



36th Annual

# Housing Conference

Sunday, November 13, 2016

8:00 am – 5:15 pm

**75 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**

**BARUCH COLLEGE – NEWMAN VERTICAL CAMPUS**  
**55 Lexington Avenue at East 24th Street**

# MORNING CLASSES

## 3-Hour Classes 8:45 – 11:45

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

### 1. CURRENT SIGNIFICANT LEGAL DECISIONS ★ ❖ \*

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 that these cases raise. Mr. Luxemburg moves quickly through a great number of court cases in this advanced class, designed for experienced board members familiar with board functioning and for attorneys.

### 2. BOARD RESPONSIBILITIES IN CONDOMINIUMS

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

### 3. 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.

### 4. THE TREASURER ▲

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

### 5. 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.

### 6. ASK UHAB: Resale, Price Caps & Affordability ♣

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 UHAB. In this interactive class, UHAB staff members will discuss issues your limited-equity HDFC co-op may be facing relating to co-op policies, resale price caps, and maintaining affordability.

### 7. 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.

### 8. YOUR ROOF & EXTERIOR WALLS

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

### 9. 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 2016 issue of  
**HABITAT** magazine previews the  
35th Annual Housing Conference.

### TITLES IN GREEN INDICATE NEW TOPIC

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

♣ UHAB presentation \* Offered & updated every year.

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

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

*Chose one of these 6 Classes or a class at 8:45 or 9:30*

### A. LIMITING SMOKING IN CO-OPS AND CONDOS

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

### B. 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 a CNYC board member, brings participants up to date on the latest City requirements and their deadlines.

### C. 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.

### D. 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.

### E. WHEN NEW BUILDINGS HAVE CONSTRUCTION DEFECTS

As owners take possession of their units in newly constructed condominiums and cooperatives and begin to work with their neighbors to organize, they often find defects in the construction of their building. Attorney Robert Braverman will provide sound advice on assessing these situations and making critical decisions of how to proceed in order to achieve the best possible results at the most reasonable cost.

### F. 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 P. 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

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

### 11. 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.

### 12. ROLE OF THE MANAGING AGENT ●

Join property manager Harry Smith for a thorough review of a typical management contract and a basic discussion of the services buildings should reasonably expect from management. Bring your questions. Learn about best practices for high standards in the management field.

### 13. NYC and NYS ENERGY ASSISTANCE PROGRAMS & POLICIES

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. To reach this goal, NYS and NYC offer guidance, incentive programs and financing. CNYC board member Martha Sickles will moderate a panel discussion with Laura Tajima from the Mayor's Office of Sustainability, Luke Surowiec from the NYC Retrofit Accelerator, a NYSEDA representative, Phil Madnick of Con Edison and Louis Rizzo of National Grid. They will present brief overviews of policies and programs designed to meet this goal with the participation of residents, businesses and government. Supporting materials including program descriptions and applications will be available to get you started.

**Morning Classes Continue ▼**



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

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### 14. 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 #214 on Financial Statements this class provides a detailed overview of financial issues.

### 15. CURTAILING FRAUD & CORRUPTION ★▲

Forensic accountant Mindy Eisenberg Stark and attorney Robert Mayes 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 and supervising building personnel.

### 16. 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.

### 17. SUBLET ISSUES IN NEW YORK COOPERATIVES

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

### 18. ALL ABOUT HOUSE RULES

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

## 75-Minute Late Morning Classes 10:45 – 12:00

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*If you selected a class at 9:00 or want to start your day later, choose one of these 6 classes*

### J. CONSIDERATIONS BEFORE SIGNING THE LOCAL LAW 11 FISP REPORT

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

### K. COMMITTEES TO HELP RUN YOUR BUILDING ●

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

### L. LITTLE AMENITIES & LUXURIES

The budget of your condominium or cooperative may not allow for a major improvement like the gym you're dreaming of, but there are many small changes you can make that may lift spirits and enhance quality of life. Architect Leon Geoxavier, who is a member of the board of CNYC and president of the cooperative where he lives, will help you begin thinking about a cart for packages at the front door, or an air pump for the bicycle room, or your building name or address on a thick, new doormat.

### M. 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 and Thomas Gately of Green Power Solutions will provide an introduction to solar options available today and incentive programs available to help defray their cost.

### N. 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 City 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.

### O. CHALLENGES OF CONVERTING TO GAS HEAT

More and more NYC co-op and condo boards are considering converting their buildings' heating systems from oil to gas or to a combined oil/gas system. Engineer Peter Varsalona and consultant Gregory Carlson will discuss the challenges and costs of converting, including estimated savings and expected payback time, the need for a feasibility study, design considerations, construction phase steps, the installation of a chimney liner/extension, coordinating service with the utility company, and incentive programs available to help defray the costs of the conversion.

