

# SPRING NEWS

300 WEST 23RD STREET OWNERS CORPORATION

## Did You Know?

The Proprietary Lease and House Rules have very strict and specific rules and regulations for Guests and Sublets as follows:

- Paragraph #14 of the Proprietary Lease stipulates that the "Use of Premises" is limited to shareholder(s) and immediate family (such as spouse, registered domestic partner, parents, grandparents, children) and one (1) other non-immediate family member as long as the shareholder resides in the apartment with them simultaneously and fulltime. Otherwise, they are considered guests.
- The Proprietary Lease does not permit long-term guests or a high interchange of guests in the apartment while the shareholder(s) is not in residency.
- Guest forms must be completed and handed in to the front desk for each guest. The guest term has a maximum duration of one (1) month. Guest forms are available at the front desk or from the building website at [300w23coop.com](http://300w23coop.com).
- Guests going beyond a one (1) month stay are considered a sublet regardless if you are collecting rent or not from the subtenant.
- The Proprietary Lease and House Rules stipulate you must have owned stock and lease of your apartment for a minimum of one (1) year prior to considering subletting.
- Sublets are for a one (1) year term and must be submitted through DEPM, reviewed, and approved by the Board. A second year is possible from the same or another subtenant but must follow the same guidelines and submitted in writing through DEPM. The Co-op has a subletting period of two (2) years maximum, but the Board will consider additional one (1) year requests over the maximum two (2) years on a case-by-case basis.
- If you wish to sublet your apartment, a sublet application must be filled out along with the required fees. This application is available from Ms. Sonia Dottin at DEPM, 212-692-6149 or [Sonia.Dottin@ellimanpm.com](mailto:Sonia.Dottin@ellimanpm.com), or from the building website at [300w23coop.com](http://300w23coop.com).

## From the Managing Agent

As just received in the mail, DEPM would like to let you know there is a fast, simple, and accurate way to pay your monthly bill online through auto-pay service at [RentPayment.com](http://RentPayment.com). Residents can access [RentPayment.com](http://RentPayment.com) via the Douglas Elliman website, [www.ellimanpm.com](http://www.ellimanpm.com) and click on the top menu item "MAKE A PAYMENT". New Users can set up their account online there or call 866-289-5977 to speak with a RentPayment representative to assist. You'll only need the building address of 300 West 23rd Street, your email address, and your eight-digit resident ID number, which is displayed on your monthly statement to set up your monthly auto-pay. Lastly, you can also receive your monthly bills electronically (eBill) via email in PDF form versus hard copy in the mail by just registering once at [ellimanpm.reviewmyinvoice.com](http://ellimanpm.reviewmyinvoice.com) and following the four (4) simple instructions.

## Our Condolences

We extend our deepest sympathy to the family and friends of longtime resident Gerald Newman in apartment 3FG. Gerald was a dear friend, lovely neighbor, and his loss has impoverished us all.

## New Neighbors

Please join the Board of Directors in welcoming all of the new shareholders who have joined us since December 2016: Filip Odqvist, H. Joseph Leitch III, and Jared Adler.

## Upcoming Projects

The Board, Michael Ryan, and DEPM are currently discussing and receiving bids for some upcoming building projects including replacing two (2) of the three roof motors and repairing the third motor servicing apartment bathroom and common hallway vents and also replacing the lobby front desk intercom system and intercoms in each apartment. As soon as we have the specifics on these two projects, DEPM will send out letters informing all of the shareholders and residents of the scheduling and preparations that may be needed. As always, we appreciate your patience and understanding during these building projects.

## Spring Cleaning

Michael and the staff have started their annual spring cleaning including patch/repair and repainting of hallway walls and apartment doors, stripping of the next group and polishing of all the hallway floors, and painting the basement hallway, storage rooms, and laundry room floors. The Board and residents would like to take this opportunity to thank Michael Ryan and all the building staff on their hard work, dedication, and great efforts to update and keep the building clean.

## Air Conditioners

Spring is here! Now that the warmer weather is approaching, it's a good time to remind all residents that if you are considering having a through-the-window air-conditioner (A/C) unit installed or re-installed, the Co-op requires that all A/C units must be installed by a licensed and insured professional. Neither shareholders/residents nor any building staff may install (or remove) A/C units.

New York City Local Law 11/98 requires that all A/C units in our building be installed with a safety bar (available from Michael Ryan) that allows them to be in place without resting against the window sash. It's a good idea to remember that we all have the power to control the building's energy costs, please make sure your A/C units are maintained properly, energy star rated, and shut off when you are not at home.

## Know Your Neighbor Committee

Please join members of the Know Your Neighbor committee for our annual Spring Fling lobby party on Thursday May 4, 2017 in the lobby from 7-9pm. Come, meet, and catch up with your neighbors for delicious food and beverages brought to you by members of the committee.

The Spring quarterly Know Your Neighbor committee meeting is scheduled for Thursday April 27, 2017 from 7-8pm. Please join us. If you have any questions, contact Ken Glass at the committee email address: [300west23rdstreet@gmail.com](mailto:300west23rdstreet@gmail.com). Committee members will be notified of the meeting location a few days prior to meeting.