



37th Annual

# Housing Conference

Sunday, November 12, 2017  
8:00 am - 5:30 pm

**66 Classes/  
45 Exhibits**

**Plus**

Directory of  
Products & Services

Professional  
Education Credit

Presentations by  
HDFC Experts

## THIS CONFERENCE WILL HELP YOU

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

**ELEANOR ROOSEVELT HIGH SCHOOL / 411 East 76th Street**

# MORNING CLASSES

## 3-Hour Classes 8:45 – 11:45

Choose one of these 8 Classes or a class at 9 or 9:30

### 1 CURRENT SIGNIFICANT LEGAL DECISIONS FOR COOPERATIVES AND CONDOMINIUMS ★ \* 🏠

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

### 2. 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.

### 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. Participants will leave with 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 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 Prisant and Robert Mellina will enumerate and discuss the treasurer's responsibilities, suggesting systems of control and practical, time-saving 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 key issue. References will be made to appropriate portions of the proprietary lease, the by-laws and the law. Specific examples will be cited.

### 6. ASK UHAB: Governance and Managing Your Manager ♣️

Housing Development Fund Corporation (HDFC) cooperatives have been providing affordable housing throughout New York City for more than forty years, with subsidies and benefits such as property tax abatements and low-interest loans from the city, and technical assistance and training from the Urban Homesteading Assistance Board (UHAB). In this interactive class, UHAB staff members will discuss issues your limited-equity HDFC co-op may be facing related to matters of governance of the co-op and working with a manager to handle your HDFC's business. Topics will include contracts, accountability, and communication between the board and shareholders and the managing agent.

### 7. TOWARDS A CLEANER, GREENER NEW YORK CITY

New York City and State have committed to reducing greenhouse gas by 80% below their 2005 levels by 2050 to make New York more sustainable and resilient. At the same time the City is working to increase recycling and composting, working towards Zero Waste in 2030. To reach these ambitious goals, NYS and NYC offer guidance, incentive programs and financing. CNYC board member Martha Sickles will moderate a panel with representatives from the Mayor's Office of Sustainability, the NYC Retrofit Accelerator and NYSERDA as well as information from utility companies. The panelists will present brief 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.

### 8. RESERVES: Accumulating, Investing & Spending Them + ▲

The reserve fund of a cooperative or condominium is the cushion protecting shareholders and unit owners from sudden assessments or unanticipated jumps in carrying charges. It is a vital component of long term plans for maintaining the building and upgrading systems as needed. CPA Abe Kleiman will discuss reasons for establishing reserves, means of accumulating funds, and prudent ways to invest these assets while effectively addressing the needs of your cooperative or condominium. Attention will be paid to pertinent tax rulings and regulations. Participants will be expected to have a good basic knowledge of co-op or condo finances.

The October 2017 issue of  
**HABITAT** magazine previews the  
37th Annual Housing Conference.

#### TITLES IN GREEN INDICATE NEW TOPIC

▲ Accounting CPE class

🏠 CLE credit pending

♣️ UHAB presentation

⚖️ CLE credit available

\* Offered & updated every year.

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

✦ Indicates intermediate level course – some background knowledge needed

● 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.

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

Cover Art: Verrazano Narrows Bridge connecting Brooklyn and Staten Island. Photo & Art: Bob Mueller Graphics, Inc.

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

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

### 21. NEW CODES & 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, CNYC board member Gregory Carlson, who is also president of the National Association of Housing Cooperatives, brings participants up to date on the latest City requirements and their deadlines.

### 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.

### 23. BOARD CONCERNS RE: TRUST OWNERSHIP

Attorney Peter Massa will help board members and managing agents understand what 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.

### 24. 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).

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

## 2-Hour Morning Classes 9:30 – 11:30

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

### 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.

### 32. 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 Friedland 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.

