



Dear New Shareholder:

Welcome to 300 West 23rd Street!

This letter is not intended to contain all you wish to learn about the building, its rich history, its finances or governance ... rather it is to focus only upon those items essential to orienting you as a new shareholder to your residence, and is distributed upon closing.

You may find additional and useful information regarding 300 West 23rd Street Owners such as the Corporation's Audited Financials, Tax Letters, House Rules and Terrace Guidelines, Application for Purchase and Refinancing, Sublet Policy and Application, Guest Policy and Form, Alteration Submission Package, Move In / Out Procedures, Work Order Procedures, Air Conditioner Policy, Building Staff and Board Members, Emergency Contact Form and Fire Safety Plan, Seasonal Building Newsletters, etc. on the Corporation's website, www.300w23coop.com.

Property Management

Douglas Elliman Property Management (DEPM) is the Corporation's Management Company. The agent assigned to our building, and the person to whom most questions should be addressed, is **Amelia Ahne**. Her contact for your records is **212-692-6156 / amelia.ahne@ellimanpm.com**. Amelia will guide you to other colleagues at DEPM such as accounts receivable or closing if needed.

Building Management and Staff

The building resident manager is **Michael Ryan**. His contact for your records is **212-243-3030 / michael.ryan300@gmail.com**. Michael lives in the building and has an office in the basement. Michael's staff in the building consists of 24-hour doormen, porters, and handyman that are available to assist shareholders as needed. Please see Michael should you need assistance with building or individual apartment repair matters.

Moving In / Out and Certificate of Insurance

Move in/out must be scheduled in advance with Michael Ryan and only between the hours of 9:00am to 4:00pm on Monday to Friday. Move in/out is not permitted on weekends or holidays. Your moving company must fax to Amelia Ahne at DEPM (212-692-6156) or email (Amelia.Ahne@ellimanpm.com) their Certificate of Insurance and proof of Workers Comp Insurance, naming the Corporation, 300 West 23rd Street Owners, Douglas Elliman Property Management and you and your apartment number as additional insured. You may provide the attached Certificate of Insurance instructions to your moving company.

Apartment Access

All shareholders are required to provide Michael Ryan with keys to access shareholders' apartments in the event of an emergency or required building services. Michael Ryan or building staff will not enter your apartment without prior notification except in an emergency.

**Recycling / Trash**

Each floor has containers in the building North Stairwell A for separate purposes clearly marked:

Paper and Cardboard Recycling

and

Glass/Plastic/Metal Recycling

Garbage should be bagged and tied securely and placed in the garbage chute in the same stairwell. Large cardboard boxes should be collapsed and placed adjacent to the freight elevator in the other building South Stairwell B on each floor. Please assist us in our efforts to properly recycle, as the building is a recycle friendly environment, as well as it being New York City law with penalties and fines enforced by the city for not properly separating recyclable items.

Visitors

All building visitors and food deliveries must be announced by the building doorman through the building intercom system and permission granted by the resident to enter prior to visitors or food deliveries being allowed to go to your apartment. Safety of residents and the building is essential!

Furniture Deliveries

All deliveries must be scheduled in advance with Michael Ryan and the delivery company must provide a Certificate of Insurance naming the Corporation, 300 West 23rd Street Owners, Douglas Elliman Property Management and you and your apartment number as additional insured. You may provide the attached Certificate of Insurance instructions to your moving company. Deliveries only allowed between the hours of 9:00am to 4:00pm, Monday to Friday.

Utility Expenses

All building utility expenses (heat, water, electricity and gas) are included in maintenance charges. Nonetheless, every shareholder is asked to conserve usage, as we collectively are responsible, and since it directly impacts our maintenance charges.

Laundry

The building has a laundry facility in the basement. Machines operate by using a prepaid card that is available for purchase in the laundry room. You can pay for the prepaid card with your credit or debit card.

Library

You are welcome to borrow, read, keep, or return books that are available in the building library, located in the laundry room. You may also offer your own books for others' enjoyment too.

Know Your Neighbor

The building has a Know Your Neighbor committee and can be contacted via email at 300west23rdstreet@gmail.com. The committee holds two annual lobby receptions and quarterly business meetings every three months for shareholders to casually meet one another and discuss building related matters. We welcome all shareholders that are interested to attend.

Thank you, and again, **Welcome to 300 West 23rd Street!**



CERTIFICATE MUST BE SENT IN ADVANCE OF MOVE IN / OUT OR DELIVERIES

Insurance Requirements for:

**300 West 23rd Street Owners
300 West 23rd Street
New York, NY 10011**

Mandatory Coverage:

- General Liability – Coverage of at least \$2,000,000
- Automobile Liability
- Workers Compensation

Certificate Holder:

300 West 23rd Street Owners
c/o Douglas Elliman Property Management
675 Third Avenue
New York City, NY 10017

Additional Insured:

- 300 West 23rd Street Owners
- Douglas Elliman Property Management
- Your client (Unit Owner and Address, Unit Number)

Description Box: (Please include the following information)

- Unit Owner's Name:
- Unit Owner's Address: **300 West 23rd Street, New York, NY 10011**
- Unit Owner's. Apt. #:
- Date of Move / Delivery:

NOTE: Please send all completed certificates either via fax or email to:

Marylou Tapalla
Douglas Elliman Property Management
Phone: 212-692-8412
Fax: 646-843-2475
Email: Marylou.Tapalla@ellimanpm.com

Michael Ryan
Resident Manager
Phone: 212-243-3030
Fax: 212-243-3035
Email: michael.ryan300@gmail.com

Client#:

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
INSURED	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

Contractor Name
Contractor Address

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y / N <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

INFORMATION ONLY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

300 West 23rd Street Owners, Douglas Elliman Property Management, and Apartment Owner _____,
300 West 23rd Street, Apt. #_____, New York, NY 10011 are additional insured with regards to general liability per form CG2033 where required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

300 West 23rd Street Owners c/o
Douglas Elliman Property
Management
675 Third Avenue
New York, NY 10017

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE