



# Housing Conference

*"Your Bridge to Enhanced Understanding of Board Responsibilities"*

## 24 Classes

### THIS CONFERENCE WILL HELP YOU

- Better cope with crisis situations
- Manage your building at peak efficiency
- Address legal, financial & 'people' issues
- Plan for the present and the future
- Discover new products & services
- Think GREEN!

# 40th ANNUAL

**SUNDAY, NOVEMBER 15, 2020 / 9:30 AM - 4:00 PM**  
Online Only: Advanced Registration Required

**THE CORONAVIRUS PANDEMIC HAS ALTERED BUT NOT DAUNTED THE COUNCIL OF NEW YORK COOPERATIVES & CONDOMINIUMS' PLANS FOR ITS 2020 CONFERENCE. POSTPONING TO 2021 AN IN-PERSON CELEBRATION OF 40 YEARS OF CONFERENCES, CNYC INVITES YOU TO AN ONLINE MINI-CONFERENCE ON SUNDAY, NOVEMBER 15, 2020, WITH MANY CHANGES TO ADAPT TO TODAY'S NEW REALITY. JOIN US FROM THE COMFORT OF YOUR HOME FOR A DAY OF LEARNING.**

# MORNING CLASSES SELECTIONS

**Select one of these 12 classes (#101–112) to attend at 9:30 AM**

## **101. LESSONS LEARNED:**

### **BE BETTER PREPARED FOR THE NEXT CRISIS**

The Covid-19 Pandemic was as unusual as it was unexpected, and it has presented a myriad of new challenges. Boards and property managers suddenly had to devise protocols to protect health and safety of building residents, to organize orderly methods of repeatedly cleaning areas of high traffic in the building, of screening non-residents, of overseeing the use building amenities, and more! Although missteps were inevitable, hard work and good will generally enabled buildings to find ways to meet these challenges. CNYC Board Chair, Stuart Saft, Esq. and board member Michael Wolfe who chairs the Residential Management Council of the Real Estate Board of New York (REBNY) share the many lessons learned from the necessity of quickly coping with the Covid-19 Pandemic. Their practical advice will help boards, management and building staff to better prepare for totally new and unexpected challenges that may arise in the future.

## **102. ICONIC COURT CASES FOR COOPERATIVES & CONDOMINIUMS ★**

Over the years, certain court cases have had significant and lasting influence on the history of housing cooperatives and condominiums in New York State. These cases address the Admissions process, the powers of the Board of Directors or the Board of Managers, and the rights and responsibilities of shareholders or unit owners, and more. CNYC President Marc Luxemburg, Esq. will help participants become familiar with the most significant of these iconic cases, with insights into the extent of their impact. As is his custom, Mr. Luxemburg will also discuss significant legal decisions of the current year.

## **103. ONBOARDING NEW BOARD MEMBERS**

Newly elected board members need solid instruction and training to understand their roles and fiduciary duties. Operating a cooperative or condominium 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.

## **104. FINANCIAL ISSUES IN TIMES OF CRISIS ★**

The COVID-19 Pandemic has wreaked havoc with the budgets of housing cooperatives and condominiums. Priorities have had to change quickly, with planned expenditures set aside and new costs arising for protective gear, for cleaning and sanitizing, for signage, for communications, for compliance reports and part time workers. How will the board cope with the loss of revenue from a highly regarded commercial tenant unable to make rent payments because the crisis prevents them from doing business? What consideration can the board give to the needs of residents unable to work and therefore challenged in the paying of their carrying charges? Where does the board find the funds for extraordinary expenditure? Accountants Abe Kleiman and David Schwartz will have insights and answers for these questions and more.