### 33. SUCCESSFUL REDECORATION OF PUBLIC SPACE

The first impression of your building is conveyed by its public space. A well designed lobby and hallways 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 interior designer Jonathan Baron will explore in this class, guiding participants 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.

### 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. With class #204 on Financial Statements this class provides a detailed overview of financial issues.

### 35. 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 managers Michael Wolfe who currently chairs the Residential Management Council and Harry Smith will lead an interactive discussion of typical management contract provisions and the services buildings should reasonably expect from their management company.

**Morning Classes Continue ▼**

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

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### 36. SMOKING ISSUES FOR NY CO-OPS AND CONDOS

Second hand smoke – and smoking in general – have become volatile issues in New York City, which strictly prohibits smoking in restaurants and all other ‘places of public assembly’ (which include all public areas in your cooperative or condominium). Now court cases challenge boards for failing to take action regarding second hand smoke. Should your cooperative and condominium attempt to be smoke-free? What policies will you need to enact to meet this goal? What challenges will you face? 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.

### 37. ONBOARDING NEW BOARD MEMBERS

Newly elected board members need solid instruction and training to understand their roles and fiduciary duties. Operating a co-op or condo involves many of the same responsibilities as any other business, yet board members are volunteers who may not have experience in such matters. A proactive approach to onboarding new members sets the tone and positions the entire board for success. Management companies are an important partner in empowering new board members and helping them learn the ropes. Property Manager Dan Wurtzel will walk participants through best practices of onboarding new members.

### 38. ADDRESSING RENOVATION REQUESTS 🏠

Shareholders and unit owners will often submit renovation plans to the Board which are problematic either because they do not conform to Code or because their implementation would have a potentially adverse impact upon neighbors or the building’s operation. Under these circumstances the Board has the right to say ‘no’ to all or parts of renovation proposals, or to require modifications to the plans presented. Attorneys Bruce Cholst and Alfred Taffae 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.

### 39. ALL ABOUT HOUSE RULES

Every cooperative and condominium 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

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*If you selected a class at 9:00 or want to start your day later, choose one of these 4 classes*

### 41. NYC TAX ABATEMENT & EXEMPTION FILING REQUIREMENTS

Home owners in New York City housing cooperatives and condominiums may be eligible for a number of exemption and abatement programs, but careful filings are needed to obtain and maintain these privileges. In this class, Jim Rheingrover, chair of CNYC’s Action Committee for Reasonable Real Estate Taxes and Stephanie Gross from the Department of Finance will review available programs and how they are administered.

### 42. 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.

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

The FDNY 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.

### 44. HOW TO IMPROVE YOUR CONDO BY-LAWS 🏠

Many condominiums continue to use their decades old original by-laws despite the fact that these were written by the sponsor and did not take into consideration many of the challenges of condo governance. In this class attorneys Andrew Brucker and Christian Daglieri will point out problem areas in typical New York condo by-laws, and will suggest remedies for these problems. Further, they will address current situations which are not even considered in the old form of by-laws.



# MIDDAY CLASSES

## 90-Minute Classes 12:15 – 1:45

Choose one of these 20 classes

### 101. ARE REPORTS OF THE DEMISE OF THE BUSINESS JUDGMENT RULE PREMATURE? ★ ⚖️

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

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

### 103. CO-OP SHAREHOLDER VS. BOARD: Remediating Issues with Water Penetration, Mold, Bedbugs, Noise and Odors ✚ ⚖️

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

### 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 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.

### 105. A GO-BAG AND A PLAN FOR EMERGENCIES

When least expected, problems can arise or disasters can strike. Just as your cooperative or condominiums should have careful plans in place for dealing with emergencies, you should also encourage shareholders and unit owners – particularly those with children – to be

similarly prepared. Come learn about practical preparations for every family to organize and practice, so that everyone 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 CERT member, a board president and a member of the CNYC Board. She will help you prepare to cope with emergencies.

