

SPRING NEWS

300 WEST 23RD STREET OWNERS CORPORATION

Did You Know?

It has come to the Board's attention that a lot of 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 simultaneously and 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.

Our Condolences

We extend our deepest sympathy to the family and friends of longtime resident Robert Lorick in apartment 9D. Robert was a dear friend, lovely neighbor, and his loss has impoverished us all.

Steve Durnin's Retirement

We would like to thank Steve Durnin for his 31 years of service to the building since he will be retiring on March 31, 2016 from his position as the late night doorman. The Board, shareholders and all residents thank him for being such a dedicated member of the staff and being part of the 300 West 23rd family, wish him the very best in his future endeavors, and happy 81st birthday on Thursday March 24, 2016.

Happy Anniversary

Built in 1931, our beautiful art deco building we call home is 85 years old this year! Also the Board of Directors and all the residents of 300 West 23 Street would like to congratulate our incredible Resident Manager, Michael Ryan, on his upcoming five (5) year anniversary on April 26, 2016. We all would like to take this opportunity to thank you Michael on the huge impact you have made in the building throughout the last five years!

New Neighbors

Please join the Board of Directors in welcoming all of the new shareholders who have joined us since December 2015: Mario Simon and Michael Brister-Simon, Alan G. Momeyer, and Fiona Shaw.

Proprietary Lease Amendment

We are finally getting close to receiving the required number of votes for the proposed amendment of the Proprietary Lease to the Transfer Fee ("Flip Tax"). Members of the Board have been holding several information meetings to discuss and answer questions in the lobby. It is very important for you to VOTE, either in favor or not, and please return your confidential ballot to the front doorman desk ASAP. If you need an additional blank ballot, extra copies are available at the front desk and at the lobby meetings.

Fire Safety

As a follow-up to the letter we received from DEPM regarding the recent fire on the 15th Floor, it is very important to know that our building is fireproof to the extent that is mainly comprised of non-combustible, reinforced concrete construction

that helps to prevent the spread of a fire inside the building walls to other apartments and floors. The Board, KYN committee, DEPM, and staff felt it is very important to be prepared and know some tips in case of a fire:

- In the event of a fire located elsewhere in the building, stay calm and do not panic. It is generally advisable to remain in your own apartment. Place wet towels under the door, call 911, and open the window a crack if necessary, but do not break the glass. Wait until the firefighters knock on your door or call out instructions.
- If you have a fire in your apartment, you should call 911 and the doorman, leave and shut the door (but do not lock the door).

- Code requires that we all have smoke/carbon monoxide detectors in the apartment. If you do not currently have one, please contact Michael Ryan immediately.

- Code does not require a fire extinguisher in the apartment, but we highly recommend having one along with a flashlight. We suggest to not keeping a fire extinguisher in your kitchen since you may not be able to access it there.

- In the event you need to evacuate, shut your door (again do not lock it) and proceed to Stairwell "B" (stairwell with the freight elevator) and walk downstairs and out the lobby. Firefighters will be in Stairwell "A" (stairwell which has the garbage chute and recycling) since that is where the standpipe is for water supply.

- Never try and ride the elevators in a fire!

- Please visit our website at www.300w23coop.com

under the "Documents" tab for our comprehensive "Current Fire Safety Plan".

Know Your Neighbor Committee

Please join members of the Know Your Neighbor committee for our annual Spring Fling lobby party on Thursday April 7, 2016 in the lobby from 6-8pm. Come, meet, and catch up with your neighbors for delicious food and beverages brought to you by members of the committee.

The Spring quarterly Know Your Neighbor committee meeting is scheduled for Wednesday April 27, 2016 from 7-8pm. Please join us. If you have any questions, contact Ken Glass via the committee email address: 300west23rdstreet@gmail.com. Committee members will be notified of the meeting location a few days prior to meeting.