## **105. NYC PROPERTY TAX UPDATE**

CNYC and the Action Committee for Reasonable Real Estate Taxes have been working for decades for a fair, equitable and easily understood system of property taxes in New York City. The Covid-19 Pandemic has prevented the Advisory Commission formed to propose modifications to the present system from finishing its mandate. The abatement program for qualifying home owners in cooperatives and condominiums is due to sunset on June 30, 2021 and needs to be renewed. In addition to the abatement program, 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. Jennifer Brown, Deputy Director of Constituent Services at the NYC Department of Finance will join CNYC Board members Gregory Carlson and Robert Pollack, a certiorari attorney, to analyze our current property tax system, review available programs, discuss how they are administered and answer participants' questions.

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

## Morning Class Selections (continued)

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### 106. CONTROLLING OUR CARBON FOOTPRINT:

#### Local Law 97

Energy expert Ellen Honigstock of the Urban Green Council will explain the requirements established by Local Law 97 to reduce New York City's carbon footprint by 80% of its 2005 level by the year 2050, and will offer guidelines for effective compliance. This legislation sets carbon goals for specific building types for the next decade and establishes government entities to continue to oversee progress. Companion legislation create opportunities to borrow to finance larger projects.

### 107. INCREASE PARTICIPATION AND AVOID BURNOUT

The Urban Homesteading Assistance Board (UHAB) helps create and sustain affordable housing cooperatives through New York City. UHAB staff members Kenneth Soto and Marina Metalios will discuss ways to encourage every member of your cooperative or condominium to participate. Topics addressed will include strategies to get residents involved, establishing effective committees to handle management duties, annual elections, training new board members, and tips to prepare for and hold effective meetings that emphasize communication, transparency, community building and decision-making.

### 108. WHAT SHOULD BE IN THE MINUTES?

The minutes of your board meetings are the official record of actions taken, policies established and projects planned. They are not the occasion for flowery prose or 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.

### 109. DETECTING & PREVENTING FRAUD & CORRUPTION ★

Boards must always be alert to prevent anyone taking advantage of their cooperative or condominium. Forensic accountant Mindy Eisenberg Stark will offer guidelines for detecting wrongdoing in your building and will suggest preventive measures designed to help maximize the board's effectiveness in controlling management, supervising building personnel and screening vendors.

### 110. 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.

### 111. INSURANCE GUIDELINES FOR CO-OP & CONDO BOARDS

Insurance expert Barbara Strauss and attorney Neil Valsangkar will review the full range of insurance coverages necessary to a typical building and each of its residents, with a special focus on maximizing protection against the unexpected. They will discuss best practices contractual risk transfer and will suggest the various insurance coverage appropriate for a cooperative or condominium and its resident to carry.

### 112. MANAGING CAPITAL PROJECTS

Undertaking a major repair or upgrade project for your cooperative or condominium requires planning many steps along the way. Architect Stephen Varone will discuss the various issues involved, including scope of work, budgeting, competitive bids, contract negotiation, payment terms, insurance and bonding, scheduling, project supervision, sub-contractors, site safety, and project sign-off. The class is designed to help boards coordinate the many moving parts of a capital improvement program to achieve successful results.



# PLENARY SESSION

*Sunday, November 15, 2020 at 11:45 AM*

**SALUTING THE HEROIC EFFORTS BY BUILDING MANAGEMENT AND STAFF TO PRESERVE SAFETY AND QUALITY OF LIFE IN COOPERATIVES AND CONDOMINIUMS THROUGHOUT THE CITY DURING THE HIGHLY EXTRAORDINARY CHALLENGES OF THE YEAR 2020, CNyc LEADERS WILL PROVIDE UPDATES ON ISSUES IMPORTANT TO MEMBERS AND WILL INTRODUCE SPECIAL GUESTS.**

# AFTERNOON CLASSES SELECTIONS

Select one of these 12 classes (#201–212) to attend at 2:00 PM

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## 201. NEW LAWS & RESPONSIBILITIES FOR NYC CO-OPS AND CONDOS

Laws passed by the State legislature and the City Council and regulations promulgated by City agencies impose new responsibilities on building owners each year. Recent requirements address diverse issues provoked by the COVID-19 Pandemic, and others continue carbon reduction requirements, posting of energy benchmarking grades, ensure fire safety notices are distributed, etc. CNYC president Marc Luxemburg, Esq. and architect Leon Geoxavier will provide an overview of what boards needs to do to stay in compliance.

