



38th Annual

# Housing Conference

**67 Classes/  
48 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!

**SUNDAY, NOVEMBER 11, 2018 / 8:00 AM - 5:30 PM**

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



# 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. RESERVES: Accumulating, Investing & Spending Them †▲

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

## 3. REPAIRS IN A COOPERATIVE – Who's Responsible for What? ⚖️

Is it the shareholder or the corporation that is responsible for a particular repair in a cooperative apartment? The answer is not always evident, but attorney Phyllis Weisberg and property manager Jim Miller will provide sound guidelines 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.

## 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. LEGAL RESPONSIBILITIES OF CO-OP BOARDS

Attorney Jeremy Cohen will discuss the concepts common to the functioning of all cooperatives, focusing on the proprietary lease and bylaws, court cases and the responsibilities of directors, but also providing many practical suggestions and examples to guide

participants to be able to function efficiently and to understand both the legal and the practical issues that boards frequently face. The class is packed full of information that you will not want to miss.

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

Maintaining a successful HDFC co-op takes time, effort, and commitment. 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 cooperative or relating to the financial health of your cooperative. Topics will include accountability, communication between the board and shareholders and conducting a financial assessment of your HDFC co-op. The UHAB Co-op Preservation team will answer questions about funding needed capital improvements, how board members and shareholders can work together to maintain a healthy co-op as well as any questions your HDFC co-op shareholders might have.

## 7. HOW DOES YOUR BUILDING WORK?

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

## 8. ADDRESSING RESIDENTS' RENOVATION REQUESTS 🏠

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

The October 2018 issue of HABITAT magazine previews the 38th Annual Housing Conference.

### 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.

Cover 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. BOARD CONCERNS RE: TRUST OWNERSHIP

Board members and managing agents will appreciate this discussion of concerns the board should address when an owner seeks to transfer a unit to (or purchase it by) a trust or other entity. What are the risks? What restrictions might the board want to consider imposing? What is the typical procedure a board should follow when an individual desires to transfer his or her apartment to a trust? Sample forms of agreement will be provided and discussed.

### 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. 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.

### 24. COPING WITH EXCESSIVE HOARDING

People who hoard collect things and fill their homes far beyond their capacity to manage them, potentially putting themselves, their neighbors and their buildings at risk. Public awareness of the hazards of hoarding has been growing, and in 2013 the medical profession officially declared hoarding to be a 'disorder'. Kristin Bergfeld is a nationally recognized expert working for decades with hoarders referred to her company by building managers, lawyers and hospitals. She is an author of the nationally accepted and utilized Clutter-Hoarding Scale® ICD 2011. She will distribute copies of this Scale, explain how to use it and will discuss how buildings can remedy these often complicated situations. Attorney Marc Schneider will help explore legal issues for boards with residents who hoard.

**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. 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, architect Leon Geoxavier who is also a NYC board member, brings participants up to date on the latest City requirements and their deadlines.

### 33. ROLE OF THE MANAGING AGENT ●

The Residential Management Council of the Real Estate Board of New York (REBNY) was founded as a forum for principals and CEOs of management firms to exchange information, to cope collectively with industry issues, and to set standards and recommend practices to maintain high

standards in the management field. They have provided transition guidelines; alteration agreements; mortgage applications; and a listing of all of the services which management typically performs. Property manager Harry Smith will lead an interactive discussion of typical management contract provisions and the services buildings should reasonably expect from their management company.

### 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 for cooperatives.

### 35. REFINANCING COOPERATIVE UNDERLYING MORTGAGES

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

**Morning Classes Continue ▼**

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

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

National headlines and local laws have brought attention to harassment issues that can adversely affect a workplace or a social situation. Laws will soon take effect that require employers to provide annual anti-harassment training and safe reporting mechanisms. New York cooperatives and condominiums are the workplaces of building staff, the homes of all residents and the responsibility of volunteer Board members. Harassment can occur within and among these groups. Coop/condo attorneys Lisa Smith and Michael Manzi and an attorney from the Realty Advisory Board on Labor Relations Inc. (The RAB) will help participants recognize subtle and not-so-subtle forms of harassment, brainstorming ways to deal quickly and effectively with incidents and exploring possible training options.

