

**300w  
23rd  
COOP** street

# SHAREHOLDER QUARTERLY UPDATE

## Window Replacement Project

The window project is nearly completed. The project will be complete when punch list items are addressed, as well as the replacement of terrace doors, handling of non-typical conditions, and installation of a few remaining lot line windows. The completion is expected sometime in May 2009 along with the removal of the 8th Avenue sidewalk bridge.

A big thank you to all residents for your cooperation with this massive undertaking. The new windows are a great improvement and definitely increase value to every shareholder.

## “Know Your Neighbors”

Thank you to everyone who signed up. If you still want to be a part of our new program, you are welcome to come to the informational meeting on Tuesday, March 31, 2009. Please drop by apartment 14-H between 6:30 P.M. and 8:00 P.M. if you are interested in helping.

## Hallway, Lobby & Elevator Floors

Now that the window project is substantially completed, the staff has resumed the thorough cleaning, stripping, and re-sealing of every hallway floor. The staff is approximately one third of the way down the building and the results are great! The board has also approved the replacement of missing floor tiles to complete this noticeable improvement.

## Spring is Here!

We’re doing some spring housekeeping, including painting the front planters, power washing the sidewalks, and the board is looking into replacing the tree pits on 8th avenue.

## Air Conditioners

Now that warmer weather is upon us, it won’t be long before it is time to turn on the air conditioning. Please remember that the coop requires that all air conditioners must be installed by a licensed and insured professional. Neither shareholders/residents nor any building staff may remove or install air conditioning units.

New York City Local Law 11/98 requires that all air conditioners in our building be installed with a safety bar that allows them to be in place without resting against the sash.

It’s a good idea to remember that we all have the power to control the building’s energy costs - shut off the air conditioner when you are not at home.

## Lobby Professional Space

Any shareholders interested in professional space or know of someone like a psychotherapist, writer, or designer looking to lease a secure 475 square foot space with restroom in our lobby? If so, please contact Joe Simpson at his direct number, 212-692-8338, or [joe.simpson@ellimanpm.com](mailto:joe.simpson@ellimanpm.com)

## New Part-Time Doorman

Please join us in welcoming Vincent Francavilla to the building. Vincent will be working as a part-time doorman.

## Did You Know?

In the event of an emergency, you may need to be prepared to leave on a moment’s notice. Every household should pack a Go Bag — a collection of items you may need in the event of an evacuation. A Go Bag should be packed in a sturdy, easy-to-carry container such as a backpack or suitcase on wheels. A Go Bag should be easily accessible if you have to leave your home in a hurry. Make sure it is ready to go at all times of the year.

- Copies of your important papers in a waterproof bag
- Extra sets of keys
- Copies of credit/ATM cards and cash
- Bottled water and snacks such as energy or granola bars (don’t forget food for your pet)
- First-aid kit, flashlight, and whistle
- Radio or portable music player with batteries (don’t forget to pack extra batteries)
- A list of medications for each member of your family
- Toothpaste, toothbrushes, wet cleansing wipes, etc.
- Contact and meeting place information for your family and a small map
- Phone numbers of your friends or family



## From Our Managing Agent...

Please be reminded that only packages 24" square or smaller can be received by the doormen. Larger deliveries, such as furniture or any large delivery item must be coordinated through this office. To do so, contact the front desk who will advise the superintendent, who will coordinate with me. Packages larger than 24" square cannot be held in the building, so please make certain you are home or make the required arrangements for large deliveries.