## 202. CRISIS MANAGEMENT: COPING WITH THE UNEXPECTED ★

The Coronavirus pandemic has put every co-op and condo through a crash course in coping during a crisis. No longer will we define crisis only as those things we can 'see' – fire, flood, mold, collapse, sponsor default. In any crisis, boards and their professionals find themselves in the center of a whirlwind, resources strained, forced on a dime to create, develop and execute a multi-tier strategy to manage the crisis, to make quick informed decisions, establish new practices and procedures, all while communicating regularly with owners, residents and professionals. Attorneys Theresa Racht and Steven S. Anderson will discuss various legal and practical strategies that can be established and employed to steer the co-op or condo through successfully.

## 203. BEST PRACTICES FOR CO-OP & CONDO BOARDS

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

## 204. WHAT TO LOOK FOR IN AN ANNUAL FINANCIAL STATEMENT

Every year, cooperatives and condominiums ask independent auditors to prepare an annual financial statement reviewing the state of the organization and its transactions in the prior year. But not every shareholder or unit owner receiving these financial statements knows what to look for or where the most salient information can be found. CPA Michael Esposito will help class participants better understand their financial statements, so that they know what key elements and warning signs to be aware of.

## 205. A CODE OF ETHICS FOR CO-OP/CONDO BOARD MEMBERS

CNYC founder and vice president Arthur I. Weinstein, Esq. has developed a suggested code of ethics for board members of cooperatives and condominiums. This model will form the basis for a discussion of not-so-hypothetical issues that boards may confront as it deals with board members whose personal agendas may differ from the condo or co-op's agendas. Time will be allotted for questions from participants and topics discussed will include the reasons for establishing and enforcing such a code.

## 206. 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.

## 207. ASK UHAB:

### HEALTHY AND FINANCIALLY SUCCESSFUL HDFCs

For more than forty years, UHAB has provided technical assistance, training, and services for Housing Development Fund Corporation (HDFC) cooperatives throughout New York City. Managing and maintaining a successful HDFC co-op takes time, effort, and commitment. UHAB staff members will discuss how your co-op can stay financially healthy during the economic downturn resulting from the COVID-19 pandemic. Topics will include funding needed for capital improvements (including energy-related upgrades), how board and shareholders can work together to maintain a healthy co-op, and ideas for staying financially solvent (through budgeting, refinancing, and access financial resources). This class encourages HDFC co-op shareholder questions.

Afternoon Classes Continue ▼



## Afternoon Class Selections (continued)

### 208. 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. The Covid-19 Pandemic has underscored the need for clear communications and for various ways to deliver messages to try to ensure that everyone is well informed. Communications professional Lloyd Chrein, attorney Julie Schechter and property manager Mark Levine will present ways to maintain open and effective lines of communication, including written communications, social media and on-site communication techniques.

### 209. NOISE COMPLAINTS:

#### LEGAL AND INSURANCE PERSPECTIVES ★

Noise complaints constitute a significant portion of quality of life issues for residents within cooperatives and condominiums. The Covid Pandemic has further exacerbated these as neighbors were stuck at home. Attorney Bryan Mazzola 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.

### 210. REPAIRS IN A COOPERATIVE –

#### Who's Responsible for What?

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

### 211. KEY CONDO DOCUMENTS AND THEIR IMPORTANCE

Many condo unit owners, and even condo board members have only a vague understanding of the various key documents for the condominium and their function. The Declaration of Condominium and By-laws set the ground rules for how the condominium is to operate. Attorney Ronald J Gold will explain their roles and how house rules and other condo policies must interface with them.

