

SUMMER NEWS

300 WEST 23RD STREET OWNERS CORPORATION

Did You Know?

The Building has a website – 300w23coop.com – with complete and up-to-date forms and information for your convenience including:

- Important News
- Building Projects
- Application for Purchase
- Application for Subletting
- Application for Refinancing
- Application for Film & Photo Shoots
- Alteration Submission Package
- Move In/Out Procedures
- Work Order Procedures
- House Rules
- Terrace Guidelines
- Financial Statements
- Emergency Contact Form
- Building Staff
- Board Members
- Building Newsletters

From the Board

The 2017-2018 Board has enjoyed serving the residents of 300 West 23 Street throughout the past year and we wish everyone a continued happy, healthy and prosperous 2018 and have a wonderful summer!

Your Previous 2017-2018 Board of Directors:

Charlie Starner - President
 Roxanne Klinger - Vice President
 Nancy Gross - Treasurer
 Anne Bradford - Secretary
 Chris Gembinski - Director
 Ken Glass - Director
 Brandon Teitelbaum - Director

www.300W23COOP.com

Annual Shareholders' Meeting

The Annual Meeting of Shareholders took place on Thursday, June 7, 2018 at 7:00pm at The General Theological Seminary. We are pleased that approximately 55% of the shareholders attended either in person or by proxy. The Board wishes to thank everyone who attended and the great show of interest in the operation of the building. The following shareholders were elected to serve on the Board of Directors for the 2018-2019 term: Anne Bradford, Christopher Gembinski, Nancy Gross, Roxanne Klinger, Alan Momeyer, Charles Starner, and Brandon Teitelbaum.

New Neighbors

Please join the Board of Directors in welcoming all of the new shareholders who have joined us since March 2018: Michael, Robert, and Barbara Dellentash.

Happy Anniversaries

We would like to congratulate our incredible Resident Manager, Michael Ryan, on his eight (8) year anniversary on April 26, 2018. We would like to take this opportunity to thank you Michael on the huge impact you have made in the building the last eight years!

Elevator Modernization

The Board has approved to proceed with modernizing the two (2) passenger elevators and has hired a consulting firm specializing in elevator projects, Vertical Systems Analysis (VSA), to aid us in the process. VSA completed a full scope of work and helped us bid the project out to six (6) companies. Their responses were analyzed and three (3) companies were chosen for final review after they submitted a "best and final" bid. In the end, we chose American Elevator Company, a smaller company than many but with very good credentials/references from a number of buildings with recent projects. Their final bid was in fact the lowest, and came with several sweeteners, such as a year's free elevator maintenance. Perhaps most importantly, they indicated the shortest down time per elevator.

We have just finalized the contract. Better scheduling information will soon be available, but at this point, we are anticipating that the first elevator (the south elevator which is the one on the right when facing them and the one with the most service problems) will be taken out of service sometime in 10/18 and back up approximately ten (10) weeks later, around year's end. The second passenger elevator will be taken out of service a couple of

weeks later; after extensive testing has been done on the first replaced one. This second elevator will also be out of service for approximately ten weeks, available in 3/2019.

To minimize elevator wait time, we will make arrangements to have the service elevator manned during morning and evening "rush" hours. As the project progresses and we gain experience, we will add hours for manning the service elevator as required, perhaps extending it to mid-evening. The intent, of course, is to balance residents' needs (including guests, delivery personnel, etc.) with the additional expense related to hiring personnel to run the service elevator.

The contention for the elevators will be significant, and contractors will experience longer than usual wait times to use the service elevator. As a consequence, fewer requests for renovations will be approved for the 10/18 - 3/19 time frame. Shareholders planning on any renovation work in the near term should attempt to begin and complete work before we get to single passenger elevator status.

Given the difficulties of serving a building our size on one (1) full time elevator and one (1) part time service elevator for a period of approximately five (5) months, we ask for everyone's patience.

Recycling

We have continued our recycling efforts to maintain the building and environment. This includes a separate container for ALL glass, plastic and metal and a separate container for ALL paper recycling at each floor's compactor/trash chute. In addition, we have located in the Laundry Room a plastic container in the front to recycle your old batteries, CD/DVD's, etc., a recycle container for discarded electronic equipment and small electrical appliances and a separate donation container for clothes, shoes, and handbags both located in the back, and as always, a book recycling at the back of the Laundry Room. Recycling is mandatory and very important, so please do not discard any glass, plastic, metal or paper down the compactor/trash chute, only waste, and please try and rinse everything prior to putting into the recycle containers.

Know Your Neighbor Committee

The Summer Know Your Neighbor committee meeting most likely will be scheduled either the last week of July or the first week of August. Contact Ken Glass at: 300west23rdstreet@gmail.com for further information.