### 106. BASICS FOR NEW CO-OP BOARD MEMBERS ♣️

For more than forty years, UHAB has provided technical assistance, training, and services for Housing Development Fund Corporation (HDFC) cooperatives throughout New York City. In this interactive class, UHAB staff members will discuss matter important to any co-op whether HDFC co-ops or other co-ops: basics that every new board member needs to know. This class is appropriate for any co-op shareholder interested in serving on the board or newly elected to their board of directors. Topics that will be addressed included finances, operations and governance – especially participation, community building and decision-making.

### 107. 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 to help defray their cost.

### 108. RECYCLING IN NYC APARTMENT BUILDINGS

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

### 109. INVESTMENT EDUCATION FOR BOARD MEMBERS

Financial advisor Andrew Dreisiger and accountant Annette Murray will help participants understand opportunities and constraints to be aware of when making plans to invest the funds of your cooperative or condominium.

### 110. CONSIDERATIONS BEFORE SIGNING LOCAL LAW 11 FISP REPORTS

Work required by Local Law 11 reports is frequently expensive and sometimes not necessary. Architects Douglas Lister and Stephen Varone will help participants view the facade inspection requirements in perspective of the larger categories of long-term building maintenance and capital improvements.

Midday Classes Continue ▼

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

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### 111. GUIDELINES FOR UNION CONTRACT COMPLIANCE

On April 20, 2018, the current contract with Local 32BJ SEIU (Union) will expire; the Union represents building service employees in Manhattan, Brooklyn, Queens and Staten Island. The contract covering building employees in The Bronx, expires in March of 2019. The Realty Advisory Board on Labor Relations, Inc. (RAB) and its counterpart, the Bronx Realty Advisory Board (BRAB) represent building owners (including cooperatives and condominiums) in their dealings with the Union: contract negotiations, arbitration issues, etc. In this class, RAB President Howard Rothschild, Esq., will provide pointers on compliance with the provisions of current contracts. This class will be of interest to property managers, board members and members of your Personnel Committee. Come with your questions on contract compliance, comments on issues that may have been problematic in your building and your suggestions for possible new contract provisions for management to propose in the next negotiation.

### 112. HOW TO IMPROVE YOUR CO-OP BY-LAWS

Does your cooperative still use the original by-laws written by the sponsor decades ago? Do they address all the challenges of co-op governance that you face? In this class attorneys Andrew Brucker and Christian Daglieri will discuss problem areas in typical New York co-op by-laws, and will have suggestions to remedy these problems. Further, they will have advice on current situations which are not even considered in the old form of by-laws.

### 113. 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.

### 114. 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.

### 115. 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.

### 116. SPREADSHEET BUDGETING FOR SMALL SELF-MANAGED BUILDINGS

In many small, self-managed buildings, affordability is a key issue for shareholders and unit owners. As growing costs necessitate significant annual maintenance increases, it has become vital for all cooperatives and condominiums to keep careful track of their funds. Rebecca Poole, executive director of the Community Associations Institute Big Apple Chapter, will provide easy to follow spreadsheet templates for tracking income and expenses and will demonstrate how to use them to plan future budgets.

### 117. FINANCING ENERGY IMPROVEMENTS

Energy improvements can help your cooperative or condominium save on operating costs while helping the environment by shrinking your carbon footprint. But the cost of planning and implementing these improvements can be daunting. Fortunately there are financing options that help you spread the cost of your improvement or dedicate future savings toward repayment of the debt. Barry Korn and Erangi Diaz will explain some of these options and will illustrate with examples of successes already achieved.

### 118. AMENITIES TO ENHANCE YOUR BUILDING:

#### Roof Garden, 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. Architect Dennis Mele and storage expert Josh Goldman will provide insights regarding these amenities.

### 119. WHEN DISSIDENTS ARE ELECTED TO THE BOARD

The election of new, particularly malcontent, directors and/or managers 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. Mr. Glatthaar will also provide his list of the top 10 things a newly elected director/manager should avoid in their first year holding office.

