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350 BLEECKER STREET COOP NEWSLETTER
February 1, 1988

A SPECIAL NOTE ABOUT THE NEWSLETTER

Enclosed are the first 3 newsletters, In the future, the newsletters will arrive one at a time, in a timely fashion. Ken Newman apologizes for the delay in getting started on the mailings.

SECOND BOARD MEETING

SUBLET FEES

The board voted unanimously to institute sublet fees. Should a shareholder desire to sublet an apartment, the board will charge \$200 for examining the sublet application (whether approved or not), and 50 cents per month per share, during the time of the sublet lease.

For example, an apartment with 191 shares would pay a monthly sublet fee of \$95.50 in addition to the regular maintenance.

If the board permits the lease to be renewed to the same subtenant(s), no further application fee would be paid, but the monthly charge would continue.

This fee policy only applies to those apartments which have been owner-occupied since the building's coop conversion. (Other apartments are not legally subject to these fees.) Any current sublets would not be subject to the fees, but new sublets and renewals would after 2/1788.

The sublet fees will be added to the capital improvements fund.

LAUNDRY ROOM

The following improvements will be made at Coinmach's expense:

- new floor installed
- room will be painted
- new machines, including 7 washers, not 6 as currently
- new dryers
- new table plus chairs

Additionally, the laundry room door lock will be keyed to the same cylinder as the front door. This will allow people to use the laundry when it is currently closed.

LOBBY AND HALLWAY RENOVATION

Contractor bids were received and are now being examined. Soon we will go to the Landmarks Commission for approval. Even though our building is not a landmark, because it is in a Landmarks area, permission must be granted by the Landmarks Commission first.

ELEVATOR RENOVATION

The board voted to have the floor tiles replaced and to purchase proper carpeting for the elevators. Further elevator cab improvements will be explored.

FIRE SAFETY

You are reminded to:

1. check the batteries in your smoke detectors. The building staff will, at your request, assist you if needed, and
2. insure all hallway fire doors are closed at all times.

This is vitally important. Please report to management any open doors. The importance of this matter is illustrated in an article which appeared in the New York Times on Wednesday, January 13, 1988, regarding a fatal fire on East 50th Street.

WEDNESDAY, JANUARY 13, 1988

2 Fire Doors Were Wedged Open

In Building Where Smoke Killed 4

By **DON TERRY**

The smoke that killed four residents of an apartment building on the East Side of Manhattan Monday night spread through the structure because two lobby-level fire doors had been wedged open in violation of the fire Code, the authorities said yesterday.

If the doors had been closed, "we would have had a much better situation," the Chief Fire Marshal, John B. Regan, said at a news conference at the First Battalion firehouse at 100 Duane Street.

The open doors turned the stairwells into "chimneys" that carried the smoke quickly to the upper floors of the 10-story building at 135 East 50th Street between Lexington & Third Avenues, said Robert J. Butler, Chief of the Department.

Once the smoke reached the top of the building, Chief Butler said, it had nowhere else to go and "mushroomed" through the rest of the structure.

3 Found Dead on 10th Floor

Two of the four residents killed were found in a 10th floor hallway, he said.

They were Janet Djemshidaff, 30 years old, and Francois De Paul Nzoue, 34.

Another victim, Alice Schwartz, 50, was found in a ninth floor hallway.

The fourth victim, a man who has not yet been identified, was found in the stairwell between the first and second floors.

Officials had originally said five people were killed in the fire but later revised the figure. Nine residents and 16 firefighters were injured in the blaze, the authorities said.

Fire damage was confined to the first two floors of the building, and residents were allowed to return to their apartments yesterday afternoon.

'A Fireproof Excellent Building'

Mr. Regan said that the fire appeared to have been accidental but that officials were investigating. "We have no way of telling who left the doors open," he said.

Residents had reported a strange odor in the building before the fire, he said, and he speculated that the fire doors might have been left open to clear the stairwells.

"It's a fireproof excellent building if all the safety precautions are taken care of," Chief Butler said.

Sylvia Handier, who said her family had owned the building for 35 years, asserted in a telephone interview that the fire doors were ordinarily kept shut and that she was unaware of them being open before the fire.

Fire Commissioner Joseph F. Bruno said apartments were equipped with smoke detectors but firefighters found several detectors without batteries.

Mr. Regan said the fire started shortly after 8 P.M. in a psychologist's office in the rear of the building. The first two floors of the building are commercial rentals. The rest of the structure consists of 107 apartment units.

Firefighters Rescue 50

In addition to the two fire doors, a door from the rear offices to the lobby should have been closed but was open and made fighting the five alarm fire more difficult, officials said.

Mr. Regan said the building's superintendent opened the office door when he discovered the fire.

