

300W
23rd
COOP

SHAREHOLDER QUARTERLY UPDATE

Holiday Party

We are having a holiday party on Tuesday, December 16 from 6pm - 9pm in the lobby. Please come join us and meet your neighbors. Kick off the holiday season with food and drink.

Window Replacement Project

Progress is going on schedule with the replacement of windows. Several of the upper floors have now been completed. The new architectural-grade windows offer noticeably better soundproofing, insulation, and ease of operation, all with the added feature of integrated screens.

The building's website is being updated weekly with progress reports. In addition, the mandatory forms required to be filled out by each shareholder prior to the window replacement has been posted to the website's home page.

You have probably noticed Kiera Reilly at her desk in the lobby. She can answer any questions that you have regarding your window replacement.

Website

The website has been completely updated with all building forms and policies. Please make sure to refer to it if you need information. You can even download and print the guest access form now! The site is at: www.300w23coop.com

New Staff Uniforms

We hope you have noticed how great the staff members look in their new uniforms.

Hallway, Lobby & Elevator Floors

By now, you should see the difference on the lobby and elevator floors. The building staff has been regularly polishing them with the new equipment, and the results are great.

The staff is continuing to progress on a thorough cleaning and re-sealing of every hallway floor. Each floor will be done after the windows have been replaced on that floor.

Keeping Hallways Clear

Please remember that no items are permitted to be left in the hallway for any reason. This includes bicycles, strollers, doormats, and luggage carts. Any item left in the hallway presents a safety and fire egress hazard.

"Know Your Neighbors"

We are looking to form a committee to inaugurate the "Know Your Neighbors" program for the new year. This program will help emergency preparedness, including older residents with special needs and residents with cherished pets. Ideally, we would like to have one representative from each floor. If you are interested in being part of this important venture, there will be a sign-up sheet with the doorman.

Heating

Now that the cold weather is upon us, it is important that you report any issues or concerns you are having with the heating system to the building staff. You can fill out a work order at the front desk in the lobby.

From Our Managing Agent...

Shareholders are responsible for maintaining their apartments, including terraces, in a safe and sound manner. If you've not done this and for some reason, such as a flooded terrace, another shareholder's space is damaged, you are responsible for the damage. This is one of the many reasons that having Homeowners Insurance is so important.

Did You Know?

More than 4,000 Americans die each year in fires, and approximately 20,000 are injured. An overwhelming number of fires occur in the home. There are time-tested ways to prevent and survive a fire. It's a matter of practicing and planning ahead.

- Fire and CO₂ Alarms are mandatory in every apartment. If your apartment does not have one, please fill out a work order at the front desk immediately.
- Make sure that you change the batteries in your alarm. If you need assistance with changing the batteries, building staff can help you.
- It is a very good idea to purchase a fire extinguisher. Inexpensive models can be purchased at Home Depot for as little as \$20. Look for a model that can handle Type A, B, and C fires. These are the most versatile.

In the event of a fire, please remember:

- Do not assume anyone else has already called the fire department.
- Immediately call your local emergency number. Early notification of the fire department is important.
- Stuff the cracks around the door with towels, rags, bedding or tape and cover vents to keep smoke out.
- If there is a phone in the room where you are trapped, call the fire department again to tell them exactly where you are located.
- Wait at a window and signal for help with a flashlight or by waving a sheet.
- If possible, open the window at the top and bottom; you may need to close the window if smoke rushes in.

