



## THE CO-OP & CONDO COMMUNICATOR

# Midboro Management, Inc.

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March 2006

### A Message From

Michael J. Wolfe,

President

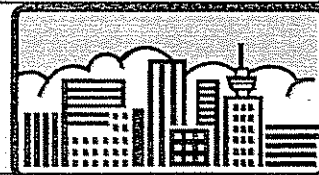
Most Annual Shareholders/Unit Owner Meetings occur during the Spring. We look forward to State of the Co-op addresses and positive directions for our clients.

It is the time when the proprietary lease and by-laws may be amended, altered or repealed, and the next board of directors/managers elected.

As your property management company, our most important role in this annual event is to keep the shareholders/unit owners informed. We are responsible for ensuring that everyone receives timely notification of the date, place and time of the meeting. In addition, we may distribute information regarding the agenda, candidates running for the board, and proposed changes to your governing documents.

Because almost all by-laws require that a majority of shareholders/unit owners are present during a board election, it is imperative that at least 51 percent of the shareholders/unit owners (in most buildings) are present or their proxies have been received. Certain amendments to by-laws may require that 66 2/3% or 75% of all shareholders/unit owners vote affirmatively.

## Strike Preparedness



On April 20, 2006 the three-year contract between owners of residential buildings in New York City and Local 32B-32J of the Service Employees International Union expires. Although strikes have been successfully avoided since 1991, it is still essential to be prepared.

Local 32B-32J has over 28,000 residential building service members, and most of them will have to walk out if a strike is declared. Moreover, members of other unions may refuse to cross picket lines, such as Federal Express and United Parcel Service workers and the NYC Department of Sanitation.

Superintendents in buildings with six or more union employees are under a separate

"resident manager" contract, which will expire in June. In those buildings, the super will still be working.

In the event of a strike, certain issues and tasks will take precedence over others, particularly building security and trash disposal.

### Building Security

For doorman buildings, security guard firms will be secured by Midboro to provide coverage.

In addition, the only access to your building will be through the front door. Side doors and basement entrances will be locked and secured. Security guards will be instructed to admit only those individuals with keys or official strike passes, which will be issued

by this office.

Midboro will be organizing resident volunteers to help the security guards determine who lives in the building. A sign-up chart will be posted in the mailroom or near the elevators and we urge every resident to donate as much time as possible to work with the guards.

Residents will also need to provide the security personnel or front door volunteers with a written list of visitors, when applicable. Again these measures are only relevant if there is, indeed, a strike.

### Trash Removal

We ask that residents defer major spring cleaning and other garbage-generating activities until after (continued on page 2)

## Quick Takes...

### Springtime Sometimes Bugs Us

Why is it that insects seem to reappear in the Spring? And for every one you see, there may be hundreds roaming in the recesses of your home. If you see one, please inform your super so that your building's exterminator can take care of it quickly.

### Springtime: 'Tis the Season for Battery Replacement

Sunday, April 2nd will be the day we "spring forward" into Daylight Savings Time and change our clocks, watches, etc. It's also a great time to remind yourself to replace the batteries on your smoke alarm and carbon monoxide detectors.

### Springtime A/C

Spring is also the time to reinstall the air-conditioners you may have removed for the winter. Remember to use only a licensed and insured contractor to bracket them as per code. The vendor will have to provide an insurance certificate naming Midboro Management, Inc. and the Co-op/Condo as additionally insureds. ☺

## Maintenance Payment

### Options

Many of you have opted to avail yourselves of the direct debit and Internet payment alternatives we announced last summer. We hope you find these services convenient and simple.

If you would like to sign up for direct debit, you can either obtain an authorization form at [www.midboro.com](http://www.midboro.com) or contact our accounts receivable department at 212-877-8500 x 228.

Direct ACH debit involves automatic monthly transfers initiated by us of funds from your bank account to your building's bank account. We would notify you as to which month it begins. Payment by internet, in contrast, are initiated by you. You can initiate payments each month or schedule up to twelve monthly payments. Both of these payment alternatives result in a direct transfer of funds from your bank account to your building's bank account.

## Points of Interest

*It's almost time for major Spring Cleaning, so here are some items for your building from the Midboro Management checklist:*

- Clean the building awning.
- Vacuum and paint boiler room.
- Where required upon inspection, paint exterior stairs, window guards, tree guards, garbage/recycle room, roof doors and ladders.
- Check roof surfaces for cracks and make sure drains are clear of debris.
- Check parapets and flashings for weather damage.
- Paint exterior ironwork.
- Check windows for weather stripping, window guards, caulking, cracked glass, or failure to stay up when opened.
- Check all stacks for leaks.
- Check sidewalks for cracks and trip hazards.

Whew! Did we forget anything? Well, if there's a task that you feel is essential in maintaining your property, please contact us by phone or E-mail. (E-mail is the preferred method.) Your managing agent's E-mail address is his/her first initial followed by the last name at [midboro.com](mailto:midboro.com). For example, Michael Wolfe's address is [mwolfe@midboro.com](mailto:mwolfe@midboro.com). We look forward to hearing — and reading your messages.

## Strike Preparedness

(continued from page 2)

the negotiation has been concluded. Garbage bags will be outside of elevators on the basement level and available to all residents for bundling their trash. Additional notices will be sent to each building regarding garbage disposal. Remember, sanitation workers may refuse to cross picket lines to collect garbage unless ordered by a Health Inspector, so be sure and wrap up everything tightly.

If necessary, we will organize volunteers in the buildings to collect the bags and, on appropriate days, place them at curbside.

Consideration and awareness are key when there is a strike. For its duration, the cleaning of the lobbies, hallways, laundry rooms and storage rooms may be limited. Therefore, we ask everyone to consciously participate in keeping these areas tidy.

It is unfortunate to even have to contemplate a strike, but your active voluntary participation and compliance with emergency rules will make all the difference. ☺

## NYS SCHOOL TAX RELIEF (STAR) PROGRAM

STAR is the New York State School Tax Relief Program, and it provides a modest property tax credit to owners of owner-occupied primary residences. The Basic STAR Exemption is available to all property owners, regardless of age or income, as long as the owner of the property uses it as their primary NY residence. Homeowners need only apply once for the exemption. You will continue to receive the benefit annually as long as you own the property and the program is in effect.

You may request a STAR application from the NYC Department of Finance, STAR Division, STAR Exemption Program, 66 John Street, NY, NY 10038. You may also download the application from our website or from the following website:

[http://www.nyc.gov/html/dof/html/property/property\\_tax\\_reduc\\_star.shtml](http://www.nyc.gov/html/dof/html/property/property_tax_reduc_star.shtml)

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## A Little Reminder About our Voice Mail..

For those times when our phones are answered by voice mail, rather than the receptionist -- primarily after work hours or on weekends -- you can always leave a message for any member of our staff by dialing his or her extension, or using our convenient directory at extension 555.

If you have an emergency after our office is closed, please leave a message in the emergency mailbox at extension 88, and an account executive will return your call within ten minutes.

## We Always Like to Hear From You...

Please send your comments and questions about topics you would like discussed in future issues, to:

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[www.midboro.com](http://www.midboro.com)