Instead of the fire being contained in the office, the fire and smoke were able to spread through the open door into the lobby and up the stairwells, Mr. Regan said.

More than 200 firefighters fought the fire, Mr. Bruno said. Firefighters helped about 50 residents to safety, he said.

"It could have been much worse," Mr. Bruno said. "There were some dramatic rescues"

'I Was Horrified'

Reisa M. Roberts, 29 years old, and her sister Debra, 26, were cooking dinner in their eighth-floor apartment when Debra said she smelled smoke.

"I honestly thought it was something I was cooking," Reisa Roberts said.

But when her sister went to investigate she opened the front door and discovered the hallway was full of smoke.

The smoke poured into their living room, forcing them to seek refuge in their bathroom, Debra Roberts said.

"For a few moments it was completely black in the living room," she added. "I was horrified."

Chief Butler said firefighters had been called to the building on Sunday to investigate a defective oil burner and had received a complaint "a few weeks ago" about light fixtures in the exits, but had found nothing seriously wrong.

"We are investigating all previous complaints," he said.

The building, which is managed by Handler & Company, has four outstanding minor zoning and building code violations dating to 1984, said a Building Department spokesman, Vahe Tiryakian.

A spokeswoman for the Housing Preservation and Development Department, Catie Marshall, said her office had received 11 complaints about the building since October and had issued 67 minor code violations from 1977 to November 1987.

Mrs. Handler said that any violations were remedied immediately. "Whatever problems we have, we take care of," she said. "I don't know of any violations."

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350 BLEECKER STREET COOP NEWSLETTER
February 18, 1988

The board met on February 16, 1988.

BASEMENT DOORS

The doors leading from the garage to the basement will soon have locks installed. These locks will use the same key as the lobby entrance. The key will be needed to enter the building from the garage, but not to exit the building to the garage.

LAUNDRY ROOM

The laundry room door will have its lock changed soon. The lobby entrance key will fit the new laundry room lock, so that people can use the laundry after its usual hours.

STORAGE ROOM

The basement storage room, now used to hold luggage and a few other items, will be cleaned and painted in April. Please contact Mr. Cruz before April 1 to remove your belongings. Anything left in the room after April 1 will be donated to charity. The board members who've examined the room found many items belonging to people no longer residing in the building. These items will also be donated after April 1.

Mr. Cruz will post (in the lobby) at least 3 time periods he will be available to give people their belongings from the room. If those times are inconvenient for you, please contact him directly for a special appointment before April 1.

RENOVATION

The board is studying ways of improving the elevator interiors while the lobby and hallway renovation also take place.

OTHER ITEMS

If you have any suggestions for the newsletter, please contact Mark Lilien, 3E, 929 4619. If you have any suggestions for the board, or would like to volunteer your help, please contact any board member.

John Istel 2K
Fred Kobut 3N
Mark Lilien 3E
Robin Maya 3G
Robin Morlock 81 Horatio St.
Ken Newman 488 Madison Avenue (319 3000)
Linda Schloss 1G

350 BLEECKER STREET CO-OP NEWSLETTER
March 17, 1988

The Board met on March 15, 1988. The meeting's highlights were:

STORAGE ROOM IN BASEMENT

As previously announced, this room will be cleaned and painted. Please contact Mr. Cruz before April 1st to remove belongings stored in it. Items left in the room after that time will be donated to charity.

BATHROOM TILING

Before the hallways are repainted, it may be necessary to regROUT the bathrooms. The regROUTING will stop the moisture leaks into the hall walls. The board is discussing regROUTING with several contractors. RegROUTING a bathroom takes several hours and the shower/bathtub often cannot be used for 24 hours after the work is completed. The board has not yet made a final decision on this project.

RENOVATION OF HALLWAYS AND LOBBY

A contractor has been selected and the carpeting will soon be purchased. While we wait for the carpeting to arrive, the hallways on floors 1 through 6 will be painted and have their lighting fixtures changed.

After the Landmarks Commission rules on our lobby plans, the ground floor will be completed. An architect has been hired to represent us before the Landmarks Commission. The Commission must approve plans for the lobby, even though our building is not specifically a designated landmark, because we are in a designated landmark district.

DISHWASHER INSTALLATION

The board must approve all apartment construction work before the work is started including new items connected to the plumbing. This rule, standard in almost every co-op building, exists because the board has a responsibility to reduce the risks of such changes to the building's residents and shareholders.

LAUNDRY ROOM

New machines have been installed, as well as a new floor, and the room will soon be painted by Coinmach. The front door key unlocks the laundry for your convenience.

DOOR CLOSERS AND BASEMENT ENTRANCES

Hydraulic door closers have now been installed on every fire exit to end accidental slamming. The basement garage entrances now use the front door keys.