### 120. 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. Ms. 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.

# AFTERNOON CLASSES

## 2-Hour Afternoon Classes 2:30 – 4:30

Choose one of these 21 classes

### 201. DEALING WITH DIFFICULT RESIDENTS

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

### 202. CO-OP ADMISSIONS POLICY & PROCEDURES ⚖️

CNYC co-founder and vice president Arthur I. Weinstein, Esq. 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 (#32). CNYC's prototype application form will be distributed and discussed.

### 203. THE BUILDING ENVELOPE: YOUR ROOF & EXTERIOR WALLS

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

### 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 #34 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.

### 206. ASK UHAB: 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. BUILDING BENEFITS FROM ENERGY STORAGE

Energy expert Lewis Kwit and CNYC board member, Martha Sickles will introduce the concepts, technologies and opportunities of energy storage, 'the Next New Thing' in the energy field. To date storage has primarily been used by utilities but projections point towards substantial growth, with the majority of future applications on the customer side of the meter. The session will discuss how storage can be implemented in cooperatives and condominiums to reduce costs, facilitate demand response earnings, stretch the value of on-site generation and enhance building resiliency in case of blackouts. Panel members Tom Scalia of Demand Response, Cory Mauer of Integrated Storage Technologies, and Haym Gross, RA, founder of the Solar Salon, will make presentations.

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

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

### 209. 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.

Afternoon Classes Continue ▼

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

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### 210. REASONABLE ACCOMMODATIONS:

#### Ramps, Comfort pets, parking spots, etc.

#### WHAT IS YOUR BUILDING REQUIRED TO DO? ⚖️

Marc Schneider, Esq. will discuss what your board should do when it receives a request for an accommodation or modification of the building based upon a medical necessity. 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. 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.

### 211. YOUR BUILDING'S SUPPORT TEAM: SUPER & STAFF

Cooperatives and condominiums rely on staff to protect the building and its residents and to keep the physical plant running smoothly under the guidance of the Super. When things are not working as well as the board would like, advice and help are available through the Realty Advisory Board on Labor Relations, Inc. (RAB), which represents property owners in their dealings with service employees – both for day-to-day issues and in the negotiation and administration of contracts. Contract negotiations will take place next spring 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. Bring your contract questions and suggestions to this class where RAB President and CEO 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 and 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 enhancing employee satisfaction.

### 212. A TRANSFER FEE FOR YOUR COOPERATIVE

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 requires amending the corporate documents, with the requisite majority or supermajority vote. Property manager Irwin Cohen, accountant Carl Cesarano and attorney Stuart Wachs will explore benefits, drawbacks and market expectations with regard to the roles of buyers, sellers, lenders, brokers and attorneys in addressing transfer fees.

### 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.

### 214. WINDOW ISSUES

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

### 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. How will you deal with a resident who is truly a 'host' and will be there 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.

### 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. ALTERNATIVES TO PRIVATIZATION FOR HDFC & MITCHELL-LAMA COOPERATIVES 🏠

Former head of the Real Estate Finance Bureau of the New York State Attorney General's Office, Erica Buckley returns to her roots in affordable housing to present a class suggesting a variety of alternatives for limited equity cooperatives whose members seek to preserve affordability while also opening avenues for modest wealth building. Topics of discussion will include Article II to Article XI conversions for Mitchell-Lamas, HDC and DHCR refinancing options, as well as simple corporate amendments to HDFC governing documents that adopt new area median income for incoming shareholders. Ms. Buckley will be joined by experts from City and State agencies. Time will be reserved at the end of the presentation for questions from participants.



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

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

Noise complaints constitute a significant portion of quality of life issues for residents within cooperatives and condominiums. This course 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.

