel

9:30 – 11:30 2-HOUR CLASSES

10. Warning Signs
11. A Code of Ethics for Board Members ❖
12. New Laws & Rules in NYC *
13. Financial Issues in CONDOS
14. Basic Financial Aspects of CO-OPS
15. Role of the Managing Agent ●
16. Ask UHAB: Interactive Clinic for HDFCs ♣●
17. A Green Roof for Your Building
18. All About House Rules

MIDDAY – Please select one midday class.

12:15 – 1:45 90-MINUTE CLASSES

- | | | |
|--|--|---|
| <ol style="list-style-type: none"> 101. Board Concerns Regarding Trust Ownership 102. Creating A Policy Manual 103. Coping with Sponsor Issues ❖★ 104. Property Tax Update * 105. Successful Energy Projects 106. Discussion Group for Small Self-Managed Buildings ● 107. Ask the Construction Attorney ● 108. Addressing Objectionable Conduct in CONDOMINIUMS | <ol style="list-style-type: none"> 109. Discussion for Multiple Building Co-ops & Condos ● 110. Solving Leaks in Post-War Buildings 111. CO-OP Sublet Issues 112. Communicating with Shareholders & Unit Owners 113. Exploring Ethical Challenges ● 114. Controlling Variable Costs 115. Management Transitions 116. Improving Recycling | <ol style="list-style-type: none"> 117. Amenities to Enhance Your Building 118. Insurance Guidelines for Building & Residents 119. How to Run An Annual Meeting 120. Why Your Attorney Should Review All Contracts 121. A Reserve Study 122. Dealing with Difficult Residents 123. Helping Seniors Age in Place 124. Treasurers' Forum ★● |
|--|--|---|

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

AFTERNOON – please select one session

2:30 – 4:30 2-HOUR CLASSES

201. Co-ops And Condos Unite!! ●
202. CO-OP Admissions Policy & Procedure
203. Emergency Preparedness for Your Building
204. Understanding Your CO-OP Audited Financial Statement
205. Board/Management Interface ★
206. Wills & Estate Issues in HDFC COOPERATIVES ♣
207. Evaluating Board Performance ●
208. Enforcing the Rules ❖

209. Refinancing the CO-OP Underlying Mortgage
210. Discussion: CONDO Issues & Answers ●
211. Liability of Board Members ★
212. Your Building Service Employees
213. Reasonable Accommodations
214. A Greener NY: Opportunities & Incentives
215. Planning Strategies for Redecorating Public Space
216. The Budget ▲
217. Understanding Your Heating System

3:00 – 4:30 90-MINUTE CLASSES

- U. The Urban Gardener
- V. Coping With Extreme Hoarding
- W. Lights! Camera!! Action!!!
Filming in Your Building
- X. Creative Storage Concepts for All those Packages!!
- Y. Transfer Fees ('Flip Taxes')
- Z. Renovations in Landmarked Districts and Buildings

4:30 PM – RECEPTION

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



34th Annual Housing Conference

Sunday, November 16, 2014

Advance registration is required for attendance at all classes. Registrations will be honored in the order received.

Team registration is encouraged. Each registrant may attend up to four classes, one or two in the morning, one at midday and one in the afternoon.

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

ALL REGISTRATIONS MUST BE RECEIVED BY CNYC PRIOR TO NOVEMBER 13, 2014

YOUR NAME BADGE AND A TICKET FOR EACH CLASS YOU HAVE SELECTED WILL BE MAILED TO YOU PRIOR TO THE CONFERENCE.

YOUR NAME WILL BE AT SECURITY FOR ADMISSION TO THE CONFERENCE.

PLEASE BRING A PHOTO ID TO FACILITATE ENTRY.

TICKETS ARE REQUIRED FOR ADMISSION TO EACH CLASS. If a class is full when your registration is received, CNYC will contact you to make an alternate choice. You are encouraged to come early to visit the exhibit area (there is no additional charge).

A \$5 TICKET ADMITS THOSE NOT TAKING CLASSES TO THE EXHIBIT AREA FROM THE HOURS OF 8:00 AM TO 2:00 PM.

EXHIBIT AREA TICKETS ARE NOT VALID FOR ADMISSION TO CLASSES.

Registration closes on November 13, 2014 so that tickets can be mailed to each registrant.

FULL REFUND ONLY ON CANCELLATIONS RECEIVED IN WRITING BEFORE NOVEMBER 12, 2014

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

_____ **EACH CNYC MEMBER BUILDING**

Email _____

_____ **IS ALLOWED ONE FREE PARTICIPANT**

Email _____

_____ **WHO MUST PRE-REGISTER**

Email _____

_____ **BY 11/6/13**

Email _____

CONFERENCE FEES	BEFORE 10/16/14	BEFORE 11/14/14	AT DOOR	CLASSES HERE
CNYC MEMBERS	\$ 60 / 3 for \$150 / addl. \$ 50	\$ 75 / 3 for \$180 / addl. \$ 60	\$100 each	\$ _____ CNYC MEMBERS
CNYC Subscribers	\$ 85 / 3 for \$240 / addl. \$ 80	\$ 110 / 3 for \$270 / addl. \$ 90	\$125 each	\$ _____ Subscribers
Non-affiliates	\$185 / 3 for \$480 / addl. \$160	\$225 / 3 for \$600 / addl. \$200	\$275 each	\$ _____ Non-affiliates
Just one Class	50% applicable full day price	50% applicable full day price	50%	\$ _____ One class
Exhibit Area Only	\$ 5 per person	\$ 5 per person	\$ 5	\$ _____ Exhibit Area

TOTAL ENCLOSED \$ _____

Registrations will be honored in the order received. Full refund only on cancellations received in writing by November 12, 2014. Please send this form and a check payable to the Council of New York Cooperatives & Condominiums (CNYC) to: CNYC, 250 West 57 Street, Suite 730, New York, NY 10107

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

SELECT YOUR CLASSES

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

Daytime Phone Morning Late Morn Midday Afternoon

_____ **BE SURE TO LIST THE**

_____ **LETTERS AND NUMBERS**

_____ **OF EACH OF YOUR**

_____ **CLASSES HERE**