### 37. 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.

### 38. ENERGY INCENTIVES & PROGRAMS – LETS OPTIMIZE ENERGY USE \*

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. Urban planner and energy expert Martha Sickles will moderate a panel with representatives from the Mayor's Office of Sustainability, the NYC Retrofit Accelerator, utility companies and NYSERDA, who will present overviews of policies and programs designed to make New York ever greener and cleaner through the active participation of residents, businesses and government. Supporting materials including program descriptions and applications will be available to get you started.

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

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

## 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 PROPERTY TAX ABATEMENT & EXEMPTION UPDATE

Home owners in New York City housing cooperatives and condominiums may be eligible for a number of exemption and abatement programs, but careful filings are needed to obtain and maintain these privileges. In this class, Stephanie Gross, Deputy Director of Operations, Reporting & Analysis of the NYC Department of Finance's Property Exemption Administration for Homeowner Tax Benefits will join Gregory Carlson, CNYC board member and Outreach Chairman of the Action Committee for Reasonable Real Estate Taxes to review available programs, discuss how they are administered and answer participants' questions.

### 42. 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.

### 43. ASK THE CONSTRUCTION ATTORNEY ●

Bring your questions when you meet with construction Attorney C. Jaye Berger, as these questions will establish the topics she will cover as she helps you avoid having a renovation disaster in your building. 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.

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

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



# MIDDAY CLASSES

## 90-Minute Classes 12:15 – 1:45

Choose one of these 20 classes

### 101. NEW RESPONSIBILITIES FOR NYC BOARD MEMBERS

Each year there are new laws and regulations that NYC boards have to take action to comply with. Recent requirements include publishing a smoking policy, stating bedbug history, reporting on conflicts of interest, and providing anti-harassment training (see class #36). Buildings must soon post their grade for energy compliance, and they continue to face challenges when dealing with service animals and comfort animals. In this class, CNYC president Marc Luxemburg, Esq. will provide an overview of what each board needs to do to stay in compliance.

### 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. 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 managers Mark and Andrew Hoffman will review typical building expenses and will share secrets for containing runaway budgets.

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

When least expected, problems can arise or disaster can strike. Just as your cooperative or condominiums should have careful plans in place for dealing with emergencies (see class #205), you should also encourage shareholders and unit owners – particularly those with children – to be similarly prepared. Come learn about practical preparations for families

to organize and practice, so that each person knows what to do in emergencies – whether they occur when one is at home or away, a lone 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. A member of the FDNY Safety Education Unit will join her to help you prepare to cope with emergencies.

### 106. INCREASE PARTICIPATION AND AVOID BURNOUT IN YOUR CO-OP ♣️●

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

### 107. A RESERVE STUDY FOR YOUR CO-OP OR CONDO

A reserve study is a review of building systems 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.

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

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

### 109. AMENITIES TO ENHANCE YOUR BUILDING: Storage, Meeting Room, Gym, Roof Garden, 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.

Midday Classes Continue ▼



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

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

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

### 111. 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.

### 112. EXPLORING ETHICAL CHALLENGES ●

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

### 113. MANAGEMENT TRANSITIONS

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

### 114. CONDO BORROWING OPPORTUNITIES

When condominiums need funds to cover unexpected expenses or to fund major capital improvements, an association loan is an option to consider. A capital improvement loan enables the association to complete all the work at once and spread the cost over time rather than imposing a special assessment on the unit owners. Banker Harley Seligman and attorney Marc Schneider will discuss various ways that condominiums can borrow – or encourage their unit owners to borrow – to smooth the cost of maintaining and upgrading their building(s).