# MIDDAY CLASSES

## 90-Minute Classes 12:15 – 1:45

*Choose one of these 23 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 it was apparently intended to function by the court of appeals. 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 with more and more frequency).

### 102. CREATING 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. PROPERTY TAX UPDATE \*

Home owners in NYC cooperatives and condominiums have benefited from a property tax abatement program that was put in place in 1997, and was modified in 2013, so that now higher abatement percentages go to buildings valued at less than \$60,000 per unit, and the abatement program is limited to an individual's primary residence (plus up to 2 additional units in the same cooperative or condominium as the primary residence). CNYC and its Action Committee for Reasonable Real Estate Taxes continue to work for permanent reform of the City's property tax system. Action Committee Chair Jim Rheingrover and certiorari attorney Eric Weiss will provide an update on the abatement program which sunsets on June 30, 2019 and will answer questions about this and other City tax abatement and exemption programs.

### 105. 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. Consultants Linda Brockway and Greg Carlson will lead an interactive discussion of ethical dilemmas that boards and individual board members may face.

### 106. NEW HPD REGULATIONS FOR HDFCs: What's Coming? ♣

Attorneys Lawrence McGaughey and Brooklyn Law School professor Debra Bechtel will review the new HPD requirements, designed to ensure that HDFCs provide permanently affordable housing, with practical suggestions for buildings where this means major changes in past policies.

### 107. 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.

### 108. A GREEN ROOF FOR YOUR BUILDING

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

### 109. ADDRESSING PROBLEMS AS RESIDENTS AGE IN PLACE

New York City co-ops and condos often have infirm or disabled residents who are Aging in Place. Family members, living at a distance may not be fully aware of their elderly relatives' issues. In this class, Aging Life Care Manager Susan Birenbaum will offer practical and compassionate guidance for the board and the property manager when problems arise, and proactive suggestions to facilitate solutions.

**Midday Classes Continue ▼**

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

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### 110. ASK THE CONSTRUCTION ATTORNEY ●

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

### 111. 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, attorneys Jennifer Ecker and Peter Livingston and search expert Ari Teman 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 residents understand their importance for everyone's security.

### 112. 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.

### 113. SUCCESSFUL ENERGY PROJECTS: Scope and Process \*

In this overview of factors common to successful energy projects: good capital planning, owner education and buy-in, good technical long-term solutions and appropriate funding/financing, panelists Martha Sickles, Posie Constable, Tom Sahagian and Barry Korn, will present a range of projects from simple retrofits using prescriptive utility programs to more complex projects with multiple system replacements and distributed generation.

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

A reserve study is a procedure that helps boards plan for the ongoing repairs and replacements of building systems. Many lenders – particularly those making loans for condominiums – will ask to see such a study. Engineer Mitchell Frumkin will discuss in detail what a Reserve Study involves, how it is prepared and how it should be reviewed and regularly updated by the board to confirm that it reflects accurately their building's plans.

### 115. 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.

### 116. DISCUSSION GROUP FOR SMALL SELF-MANAGED BUILDINGS ●

Here is an opportunity for discussion of topics of general interest to board members of small, self-managed buildings. CNYC board member Marleen Levi and HDfC expert Hilary Glaus will lead an interactive discussion where advice will be shared and clues to solve your problems may well come from a fellow class participant. Bring your questions and be prepared to share your insights. This class is limited to residents of small self-managed building only.

### 117. IMPROVING RECYCLING IN NYC APARTMENT BUILDINGS

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

### 118. LIGHTS! CAMERA!! ACTION!! – FILMING AT YOUR BUILDING

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

### 119. 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.

### 120. 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 City 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.

**Midday Classes Continue ▼**

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

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### 121. EVALUATING BOARD PERFORMANCE

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

### 122. TRANSFER FEES (‘FLIP TAXES’) FOR YOUR CONDO

Transfer fees have proven to be an effective means of funding reserves. Attorney Stuart Wachs, property manager Irwin Cohen and accountant Carl Cesarano have practical advice for condominium boards interested in enacting transfer fees.

### 123. TREASURERS FORUM ★ ●

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

# AFTERNOON CLASSES

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

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*Choose one of these 23 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 (#17). CNYC’s prototype application form will be distributed and discussed.