350 BLEECKER STREET CO-OP NEWSLETTER NO. 6
MAY 2, 1988

The Board met on April 19, 1988. The following items were discussed:

RENOVATION

The bathrooms will have to be regouted before the hallway work can start. Regrouting bids are now being taken. Every bathroom in the building will be regouted.

LAUNDRY ROOM

Various improvements to the laundry room, suggested by Mr. Van Dexter (who lives on the ground floor above the laundry), were discussed. Among the suggestions were: insulating the ceiling; improving the ventilation; and restricting the laundry hours. The board is studying these suggestions but no determination was made at the meeting.

INSURANCE

An insurance agency, Intermarket (212 938-1442), has offered to sell residents of 350 Bleecker renters/homeowners insurance at group discount rates. The agency will be mailing its folders to the building residents soon.

SELLING YOUR APARTMENT?

The board voted to increase permissible financing of an apartment to 15% of the purchase price.

UTILITY SAVINGS

The building may take advantage of a new New York State 5% loan program for energy saving improvements (boilers, oil burners, insulation, etc.) The board will be discussing possible energy-related projects in the next few months.

COMBINING APARTMENTS

Apartment owners may wish to purchase adjoining apartments to combine them. In some cases, parts of the hallway may be used to join adjacent apartments (at the end of the hall). Policies relating to these situations are under discussion.

350 BLEECKER STREET CO-OP NEWSLETTER NO. 7
JUNE 23, 1988

The Board met on May 25 and June 22, 1988. The following items were discussed:

BATHROOM GROUTING

Work began (on regrouting every bathroom) a few days ago. Each bathroom is completed in one day, and several bathrooms are finished daily. Be sure to schedule an appointment with Mr. Cruz, since taking a bath or shower within 24 hours of the regrouting completion may damage its effectiveness. If the grouting is damaged, the apartment owner (or tenant, if the apartment is rented) will be responsible for the cost of more regrouting as well as water damage to the hallway walls. This could run \$1,000.00 or more.

Anyone wishing to hire a tile installer on his/her own, may call Ken Newman to discuss applying for a \$100.00 rebate. The installer must be approved by the Board before the work is done.

HALLWAY RENOVATION

Lisa Rose, of Aubergine Interiors, has been hired to coordinate construction. Renovation starts after the bathrooms are complete.

ASBESTOS

A small amount of asbestos in the basement requires encapsulation. The Board is negotiating with contractors for this work.

LUGGAGE ROOM

Soon, the luggage room will reopen. Residents, to the extent of space available, will be able to store luggage for \$15.00 per item per year. Only luggage (suitcases, trunks, handbags, etc.) can be stored.

MAINTENANCE

Sometimes the monthly maintenance fee envelope is late. Because the co-op needs to collect maintenance and we all should be aware of our obligation, the \$50.00 late penalty will not be waived if the envelopes arrive late. So if the

envelope does not arrive, you will just have to use your own envelopes.

MILESTONE REACHED

Over half the apartments in the building have been purchased! Note that the Board requires only a 15% downpayment for a purchaser.

APARTMENT COMBINATION

The Board is negotiating with a cooperator who wants to combine two apartments on the second floor. Anyone else who wants to do this is encouraged to contact the Board, anytime.

350 BLEECKER STREET COOP NEWSLETTER NO. 8
August 1, 1988

The Board met on July 19, 1988. Among the topics of discussion:

ASBESTOS

The Board reviewed two asbestos-removal bids from contractors. The asbestos is in the basement, not the apartments. The bidders are being asked for more information so no decision was reached by the Board.

HALLWAY RENOVATION

Several bids from various subcontractors were reviewed. The carpeting, lighting, and painting as well as new doorbells, will probably be installed in the hallways before the lobby itself is redone.

INSURANCE

By now, everyone in the building should have received the insurance booklet from Intermarket. This discounted insurance is available to tenants, as well as apartment share owners. If you didn't receive a booklet, call Anthony Giaconi at Intermarket (936-1442).

REGROUTING

Has your bathroom been satisfactorily regROUTED? All four walls should've had old grout removed and new grout installed, making the surfaces waterproof. This was done to protect the hallway walls (and the hallway repainting, soon to begin). If there are any grouting problems remaining' please fill out the coupon below, and slip it under the door to 3E immediately.

Name _____

Apartment number _____

Telephone number (days) _____ (eves) _____

My grouting problem is _____

350 BLEECKER STREET CO-OP NEWSLETTER NO. 9
SEPTEMBER 20, 1988

The Board met on August 23 and September 7, 1988. The following items were discussed:

LAUNDRY ROOM

Coinmach has not corrected the laundry room problems as quickly as the Board desired. They have promised to fix the floor they installed and put in a new exhaust fan by the end of September.