### 212. SOLAR POWER FOR NYC CO-OPS AND CONDOS

Solar technology is both affordable and practical. Solar energy helps buildings reduce their operating expenses and their carbon footprint. Did you know that buildings that install solar in New York City are also eligible for Federal, State and Local incentives including income tax credits, rebates and property tax abatement? Join local solar experts from non-profit Solar One for an introduction to solar technology, costs, incentives and financing options. The class will include a live demonstration of an online solar monitoring system, interactive Q&A, and free on-the-spot solar feasibility assessments for participants at the end of the session.

## About



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

CNYC conducts frequent meetings to help make New York cooperators and condominium unit owners aware of legal and tax issues affecting their homes; of maintenance and energy conservation opportunities; of sound management practices and reasonable policies. Each year, CNYC compiles a *Comparative Study of Building Operating Costs* analyzing the various components of building expenditures; an online program helps with quick comparison of your data with others'. Each year, CNYC's HOUSING CONFERENCE brings together hundreds of co-op and condo home owners for a day of learning and networking. CNYC's Website at [www.CNYC.coop](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, 2021. The Action Committee continues to work for a long-term plan for tax fairness.
- CNYC helped secure federal legislation modifying the 80/20 Rule of IRC Section 216.
- CNYC is working to secure the passage of state legislation that enables seniors in New York State housing cooperatives to seek reverse mortgages.
- CNYC is working to ensure that FEMA will provide grants to restore co-op and condo building systems damaged by disasters.
- CNYC is working to enable veterans to use their loan guarantees when purchasing homes in cooperatives.
- CNYC prompted state legislation which:
  - clarifies the right of housing cooperatives to enact and collect 'flip taxes'
  - protects cooperatives and condominiums from taxation of amenities
  - enables coops and condos to collect rent from tenants of defaulting owners
  - allows condominiums to borrow money
  - acknowledges the home owner status of shareholders and unit owners
- CNYC maintains files on goods and services and encourages its members to contribute to these files.

CNYC maintains an office in Manhattan at 850 7th Avenue, Suite 1103, New York, NY 10019-5230.

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)



# 40th Annual Housing Conference

Sunday, November 15, 2020

**Advance registration is required for attendance at all classes. Registration closes at midnight on Thursday, November 12, 2020.**

Team registration is encouraged. Each registrant may attend up to two classes, one in the morning and one in the afternoon. Every registrant is also invited to the Plenary Session at 11:45 in the middle of the day.

**Each CNYC member cooperative and condominium can register one person for this Conference at no cost.**

**ALL REGISTRATIONS MUST BE RECEIVED AT CNYC BY MIDNIGHT ON THURSDAY, NOVEMBER 12, 2020**

Registration will generate an acknowledgment of the classes you have selected. On November 13 and 14 login information will be sent to you for each class selected and for the Plenary Session along with the Conference Program and any advance handouts for your class(es).

**FULL REFUND ONLY ON CANCELLATIONS RECEIVED IN WRITING BEFORE NOVEMBER 12, 2020.**

**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.

**Names**

\_\_\_\_\_  
Email \_\_\_\_\_

**EACH CNYC MEMBER BUILDING**

\_\_\_\_\_  
Email \_\_\_\_\_

**IS ALLOWED ONE FREE PARTICIPANT.**

\_\_\_\_\_  
Email \_\_\_\_\_

**ALL MUST PRE-REGISTER**

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Email \_\_\_\_\_

### SELECT YOUR CLASSES

**Daytime Phone**

**Morning**

**Afternoon**

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**BE SURE TO LIST THE**

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**OF EACH OF YOUR**

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**CLASSES HERE**

### CONFERENCE FEES

#### BEFORE 10/15/20

#### CNYC MEMBERS & SUBSCRIBERS

Plenary Session Only	\$25/3 people for \$60/ add'l \$20
One class + Plenary Session	\$35/3 people for \$90/ add'l \$30
Two classes + Plenary Session	\$45/3 people for \$120/add'l \$40