### 203. EMERGENCY PREPAREDNESS FOR YOUR CONDO OR CO-OP

Emergencies can have many forms: vandalism, natural disasters, fire, mechanical failures, sick or injured residents, acts of terror. Today’s co-op and condo boards and the professionals who work with them must consider these possibilities (and more!) as they prepare to cope swiftly and efficiently with whatever problems may befall their community. Advance preparation will include adequate insurance coverage, careful plans, and good communication to residents, encouraging them to make their own family plans for emergencies. Mary Fischer is the president of the board of a large cooperative and a CNYC board

member. She and property manager Steven Greenbaum will lead a discussion designed to help you expand and perfect the contingency planning for your cooperative or condominium.

### 204. CONTROLLING VARIABLE COSTS

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

### 205. YOUR TICKLER LIST OF ANNUAL TASKS ●

Architect Leon Geoxavier will help you develop a comprehensive list of the many tasks to be performed, forms to file, inspections to undergo to ensure the smooth functioning of your cooperative or condominium, no matter what its size. As items are raised, discussion will be encouraged regarding how responsibilities are distributed and verification mechanisms established.

### 206. ASK UHAB: GOVERNANCE AND COMPLIANCE WITH CITY RULES, LAWS & REGULATIONS ♣ ●

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 UHAB. In this interactive class, UHAB staff members will discuss issues your limited-equity HDFC co-op may be facing relating to matters of governance and compliance with codes as well as regulatory and monitoring agreements.

**Afternoon Classes Continue ▼**



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

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

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

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. Participants will leave with many tips toward effective contract preparation.

### 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, property Manager David Lipson and mortgage broker Gregg Winter. The session will begin with a careful look at mortgage basics, including guidance about prerequisites, costs, preparation, and obligations, and will include suggestions for maximizing your building's borrowing power.

### 210. 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.

### 211. TRANSFER FEES ('FLIP TAXES') FOR YOUR CO-OP

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 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.

### 212. 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.

### 213. NEW TECHNOLOGIES & METHODS TO PROMOTE SUSTAINABILITY, RESILIENCY & COST REDUCTION \*

Energy expert Lewis M. Kwit will conduct a program on cutting-edge technologies that are ready for prime time. Technologies to be showcased and demonstrated include cogeneration to produce on-site electricity, elevators that "capture gravity" to generate electricity, renewable resources for the urban environment, and advanced electric metering technologies. Presenters will include Haym Gross, R.A., host of the *solar salon NYC* forum; electrical equipment manufacturer Harold Jacobs; and cogeneration expert Gita Subramony.

### 214. 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 #14, it will provide a detailed overview of the financial responsibilities of the co-op board of directors.

### 215. 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 Barbara Gottlieb, 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. Advice will also be provided by Elder lawyer and song master Marc Crawford Leavitt.

### 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. REASONABLE ACCOMMODATIONS: Ramps, Comfort Pets, Parking Spots, etc. WHAT IS YOUR BUILDING REQUIRED TO DO? ❖

Marc H. Schneider, Esq. will discuss what your board should do when it receives a request for an accommodation or modification of the building based upon a medical necessity. He will analyze the various laws applicable to such requests including the Fair Housing Act, the NYS Human Rights Law and the NYC Human Rights Laws and 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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### 218. 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.

### 219. 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.

### 220. 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. RAB attorneys will suggest effective ways to deploy, motivate and, when necessary, discipline building employees, including a discussion of realistic expectations for your Super's performance. Margie Russell, executive director of the New York Association of Realty Managers (NYARM) will provide insights on training staff and suggestions for enhancing performance while also enhancing employee satisfaction.

### 221. 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.

### 222. CONDO DISCUSSION – BRING ALL YOUR QUESTIONS ●

Here is your opportunity to set the direction of the class. Come with your questions of general interest about condo documents, about the organization (or dysfunction) of your board, about problems with neighbors, about construction flaws (see also #E) about your responsibilities as board members (see also #2) and as unit owners. Condo board president Barry Korn and attorneys Steven Sladkus and Jeffrey Reich will lead a discussion designed to explore issues of common concern and to help you find answers to your questions.

### 223. 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.

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### TITLES IN GREEN INDICATE NEW TOPIC

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

♣ UHAB presentation    \* Offered & updated every year.

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

**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. 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 on cooperative units.
- 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
  - expanded J-51 tax incentive opportunities for qualifying building improvements
  - enables coops and condos to collect rent from tenants of defaulting owners
  - allows condominiums to borrow money
  - acknowledges the home owner status of shareholders and unit owners
- CNYC maintains files on goods and services and encourages its members to contribute to these files.