### 219. ENFORCING THE RULES

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

### 220. CONSTRUCTION CONTRACTS TO COVER ALL CONTINGENCIES

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

### 221. 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.

## DISCUSSING **MY** ISSUE

In addition to the Exhibitors' own tables where questions will be welcome about what the company does, there will also be two tables for DISCUSSING **MY** ISSUE. Visitors to these tables can meet for 3-7 minutes with a knowledgeable professional for a consultation on a specific, personal issue important to them or to their cooperative or condominium.

The chart that follows shows the areas of expertise where your questions will find answers and the times that you will want to be there to ask:

TIME	TABLE #1	TABLE #2
8 AM - 9AM	Organics Recycling	Self-Management
9 AM - 10AM	Legal Questions	Insurance Questions
10 AM - 11AM	Large Construction Projects	Financial Topics
11 AM - 12 PM	Can my building get J-51?	Conducting Board Meetings
12 PM - 1 PM	Dogs/Pet Policy	Benchmarking in NYC buildings of 25,000-50,000 sq.ft.
1 PM - 2 PM	When an Estate Holds a Unit	Fire Safety
2 PM - 3 PM	Self-Management	What is the Retrofit Accelerator?

### TITLES IN GREEN INDICATE NEW TOPIC

- ▲ Accounting CPE class
- ♣ UHAB presentation
- \* Offered & updated every year.
- ⚖️ CLE credit pending
- ⚖️ CLE credit available

- ★ Indicates advanced level course – background knowledge of the topic will be expected
- ⊕ Indicates intermediate level course – some background knowledge needed
- 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.

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



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

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

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

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

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

## AT THE CONFERENCE

CNYC's HOUSING CONFERENCE is the premier educational experience for home owners in New York housing cooperatives and condominiums and the professionals offering services to these buildings. Sixty-six 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 and further guidance can be found at the DISCUSS MY ISSUE tables. The Conference Program contains a directory of advertised products and services that will be useful throughout the year.

The 37th Annual HOUSING CONFERENCE is held at Eleanor Roosevelt High School at 411 East 76th Street in Manhattan, just east of First Avenue. Once inside, registrants with tickets will quickly show their badges at the WELCOME DESK to receive a badge holder and Conference Packet. Coats can be checked at a nearby table. Late registrants can pick up tickets at tables labeled CNYC HEADQUARTERS.

Exhibitors have tables throughout the building, with many located in the EXHIBIT HALL on the Second Floor. In the cafeteria, also on the Second Floor, complimentary coffee and tea are served throughout the day and snacks, sandwiches and box lunches can be purchased. THE SCHOOL PERMITS FOOD ONLY IN THE CAFETERIA. Please respect this rule.

Classes are conducted in the AUDITORIUM on the Ground Floor and floors 3, 4, & 5. Tickets for each class are sent to all pre-registrants; each one indicates both the floor and the room where the class is scheduled.

**Early registration is encouraged and is reflected in the fee structure for this Conference. It also helps ensure that your first choice of classes will be available. You can register by mailing the form at the right to CNYC along with your check, or online at [www.CNYC.coop](http://www.CNYC.coop) where you can pay by credit card. To register at the Conference, please arrive at least 30 minutes before the start of your first class; credit cards are not accepted at the conference. Payment must be made in cash or by check.**

The Conference day ends with an **ASSEMBLY** in the Auditorium on the Ground Floor where CNYC Leaders will highlight goals and achievements and introduce Mark Chambers, Director of the Mayor's Office of Sustainability. Door prizes will be awarded.

## ELEANOR ROOSEVELT HIGH SCHOOL IS ACCESSIBLE BY PUBLIC TRANSPORTATION

### SUBWAY

The #6 Lexington Avenue Local stops at East 77th Street and Lexington Avenue. The Q train stops at Second Avenue and East 72nd Street.