#### NON-AFFILIATES

Plenary Session Only	\$50/3 people for \$135/ add'l \$45
One class + Plenary Session	\$75/3 people for \$180/ add'l \$60
Two classes + Plenary Session	\$90/3 people for \$240/add'l \$80

#### BY MIDNIGHT ON 11/12/20

\$40/3 people for \$90/ add'l \$30	\$ _____
\$60/3 people for \$150/ add'l \$50	\$ _____
\$75/3 people for \$210/ add'l \$70	\$ _____

\$100/ 3 people for \$270/ add'l \$90	\$ _____
\$125/ 3 people for \$345/ add'l \$110	\$ _____
\$150/3 people for \$390/ add'l \$125	\$ _____

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

### REGISTRATION MUST BE COMPLETED BY MIDNIGHT ON THURSDAY, NOVEMBER 12th

Conference registrants must select the specific classes that they wish to attend in order to complete their registration. Credit card payment is accepted only online. Registration is not complete until classes are selected.

Online registration will generate an immediate receipt which shows the events selected. Links to plenary session and to specific classes selected will be sent to all registrants on Friday or Saturday, November 14th.

In 2021, when once again people are safe to gather, CNYC will hold its 41st Annual Housing Conference on Sunday, November 14th at 25 West 18th Street, with a celebration to commemorate so many years of Conference successes.



## MORNING CLASSES

Select one of these 12 classes (#101–112) to attend at 9:30 AM

- 101. LESSONS LEARNED: BE BETTER PREPARED FOR THE NEXT CRISIS
- 102. ICONIC COURT CASES FOR COOPERATIVES & CONDOMINIUMS ★
- 103. ONBOARDING NEW BOARD MEMBERS
- 104. FINANCIAL ISSUES IN TIMES OF CRISIS ★
- 105. NYC PROPERTY TAX UPDATE
- 106. CONTROLLING OUR CARBON FOOTPRINT
- 107. INCREASE PARTICIPATION AND AVOID BURNOUT
- 108. WHAT SHOULD BE IN THE MINUTES?
- 109. DETECTING & PREVENTING FRAUD & CORRUPTION ★
- 110. ENFORCING THE RULES
- 111. INSURANCE GUIDELINES FOR CO-OP & CONDO BOARDS
- 112. MANAGING CAPITAL PROJECTS

## PLENARY SESSION

Sunday, November 15, 2020 at 11:45 AM

Saluting the heroic efforts by building management and staff to preserve safety and quality of life in cooperatives and condominiums throughout the city during the highly extraordinary challenges of the year 2020, CNYC leaders will provide updates on issues important to members and will introduce special guests.

## AFTERNOON CLASSES

Select one of these 12 classes (#201–212) to attend at 2:00 PM

- 201. NEW LAWS & RESPONSIBILITIES FOR NYC CO-OPS AND CONDOS
- 202. CRISIS MANAGEMENT: COPING WITH THE UNEXPECTED ★
- 203. BEST PRACTICES FOR CO-OP & CONDO BOARDS
- 204. WHAT TO LOOK FOR IN AN ANNUAL FINANCIAL STATEMENT
- 205. A CODE OF ETHICS FOR CO-OP/CONDO BOARD MEMBERS
- 206. DEALING WITH DIFFICULT RESIDENTS
- 207. ASK UHAB: HEALTHY AND FINANCIALLY SUCCESSFUL HDFCs
- 208. KEEPING RESIDENTS INFORMED
- 209. NOISE COMPLAINTS: LEGAL AND INSURANCE PERSPECTIVES ★
- 210. REPAIRS IN A COOPERATIVE – Who's Responsible for What?
- 211. KEY CONDO DOCUMENTS AND THEIR IMPORTANCE
- 212. SOLAR POWER FOR NYC CO-OPS AND CONDOS

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