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

Contact CNYC by: phone (212) 496-7400, fax (212) 580-7801, e-mail [info@CNYC.coop](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. Seventy-five information-packed classes give you the opportunity to find answers to questions of importance to your building. Exhibitors demonstrate state-of-the-art equipment and describe their services in a setting where you can look, touch, ask questions and take home information. The Conference Program contains a directory of advertised products and services that will be useful throughout the year.

The 36th Annual HOUSING CONFERENCE is held at Baruch College in Manhattan, with classes on the ninth and fourteenth floors of the NEWMAN VERTICAL CAMPUS at 55 Lexington Avenue (East 24th Street). **Registrants should bring photo ID** to facilitate entrance to the NEWMAN VERTICAL CAMPUS. Once inside, proceed to the FOURTEENTH FLOOR REGISTRATION AREA opposite the elevator to show your name badge and receive a badge holder and Conference Packet. Coats can be checked at this location. Late registrants can pick up tickets in Room 14-290 which is labeled CNYC HEADQUARTERS.

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

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

**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.**

At the end of the day, there is a **RECEPTION** on the FOURTEENTH FLOOR where CNYC Leaders will highlight recent achievements. CNYC has invited legislators who have championed issues important to cooperatives and condominiums to join us at this reception.

## BARUCH COLLEGE NEWMAN VERTICAL CAMPUS IS ACCESSIBLE BY PUBLIC TRANSPORTATION

### SUBWAY

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

### BUSES

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

If you wish to drive, there are several parking garages near the Newman Vertical Campus and on-street parking can be found nearby on Sundays. **WARNING:** 25th Street is closed to traffic between Third and Lexington Avenues.



# 36th Annual Housing Conference

Sunday, November 13, 2016

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

## 8:00 AM REGISTRATION and EXHIBITS

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

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

### 8:45 – 11:45 3-HOUR CLASSES

1. Current Significant Legal Decisions ★❖\*
2. Board Responsibilities in CONDOS
3. Legal Responsibilities of CO-OP Boards
4. The Treasurer ▲
5. How Does Your Building Work?
6. Ask UHAB: Resales, Price Caps, Affordability ♣
7. Repairs in a COOPERATIVE: Who's Responsible for What? ❖
8. Your Roof & Exterior Walls
9. Reserves: Accumulating, Investing & Spending Them ★▲

### 9:00 – 10:30 90-MINUTE CLASSES

- A. Limiting Smoking
- B. New Codes & Rules in NYC \*
- C. Board Concerns Re: Trust Ownership
- D. What Should Be in the Minutes?
- E. When New Buildings Have Construction Defects
- F. Coping With Excessive Hoarding

### 10:45 – 12:00 75-MINUTE CLASSES

- J. Considerations Before Signing LL 11 FISP Reports
- K. Committees ●
- L. Little Amenities & Luxuries for Your Building
- M. Can Your Building Harness Solar Energy?
- N. How to Improve Your CONDO By-Laws ❖
- O. Challenges of Converting to Gas Heat

### 9:30 – 11:30 2-HOUR CLASSES

11. Leadership Skills for Presidents
12. Role of the Managing Agent ●
13. NYC and NYS Energy Assistance Programs & Policies
14. Basic Financial Aspects of COOPERATIVES ▲
15. Curtailing Fraud & Corruption ★▲
16. Addressing Renovation Requests ❖
17. Sublet Issues in New York COOPERATIVES
18. All About House Rules

## MIDDAY — Please select one midday class.

### 12:15 – 1:45 90-MINUTE CLASSES

- |   |   |  |
|---|---|--|
| <ol style="list-style-type: none"> <li>101. Demise of the Business Judgment Rule? ★❖</li> <li>102. Developing a Policy Manual</li> <li>103. CO-OP Shareholder vs. Board: Noise, Mold, Bedbugs, Water, etc. ★❖</li> <li>104. Property Tax Update *</li> <li>105. Exploring Ethical Challenges ●</li> <li>106. New HPD Regulations for HDFCs: What's Coming? ♣</li> <li>107. Onboarding New Board Members</li> <li>108. A Green Roof for Your Building</li> </ol> | <ol style="list-style-type: none"> <li>109. Addressing Problems as Residents Age in Place</li> <li>110. Ask the Construction Attorney ●</li> <li>111. Board Concerns re: Short Term Rentals</li> <li>112. Management Transitions</li> <li>113. Successful Energy Projects: Scope and Process *</li> <li>114. A Reserve Study</li> <li>115. Window Issues</li> </ol> | <ol style="list-style-type: none"> <li>116. Discussion for Small, Self-Managed Buildings ●</li> <li>117. Improving Recycling</li> <li>118. Lights! Camera!! Action!!: Filming in Your Building</li> <li>119. Successful Redecoration of Public Space</li> <li>120. How to Improve Your CO-OP By-Laws ❖</li> <li>121. Evaluating Board Performance</li> <li>122. Transfer Fees ('Flip Taxes') for Your CONDO</li> <li>123. Treasurers Forum ★●</li> </ol> |
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## LUNCH BREAK – VISIT EXHIBITS — You may purchase snacks and box lunches on the Fourteenth Floor.