### 115. TODAY'S CO-OP UNDERLYING LENDING MARKET: Structures, Strategies, Strength ★

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

### 116. SUBLET ISSUES IN NEW YORK COOPERATIVES

Many cooperatives periodically review their sublet, admissions and "guest" policies to ensure a consistently balanced approach to the changing needs of the building and its shareholders. Attorney Andrew Freedland will examine subletting both from the point of view of the board of directors and that of shareholders who may wish to sublet. He will help participants consider procedures for reviewing sublet candidates and sublet fees. The class will also explore restrictions and conditions that boards might consider imposing in sublet situations, including short term sublets. The law and possible board policies with respect to occupancy by 'guests' and 'roommates' will also be discussed.

### 117. MANAGING CAPITAL IMPROVEMENTS PROJECTS

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

### 118. 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.

### 119. STRATEGIES TO IMPROVE FINANCIAL STRENGTH

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

### 120. 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.

### 121. SMOKING ISSUES FOR NYC CO-OPS AND CONDOS

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

# 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. 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 (#116). CNYC's prototype application form will be distributed and discussed.

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

Architect Leon Geoxavier who is a member of the CNYC Board, will address preservation of the building envelope, with emphasis on terminology and techniques to be aware of in supervising roof repair and replacement, pointing, masonry repairs and waterproofing. Why and how do leaks occur? What preventive measures are effective in deterring them? Insights on Local Law 11 and the 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. EMERGENCY PLANNING FOR YOUR CO-OP OR CONDO BUILDING

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

### 206. IMPACT OF NEW HPD REGULATIONS ON H.D.F.C. REALES ♣️

Attorney Lawrence McGaughey and Brooklyn Law School professor Debra Bechtel, Esq. will review the new HPD proposed requirements and property tax exemption that seek to ensure that hundreds of HDFCs provide permanently affordable housing. They will discuss developments to date and will offer practical suggestions for HDFCs regarding whether and how this would require major changes in past policies.

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

Insurance expert Patricia Bath 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.

### 208. CASE HISTORIES FOR ENERGY SUCCESS

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

### 209. CAREFULLY CRAFTED CONSTRUCTION CONTRACTS

No capital project should ever be undertaken before a contract has been finalized by legal counsel. The American Institute of Architects' AIA 101/201 Owner-Contractor Agreement is widely considered the standard starting point in the building industry, but most attorneys and architects believe some modifications to that contract template are needed to better protect the board's interests. Stephen Varone, R.A. and Andrew Brucker, Esq. will provide insights into critical/controversial clauses in this standard AIA agreement, with suggestions on how best to handle each issue. Changes that have been incorporated into the new version of the A101/201 issued by the AIA in 2017, and the potential impact of those changes on the typical project, will also be reviewed. Participants will leave with many tips toward effective contract preparation.

### 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.

Afternoon Classes Continue ▼

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

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### 211. YOUR BUILDING 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. A new 4 year contract was recently concluded with Local 32B (Union) whose members work in many of the buildings in Manhattan, Brooklyn, Queens and Staten Island. In March of 2019, the Bronx Realty Advisory Board will negotiate a contract with the Union. In this class an attorney from the RAB will join Margie Russell, Executive Director of the New York Association of Realty Managers (NYARM) to suggest effective ways to deploy, motivate and, when necessary, discipline building employees, including a discussion of realistic expectations for your Super's performance plus insights on training staff and suggestions for enhancing performance while also enhancing employee satisfaction.

### 212. MEDIATION TO RESOLVE DISPUTES ●

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

### 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. UNDERSTANDING YOUR CONDO'S AUDITED FINANCIAL STATEMENT ▲

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

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

The internet age and the 'shared economy' have resulted in frequent cases of unknown individuals arriving to live in cooperative or condominium units without guest procedures having been followed or board permission received. There is potential danger to the residents and to the 'guests' in these situations. Property managers Dawn Dickstein and Michael Mintz, attorney Peter Livingston and search expert Ari Teiman will help you develop procedures for identifying and dealing with short term rentals in your building. What will the

rules be for a resident who is truly a 'host' who will be present to supervise paying guests? Will your building ever allow such activity in the absence of the unit's owner? It is never too soon to consider this important issue, develop building policies and procedures, and make sure that your residents understand their importance for everyone's security.