### BUSES

M15 travels down Second Avenue and up First Avenue making local stops. M15 Select Bus Service (SBS) makes limited stops (a stop is at 79th Street). The M31 travels in both directions on York Avenue making local stops. On Lexington Avenue (southbound) and Third Avenue (northbound) the M101, M102 and M103 make local stops. The M79 SBS travels across 79th Street. The M72 travels across 72nd Street

If you wish to drive, there are several parking garages near Eleanor Roosevelt High School however, on-street parking will be a challenge in this residential area.



# 37th Annual Housing Conference

Sunday, November 12, 2017

Eleanor Roosevelt High School – 411 East 76 Street

## 8:00 AM REGISTRATION and EXHIBITS

▲ Accounting CPE class    🏠 CLE credit pending    ⚖️ CLE credit available    ♣️ UHAB presentation  
★ Advanced level course    + Intermediate level course    \* 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 3 or 2 hour morning class (1-8 or 31-39) or **TWO** consecutive shorter morning classes (21-24 followed by 41-44).

### 8:45 – 11:45 3-HOUR CLASSES

1. Current Significant Legal Decisions ★\*\* 🏠
2. Legal Responsibilities of CO-OP Boards
3. How Does Your Building Work?
4. The Treasurer ▲
5. Repairs in a COOPERATIVE – Who's Responsible for What? ⚖️
6. Ask UHAB: Governance and Managing Your Manager ♣️
7. Towards a Cleaner, Greener New York City
8. Reserves: Accumulating, Investing & Spending Them + ▲

### 9:00 – 10:30 90-MINUTE CLASSES

21. New Codes & Rules in NYC \*
22. What Should Be in the Minutes?
23. Board Concerns Re: Trust Ownership
24. CONDO Borrowing Opportunities

### 10:45 – 12:00 75-MINUTE CLASSES

41. NYC Tax Abatement & Exemption Filing Requirements
42. Committees to Help Run Your Building ●
43. Fire Safety for Multi-Family Buildings
44. How to Improve Your CONDO By-Laws 🏠

### 9:30 – 11:30 2-HOUR CLASSES

31. Leadership Skills for Presidents
32. Sublet Issues in New York COOPERATIVES
33. Successful Redecoration of Public Space
34. Basic Financial Aspects of COOPERATIVES ▲
35. Role of the Managing Agent
36. Smoking Issues for NY Co-Ops and Condos
37. Onboarding New Board Members
38. Addressing Renovation Requests 🏠
39. All About House Rules

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

### 12:15 – 1:45 90-MINUTE CLASSES

- |  |  |   |
|--|--|---|
| 101. Are Reports of the Demise of the Business Judgment Rule Premature? ★ ⚖️ | 108. Recycling in NYC Apartment Buildings                    | 115. Management Transitions                                 |
| 102. Developing a Policy Manual  | 109. Investment Education for Board Members                  | 116. Spreadsheet Budgeting for Small Self-Managed Buildings |
| 103. CO-OP Shareholder vs. Board: Noise, Mold, Bedbugs, Water, etc. + ⚖️     | 110. Considerations Before Signing Local Law 11 FISP Reports | 117. Financing Energy Improvements                          |
| 104. We Can Control Building Costs   | 111. Guidelines for Union Contract Compliance                | 118. Amenities to Enhance Your Building                     |
| 105. A Go-Bag and a Plan for Emergencies                                     | 112. How to Improve Your CO-OP By-Laws 🏠                     | 119. When Dissidents are Elected to the Board               |
| 106. Basics for New CO-OP Board Members ♣️                                   | 113. Coping With Excessive Hoarding                          | 120. Ask the Construction Attorney ●                        |
| 107. Can Your Building Harness Solar Energy?                                 | 114. A Reserve Study for your Cooperative or Condominium     |   |

