

300w  
23rd  
COOP

# SHAREHOLDER QUARTERLY UPDATE

## Annual Shareholders' Meeting

Please be reminded that the Annual Shareholders' Meeting will take place on Tuesday, June 29, 2010 at 6:00pm at the Mutual Redevelopment Community Meeting Room, 343 Eighth Avenue, just four blocks north at 27th Street. It is very important if you are unable to attend to please sign your proxy and return in the stamp addressed envelope provided ASAP, fax it to Ursula Dobson at 646.843.2487, or leave it at the front desk with the doorman before 5:00pm on Tuesday, June 29, 2010. This is crucial to have a quorum and conduct our annual meeting.

## Proprietary Lease Amendments

Two (2) Proprietary Lease Amendments were re-issued for a vote to shareholders. This requires a "super majority" (75% of outstanding shares) for each amendment to be adopted. The board and residents feel these two (2) proposed amendments to the Proprietary Lease concerning domestic partners are very important to the well being of the building and corporation and will bring the language of the Proprietary Lease into closer agreement with the dominant trend of similar cooperative documents across the city and state. These two (2) proposed Amendments are not really changes but instead serve to clarify the existing language to include domestic partners, as in the case in nearly all cooperatives.

## New Resident Manager

The Board and all residents would like to take this opportunity to welcome Michael Ryan as the new Resident Manager for 300 West 23<sup>rd</sup> Street. He is a great addition to the building staff and to the continued well-being and progress of the building.

## New Neighbors

Please join the Board of Directors in welcoming all of the new shareholders who have joined since the spring: Donald & Diana Lum and Benoit Bosc & Torsten Schlauersbach.

## Basement Cleaning

We have started the cleaning and reorganizing beginning with the storage locker space and building supply room. With the cleaning of the storage locker space, we are hoping to get several more locker spaces built and available for rent for shareholders that have been on the waiting list for years. Painting of the Basement hallway and laundry room will happen shortly and we will notify you when this work will happen. Sorry in advance for any inconvenience this may cause.

## Hallway Floors

Michael and the building staff have just finished stripping, waxing and polishing the hallway floors starting from the Penthouse down to the second floor. They have done an incredible job and saved the Coop a considerable amount of money to have an outside contractor do the work. Michael is creating a regular maintenance schedule

throughout the year for the hallway and lobby floors to keep them as clean as possible. Great job!

## Summer is Here!

Just a reminder as you all enjoy the warmer weather summer brings, 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. NYC Local Law 11/98 requires that all air conditioners in the building be installed with a safety bar that allows them to be in place without resting against the window sash. In addition, please be considerate of the increased energy costs in the next few months by shutting off any air conditioner unit(s) when you are not home, having them maintained and cleaned, and making sure they are energy efficient to help control our increased electricity costs.

## Local Law 11 Cycle 7

The NYC Department of Buildings (DOB) requires buildings over six (6) stories to comply every five (5) years to have a safe and maintained building façade. The Agreement with the building architect, Cutsogeorge Tooman & Allen Architects (CTA), has been signed and now we are in the process of scheduling the work since we only have a two year window of opportunity from February 21, 2010 and February 28, 2012. The preliminary work should only require a single scaffold drop to document the condition of the building exterior. We will send out a notice once the scaffold drops are scheduled. Once this inspection is completed, forms will be filed by CTA to see if any exterior façade work is required. Based on the last Cycle work and recent localized exterior work, we are hoping the building will not require any work and we will receive the necessary sign-offs from the NYC DOB.

## Know Your Neighbor Committee

The next quarterly meeting of the Know Your Neighbor committee will be held on Wednesday July 28, 2010 from 6:30 – 8pm. Members will receive an email with details of the location. Everyone is welcome to attend. If you're interested in learning more about the committee, please leave a note with the doorman addressed to Ken Glass, board representative for the committee.

## Floor Captains

In conjunction with the Know Your Neighbor committee, we are looking for volunteers to serve as Floor Captains. It's summer – there may be power outages – it's important that we look out for one another, especially our neighbors with special needs. If you're interested in contributing service, please contact the Know Your Neighbor email account: 300west23rdstreet@gmail.com as soon as possible, or leave a note with the doorman addressed to Ken Glass.

## Did You Know?

The building has a website: [300w23coop.com](http://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
- 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 Managing Agent

Since the Coop has just invested a large sum of capital funds to the replacement of new architectural grade, high efficiency, and low sound emitting windows, it is important to keep your windows and screens well maintained and clean on a regular basis.

The Proprietary Lease and House Rules both state that shareholders are required to keep apartment windows clean and well maintained. Residents may be notified in writing

to clean their apartment windows within thirty days. Should a resident not comply with this request, the Corporation reserves the right to authorize agents to enter the apartment for this purpose. The cost of such cleaning shall be borne by the shareholder.