## AFTERNOON — please select one session

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

- |  |  |   |
|--|--|---|
| <ol style="list-style-type: none"> <li>201. Dealing With Difficult Residents</li> <li>202. CO-OP Admissions Policy and Procedure ❖</li> <li>203. Emergency Preparedness for Your Building ●</li> <li>204. Controlling Variable Costs</li> <li>205. Your Tickler List of Annual Tasks ●</li> <li>206. Ask UHAB: Governance and Compliance with City Rules, Laws ♣●</li> <li>207. Insurance Guidelines</li> <li>208. Effective Construction Contracts</li> <li>209. Refinancing the CO-OP Underlying Mortgage</li> </ol> | <ol style="list-style-type: none"> <li>210. Keeping Residents Informed</li> <li>211. Transfer Fees ('Flip Taxes') for Your COOP</li> <li>212. Effective Interface of Board &amp; Management ★●</li> <li>213. New Technologies &amp; Methods to Promote Sustainability, Resiliency &amp; Cost Reduction *</li> <li>214. Understanding Your COOPERATIVE'S Audited Financial Statement ▲</li> <li>215. Seniors in the Spotlight</li> <li>216. The Budget ▲</li> </ol> | <ol style="list-style-type: none"> <li>217. Reasonable Accommodations: What is Required? ❖</li> <li>218. Enforcing the Rules ❖</li> <li>219. Amenities to Enhance Your Building</li> <li>220. Your Building's Support Team: Super &amp; Staff</li> <li>221. Noise Complaints: Legal and Insurance Perspectives ★❖</li> <li>222. CONDO Discussion ●</li> <li>223. Understanding Your Heating System</li> </ol> |
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## 4:30 PM – RECEPTION

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





# 36th Annual Housing Conference

Sunday, November 13, 2016

**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 10, 2016**

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

YOUR NAME WILL BE AT SECURITY FOR ADMISSION TO THE CONFERENCE. **PLEASE BRING A PHOTO ID TO FACILITATE ENTRY.**

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

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

EXHIBIT AREA TICKETS ARE NOT VALID FOR ADMISSION TO CLASSES.

Registration closes on November 10, 2016 so that tickets can be mailed to each registrant.

**FULL REFUND ONLY ON CANCELLATIONS RECEIVED IN WRITING BEFORE NOVEMBER 10, 2016**

**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**

Email \_\_\_\_\_ **EACH CNYC MEMBER BUILDING**

Email \_\_\_\_\_ **IS ALLOWED ONE FREE PARTICIPANT**

Email \_\_\_\_\_ **WHO MUST PRE-REGISTER**

Email \_\_\_\_\_ **BY 11/10/16**

## CONFERENCE FEES

	BEFORE 10/11/16
CNYC MEMBERS	\$ 60 / 3 for \$150 / addl. \$ 50
CNYC Subscribers	\$ 85 / 3 for \$240 / addl. \$ 80
Non-affiliates	\$185 / 3 for \$480 / addl. \$ 160
Just one Class	50% applicable full day price
Exhibit Area Only	\$ 5 per person

## BEFORE 11/10/16

	BEFORE 11/10/16
	\$ 95 / 3 for \$255 / addl. \$ 85
	\$ 135 / 3 for \$390 / addl. \$130
	\$250 / 3 for \$720 / addl. \$240
	50% applicable full day price
	\$ 5 per person

## AT DOOR

\$110 each
\$150 each
\$275 each
50%
\$ 5

## CLASSES HERE

\$ _____	CNYC MEMBERS
\$ _____	Subscribers
\$ _____	Non-affiliates
\$ _____	One class
\$ _____	Exhibit Area

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

Registrations will be honored in the order received. Full refund only on cancellations received in writing by November 10, 2016.

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
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\_\_\_\_\_ **BE SURE TO LIST THE**

\_\_\_\_\_ **LETTERS AND NUMBERS**

\_\_\_\_\_ **OF EACH OF YOUR**