### 216. THE BUDGET ▲

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

### 217. ENFORCING THE RULES ⚖️

Boards' power to impose rules on their community residents is the quintessential feature of cooperative and condominium living. Unfortunately, the exercise of that power often results in acrimony and costly litigation. Attorney Bruce 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.

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

Noise complaints constitute a significant portion of quality of life issues for residents within cooperatives and condominiums. Attorneys Bryan Mazzola and Marco Commisso and property Manager Neil Davidowitz, who is also an attorney, 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. SENIORS IN THE SPOTLIGHT

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

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

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

Afternoon Classes Continue ▼



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

### 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.

### RECEPTION

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

#### 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.

## About



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

CNYC conducts frequent meetings to help make New York cooperators and condominium unit owners aware of legal and tax issues affecting their homes; of maintenance and energy conservation opportunities; of sound management practices and reasonable policies. Each year, CNYC compiles a *Comparative Study of Building Operating Costs* analyzing the various components of building expenditures; 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-seven information-packed classes provide opportunities to learn about virtually all the major topics presently of concern 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.

CNYC's 38th Annual Conference is held in the headquarters of Local 32BJ of the Service Employees International Union on three floors at 25 West 18th Street between Fifth Avenue and the Avenue of the Americas (Sixth Avenue) in Manhattan.

Early registrants shall have received their tickets and name badges in the mail. As they enter, they will receive badge holders and Conference materials at the WELCOME DESK and will be able to proceed quickly to the Fifth Floor where Exhibitors and refreshments can be found and coats can be checked. Late registrants will have pick up their name badges and class tickets at CNYC HEADQUARTERS on the Fifth Floor.

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

Classes take place in 14 classrooms on the 4th floor and 7 on the 6th floor. The elevators can take you there; and there is also a staircase near the Auditorium connecting the 4th and 5th floors. Each participant must present a ticket in each class. These classes must be selected when registering, which enables CNYC to mail tickets to early registrants during the first week in November. Each ticket will have the name and number of the selected class, the time it is presented, the classroom where it is located and the floor on which to find the classroom.

**Early registration is encouraged and is reflected in the fee structure for this Conference. It also helps ensure that your first choice of classes will be available. You can register by mailing the form at the right to CNYC along with your check or online as [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 a **RECEPTION** on the Fifth Floor, where CNYC leaders will highlight goals and achievements and will introduce special guests. Door prizes will be awarded.

