

300w  
23rd  
COOP

# SHAREHOLDER QUARTERLY UPDATE

## Happy Anniversary!

Built in 1931, our beautiful art deco building we call home is 80 years old this year! We would like to congratulate our incredible Resident Manager, Michael Ryan, on his upcoming one (1) year anniversary on April 26, 2011. We all would like to take this opportunity to thank Michael on the huge impact he has made in the building during his first year!

## New Neighbors

Please join the Board in welcoming all of the new shareholders who have joined us in 2011: Alejandro Serrano and Urs Kaufman, Thomas A. Baiz and Claire Baiz, and Thomas S. Vickery.

## UPDATE: Local Law 11 Cycle 7

The building architect, Cutsogeorge Tooman & Allen Architects (CTA), has completed the scaffold drop to perform the preliminary inspection and finalize the necessary report/forms to see if any building façade work is required.

Based on the extensive Cycle 6 work and recent localized exterior work, we are hoping the building will not require any work and we will receive the required sign-offs from the NYC DOB. If so, the building is good for another five (5) years until the next Cycle.

## Spring Cleaning

Michael and the staff continue to make great efforts to clean and paint the stairwells, recycling area, and service elevator on each floor. The Board and residents would like to take this opportunity to thank Michael Ryan and all the building staff on their hard work.

## Recycling News

We are trying to clean-up and simplify the recycling area near each floor's compactor chute. The building is placing inexpensive plastic containers for the paper recycling. In addition, based on the recommendation of a long time shareholder you can now recycle your old batteries, CD/DVD's, etc. by placing them in the recycle container located in the Laundry Room. Discarded electronic equipment should also be brought to the Basement for recycling since the city will pick up from the building periodically. Please contact a staff member for any assistance you may need.

## Bed Bugs 101

As you may know, bed bugs are nocturnal parasites that have resurfaced and continue to be a concern throughout New York City. They can be hard to detect, but once you have them, you will need a specialized exterminator to get rid of them properly. They are usually active when we are sleeping. Adult bed bugs are about the size of an apple seed, are big enough to be easily seen, but often hide in cracks of furniture, floors, or walls.

People carry bed bugs into their homes unknowingly in infested luggage when traveling, furniture, bedding or clothing. Most bed bug bites are initially painless, but later turn into large, itchy skin welts (unlike flea bites, these welts do not have a red spot in the center like flea bites). The building now supplies large-scale plastic bags to dispose of mattresses and box springs properly as mandated by NYC. Bed bugs are an epidemic and if you suspect anything, please contact Ursula Dobson at DEPM.

## Film Shoots

The Co-op prohibits the use of Apartments for film shoots, photo shoots, and use as location for any visually-recorded production, except in strict compliance with the building's House Rules for applicable rules and regulations. The current House Rules are available from DEPM or from the building website at 300w23coop.com. If you are considering the use of your Apartment for a location Film shoot, please contact Ursula Dobson at DEPM at Ursula.Dobson@ellimanpm.com or 212.692.6143 for the Film Shoots Application Form and fees required for review and approval by the Board of Directors.

## Know Your Neighbor Committee

The next quarterly meeting of the Know Your Neighbor committee will be held on Wednesday, April 27, 2011 from 6:30-8pm (the location will be emailed to committee members). Newcomers are welcome – if you have any questions, please contact Ken Glass, board representative for the committee, at either 300w23rdstreet@gmail.com or leave a note with the doorman.

## Did You Know?

It has come to the Board's attention that some shareholders are unaware the building's Proprietary Lease and current 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 full-time. 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.

As noted in the House Rules, 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.

Guests going beyond a one (1) month stay are considered a sublet regardless if you are collecting rent or not from the subtenant.

If you wish to sublet your apartment, a sublet application must be filled out along with the required fees. This application is available from Sonia Dottin at DEPM, Sonia.Dottin@ellimanpm.com, or from the building website at 300w23coop.com.

## From Our Managing Agent...

Spring is here! 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 A/C units 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 be installed with a safety bar (available from Michael Ryan) that allows them to be in place without resting against the window sash. 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.