

300
W 23 RD
STREET

Spring News

Our Condolences

We extend our deepest sympathy to friends and family of Sylvia Bernstein in apartment 10B. On Friday, March 16, 2012, beloved Sylvia Bernstein, age 93, passed away peacefully in her long time home here at 300 West 23 Street of 54 years. She was a dear friend, lovely neighbor, and her loss has impoverished us all.

New Neighbors

Please join the Board of Directors in welcoming all of the new shareholders who have joined us in 2012: Philip Keir, David Butler and Lauren Lezak.

New Account Executive

The Board welcomes our new Account Executive for DEPM, Ms. Carrie Higby, who can be reached at tel. 212-692-6140, or email at Carrie.Higby@ellimanpm.com. Marylou Tapalla will continue to service the account as Management Supervisor primarily as Alterations Coordinator.

Upcoming Capital Projects

We are finalizing the documents to start the production and installation sometime in late summer/early fall for the final replacement of the "D line" Bathroom lot line windows for apartments on Floors 9-16 which will complete this replacement project. We will also be addressing some necessary and ongoing exterior localized leak repairs mainly to the East and South of the building. We know these projects may cause some inconvenience to the residents, but these capital projects are necessary to maintain that our building stays watertight. Once we have more information, the affected shareholders will be presented and notified with this information and scheduling of work.

Spring Cleaning

The Board and residents would like to take this opportunity to thank Michael Ryan and all the building staff on their hard work, dedication, and great efforts to update and keep the building clean. Michael and the staff will soon continue the major annual cleaning of the hallway floors including stripping, drilling, re-grouting, waxing and polishing. Residents on each floor will be made aware in advance of when this work will happen.

Recycling News

As you may know, the Board and Michael Ryan have continued our

recycling efforts to maintain the building and environment. This includes a container for glass, plastic and metal and laundry baskets for paper recycling at each floor's compactor chute, a plastic container located in the front of the Laundry Room to recycle your old batteries, CD/DVD's, etc. (discarded electronic equipment should also be brought to the Basement for recycling as the city picks up from the building periodically) and book recycling at the back of the Laundry Room, and our latest addition a clothes, shoe, and bag recycle container also located in the back of the Laundry Room.

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, the US, and the world. 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 Michael Ryan or Carrie Higby at DEPM immediately. Please note that any financial obligations involved are the sole responsibility of the shareholder and/or tenant.

Know Your Neighbor Committee

The next quarterly Know Your Neighbor committee meeting will be held on Wednesday April 18, 2012 from 6:30-8pm. Members will receive further information in the coming weeks regarding the location. The committee is always open to new members and it's also a terrific way to meet your neighbors. If you have any questions about what we do, please contact the committee directly at 300west23rdstreet@gmail.com.

Did You Know?

It has come to the Board's attention that many shareholders are unaware that 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 fulltime. 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.

The current Proprietary Lease and House Rules stipulate you must have owned stock and lease of your apartment for a minimum of one (1) year prior to considering subletting.

Sublets are for a one (1) year term and must be submitted through DEPM, reviewed, and approved by the Board of Directors. A second year is possible from the same or another subtenant but must follow the same guidelines and submitted in writing through DEPM. The Co-op has a maximum subletting period of two (2) years maximum, but the Board will consider additional one (1) year requests over the maximum two (2) years on a case-by-case basis.

If you wish to sublet your apartment, a sublet application must be filled out along with the required fees. This application is available from Ms. Sonia Dottin at DEPM, 212-692-6149 or Sonia.Dottin@ellimanpm.com, or from the building website at 300w23coop.com.

From the Managing Agent

Spring is here! Now that the warmer weather is approaching, 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 all A/C units must 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 in our building be installed with a safety bar (available from Michael Ryan) that allows them to be in place without resting against the window sash. It's a good idea to remember that 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.