## 25 WEST 18 STREET IS ACCESSIBLE BY PUBLIC TRANSPORTATION

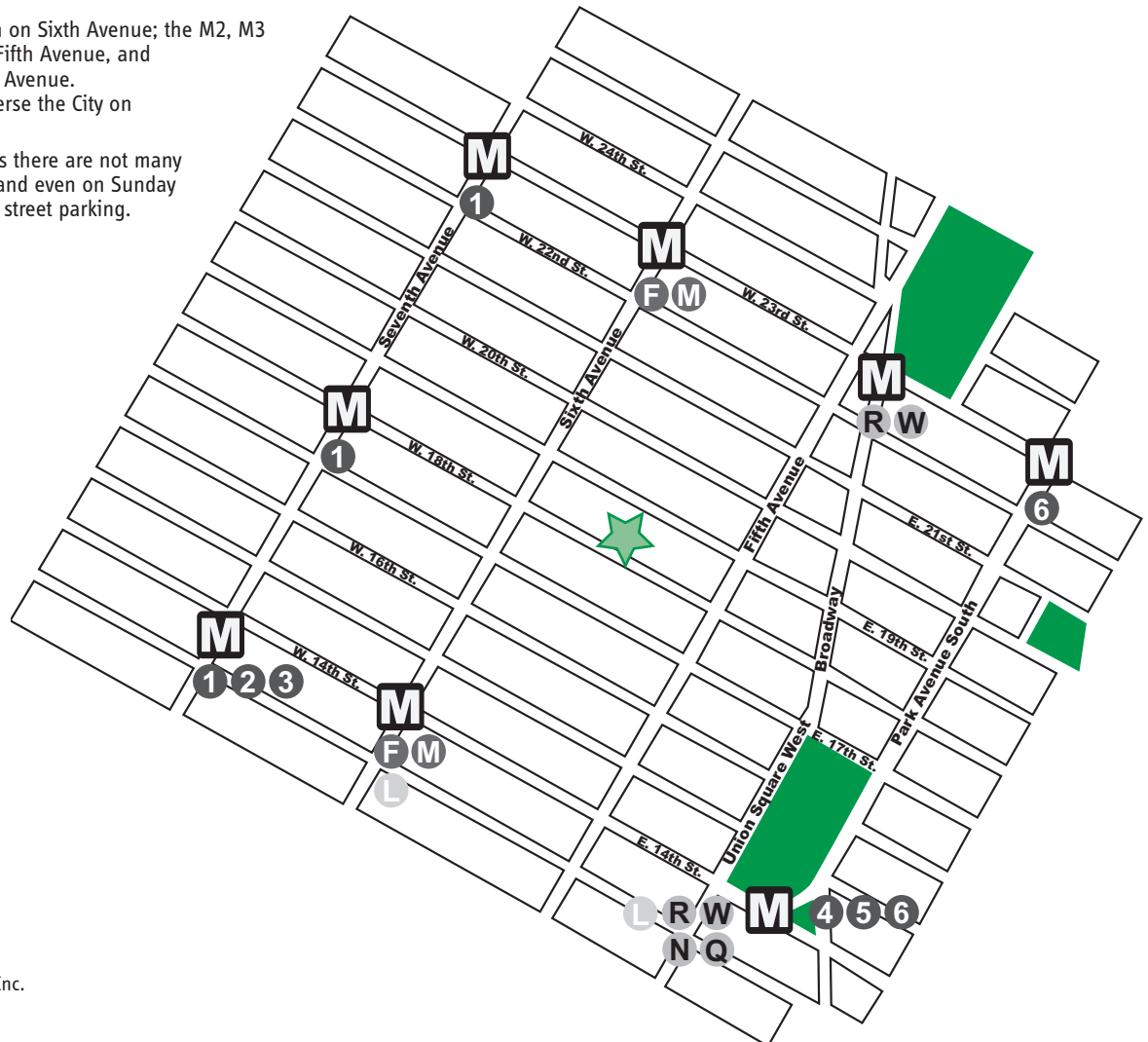
### SUBWAY

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

### BUSES

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

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





# 38th Annual Housing Conference

Sunday, November 11, 2018

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

## 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. Reserves: Accumulating, Investing & Spending Them + ▲
3. Repairs in a COOPERATIVE – Who's Responsible for What? ⚖️
4. The Treasurer ▲
5. Legal Responsibilities of CO-OP Boards
6. Ask UHAB: Healthy Governance & Financial Success for Your HDFC ♣️●
7. How Does Your Building Work?
8. Addressing Renovation Requests 🏠

### 9:00 – 10:30 90-MINUTE CLASSES

21. Board Concerns Re: Trust Ownership
22. What Should Be in the Minutes?
23. Window Issues
24. Coping with Excessive Hoarding

### 10:45 – 12:00 75-MINUTE CLASSES

41. NYC Property Tax Abatement & Exemption Update
42. Fire Safety for Multi-Family Buildings
43. Ask the Construction Attorney ●
44. License/Lease CONDO Common Area Space

### 9:30 – 11:30 2-HOUR CLASSES

31. Leadership Skills for Presidents
32. New Codes & Rules in NYC \*
33. Role of the Managing Agent ●
34. Basic Financial Aspects of COOPERATIVES ▲
35. Refinancing CO-OP Underlying Mortgages
36. Anti-Harassment Policies & Training: Don't be the Next Headline!
37. All about House Rules
38. Energy Incentives & Programs: Lets Optimize Energy Use \*
39. Sky's the Limit: Rooftop Amenities