**LUNCH BREAK – VISIT EXHIBITS:** You may purchase snacks/box lunches in the Second Floor Cafeteria.

**AFTERNOON** — please select **ONE** afternoon class

### 2:30 – 4:30 2-HOUR CLASSES

- |  |   |
|--|---|
| 201. Dealing With Difficult Residents  | 210. Reasonable Accommodations: Ramps, Comfort Pets, Parking Spots, Etc. ⚖️   |
| 202. CO-OP Admissions Policy & Procedures ⚖️                                   | 211. Your Building's Support Team: Super & Staff                              |
| 203. The Building Envelope: Your Roof & Exterior Walls                         | 212. A Transfer Fee for Your COOPERATIVE                                      |
| 204. Understanding Your CO-OP's Audited Financial Statement ▲                  | 213. Keeping Residents Informed   |
| 205. Effective Interface Between Board & Management + ●                        | 214. Window Issues  |
| 206. Ask UHAB: Wills & Estates Issues in Limited Equity HDFC Cooperatives ♣️ ● | 215. Board Concerns Re: Short Term Rentals                                    |
| 207. Building Benefits From Energy Storage                                     | 216. The Budget   |
| 208. Insurance Guidelines for Your Building and Residents                      | 217. Alternatives to Privatization for HDFC & Mitchell-Lama Cooperatives ♣️ 🏠 |
| 209. Refinancing COOPERATIVE Underlying Mortgages                              | 218. Noise Complaints: Legal and Insurance Perspectives ⚖️                    |
|  | 219. Enforcing the Rules ⚖️   |
|  | 220. Construction Contracts to Cover All Contingencies                        |
|  | 221. Understanding Your Heating System  |

## DISCUSSING MY ISSUE

In addition to the Exhibitors' own tables where questions will be welcome about what the company does, there will also be two tables for DISCUSSING MY ISSUE. Visitors to these tables can meet for 3-7 minutes with a knowledgeable professional for a consultation on a specific, personal issue important to them or to their cooperative or condominium.

The chart that follows shows the areas of expertise where your questions will find answers and the times that you will want to be there to ask:

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12 PM - 1 PM	Dogs/Pet Policy	Benchmarking in NYC buildings of 25,000-50,000 sq.ft.
1 PM - 2 PM	When an Estate Holds a Unit	Fire Safety
2 PM - 3 PM	Self-Management	What is the Retrofit Accelerator?

**4:40 PM – ASSEMBLY** At the end of the day, all participants are invited to gather in the Auditorium on the ground floor. CNYC leaders will highlight recent successes and introduce Mark Chambers, Director of the Mayor's Office of Sustainability. Door prizes will be awarded.



# 37th Annual Housing Conference

Sunday, November 12, 2017

**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 AT CNYC BY NOVEMBER 9, 2017**

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

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 9, 2017 so that tickets can be mailed to each registrant.

**FULL REFUND ONLY ON CANCELLATIONS RECEIVED IN WRITING BEFORE NOVEMBER 9, 2017**

**TO REGISTER ONLINE GO TO [www.CNYC.coop](http://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 11/9/17**

Email \_\_\_\_\_

CONFERENCE FEES	BEFORE 10/11/17	BEFORE 11/9/17	AT DOOR	CLASSES HERE
CNYC MEMBERS	\$ 60 / 3 for \$150 / addl. \$ 50	\$ 95 / 3 for \$255 / addl. \$ 85	\$110 each	\$ _____ CNYC MEMBERS
CNYC Subscribers	\$ 85 / 3 for \$240 / addl. \$ 80	\$ 135 / 3 for \$390 / addl. \$130	\$150 each	\$ _____ Subscribers
Non-affiliates	\$185 / 3 for \$480 / addl. \$ 160	\$250 / 3 for \$720 / addl. \$240	\$275 each	\$ _____ Non-affiliates
Just one Class	50% applicable full day price	50% applicable full day price	50%	\$ _____ One class
Exhibit Area Only	\$ 5 per person	\$ 5 per person	\$ 5	\$ _____ Exhibit Area

**TOTAL ENCLOSED \$ \_\_\_\_\_**

Registrations will be honored in the order received. Full refund only on cancellations received in writing by November 9, 2017. 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](http://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**