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

### 12:15 – 1:45 90-MINUTE CLASSES

- |   |   |   |
|---|---|---|
| <ol style="list-style-type: none"> <li>101. New Responsibilities for Board Members</li> <li>102. A Policy Manual for your CO-OP or CONDO</li> <li>103. CO-OP Shareholder v. Board re: Noise, Odors, Bedbugs, Mold, Water Penetration + ⚖️</li> <li>104. We can Control Building Costs</li> <li>105. A Go-Bag and a Plan for Emergencies for Your Family</li> <li>106. Increase Participation and Avoid Burnout ♣️●</li> <li>107. A Reserve Study</li> </ol> | <ol style="list-style-type: none"> <li>108. Can Your Building Harness Solar Energy?</li> <li>109. Amenities to Enhance Your Building</li> <li>110. Annual Meeting or Annual Meeting Preparation is the Key!</li> <li>111. Recycling in NYC Apartment Buildings</li> <li>112. Exploring Ethical Challenges ●</li> <li>113. Management Transitions</li> <li>114. CONDO Borrowing Opportunities</li> </ol> | <ol style="list-style-type: none"> <li>115. Today's CO-OP Underlying Lending Market: Structures; Strategies; Strengths ★</li> <li>116. Sublet issues in New York COOPERATIVES</li> <li>117. Managing Capital Improvement Projects</li> <li>118. Committees to help Run Your Building ●</li> <li>119. Strategies to Improve Financial Strength</li> <li>120. When Dissidents are Elected to the Board</li> <li>121. Smoking Issues in NYC Co-ops &amp; Condos</li> </ol> |
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**LUNCH BREAK – VISIT EXHIBITS:** You may purchase snacks/box lunches in front of the FIFTH FLOOR AUDITORIUM

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

### 2:30 - 4:30 2-HOUR CLASSES

- |  |  |   |
|--|--|---|
| <ol style="list-style-type: none"> <li>201. Dealing with Difficult Residents</li> <li>202. CO-OP Admissions Policy &amp; Procedure ⚖️</li> <li>203. The Building Envelope: a Maintaining Roof &amp; Walls</li> <li>204. Understanding your CO-OP's Audited Financial Statement ▲</li> <li>205. Emergency Planning for Your Co-op or Condo Building</li> <li>206. Impact of HPD Regulations on HDFC Resales ♣️</li> </ol> | <ol style="list-style-type: none"> <li>207. Insurance Guidelines</li> <li>208. Case Histories for Energy Success</li> <li>209. Carefully Crafted Construction Contracts</li> <li>210. Reasonable Accommodations: What is Required? ⚖️</li> <li>211. Your Building Super &amp; Staff</li> <li>212. Mediation to Resolve Disputes ●</li> <li>213. Keeping Residents Informed</li> <li>214. Understanding Your CONDO's Audited Financial Statement ▲</li> </ol> | <ol style="list-style-type: none"> <li>215. Board Concerns Re: Short Term Rentals</li> <li>216. The Budget ▲</li> <li>217. Enforcing the Rules ⚖️</li> <li>218. Noise Complaints: Legal &amp; Insurance Perspectives + 🏠</li> <li>219. Seniors in the Spotlight</li> <li>220. Planning a Garden or a Landscape</li> <li>221. Understanding Your Heating System</li> </ol> |
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## 4:30 PM – RECEPTION

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





# 38th Annual Housing Conference

Sunday, November 11, 2018

**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, 2018**

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, 2018 so that tickets can be mailed to each registrant.

**FULL REFUND ONLY ON CANCELLATIONS RECEIVED IN WRITING BEFORE NOVEMBER 8, 2018**

**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 11/8/18**

Email \_\_\_\_\_

CONFERENCE FEES	BEFORE 10/10/18	BEFORE 11/9/18	AT DOOR	
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

**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**

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

Registrations will be honored in the order received. Full refund only on cancellations received in writing by November 8, 2018. 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.**