HALLWAY AND LOBBY RENOVATION

Painting and electrical work will start in late September or early October, as per Lisa Rose of Aubergine Interiors. Contracts with those suppliers, as well as the carpet installer, have been signed, at a cost of over \$75,000.00. Carpeting will be installed after the painting and electrical work is completed. The hallways will be done before the lobby.

ANNUAL MEETING OF SHAREHOLDERS

The date of the next Board election and annual shareholder meeting will be determined at the next Board meeting. Hopefully the meeting will as in the past, be held at Our Lady of Pompeii Church, 25 Carmine Street (basement lunchroom) in late October. A new seven-member Board will be elected, for a term of one year. Further information about running for the Board will be supplied with the notice of meeting.

LAST CALL FOR GROUT PROBLEMS

If there are spots the grouters missed or if the grouters didn't finish your bathroom properly, please fill in the form below and slip it under Mark Lilien's door (3E). Otherwise, it's assumed that all four walls of every bathroom have been completely regouted. The forms are faxed to Ken Newman's office each day.

NAME: _____ APARTMENT: _____

DAYTIME PHONE: _____ NIGHTTIME PHONE: _____

MY GROUTING PROBLEM IS: _____

350 BLEECKER STREET CO-OP NEWSLETTER NO. 10
October 10, 1988

The Board met on October 4, 1988. Among the topics discussed were:

MANAGEMENT CONTRACT

The building's management contract with Kenneth B. Newman Realty Corp. was extended for one year, five months, through December 31, 1991, by a unanimous vote (Kenneth Newman not participating in the Board's discussion or vote). The Board negotiated a \$500.00 per month management fee reduction in exchange for changing the contract terms. This reduction will save the building a total of \$20,500.00 over 41 months. The contract will have an option to cancel on 90 days notice only (a) if Kenneth Newman ceases to be an active principal in the management company or (b) for cause (i.e., gross malfeasance, theft, etc.)

APPLICATIONS FOR SALES AND SUBLETS

If you are planning to sell or sublet your apartment, the board members would appreciate having at least 10 days to examine the written materials before the meeting with prospective purchasers or subtenants. It is difficult to do a careful job without having adequate time.

UPCOMING BOARD ELECTION

The next Board election and annual shareholder meeting will be at Our Lady of Pompeii Church, 25 Carmine Street (basement lunchroom), at 7:00 p.m. on Tuesday, November 15, 1988. A new seven-member Board will be elected, for a term of one year. Anyone may nominate herself or himself, even if that person does not live in the building, and even if that person does not own shares. Board members are unpaid. An appropriate notice of meeting will be forwarded to you in the near future.

RETURN OF THE LUGGAGE ROOM

If you wish to use our luggage room, please fill out this form, attach a check made out to 350 Bleecker Street Apartment Corp., and mail to Kenneth B. Newman, 488 Madison Avenue, Eighth Floor, New York, New York 10022. Enclose \$15.00 per piece of luggage to be stored. The room will be reopened on or about November 1, 1988. The \$15.00 fee is for each piece, per year or part of a year. The fees go towards the building's operating and capital funds.

NAME: _____

APARTMENT: _____

NUMBER OF PIECES TO BE STORED: _____

350 BLEECKER STREET CO-OP NEWSLETTER NO. 11
DECEMBER 16, 1988

At the annual shareholders' meeting, the new Board was elected. There were ten candidates for the seven board seats. At a directors' meeting thereafter the following officers were elected. The new Board and the officers of the co-op are:

Kenneth Newman (President), 488 Madison Avenue
phone: 319-3000 (office)

Mark Lilien (Vice President) - Apt. 3E
phone: 929-4619 (home)

Robin Maya (Treasurer) - Apt. 3C
phone: 645-7356 (home)

Robin Morlock (Secretary), 81 Horatio Street
phone: 929-0906 (home)

Elizabeth Edelstein - Apt. 4F
phone: 924-0595 (home)

Linda Schloss - Apt. 1G
phone: 989-0943 (home)

Linda Sheer - Apt. 5A/5L

Forty-six non sponsor apartment owners attended the meeting (15 by proxy), or just over half of the non sponsor owned apartments. Sponsor shares were not voted.

Among the topics discussed at the meeting:

1. APARTMENT PRICES

Recent apartment sale prices have been at the rate of \$1,000 to \$1,250 per share. No two-bedroom apartments have been sold recently, however, the last sale was within the higher portion of the price range.

2. APARTMENTS FOR SALE

It was suggested at the meeting that this Newsletter indicate apartments available for sale. They are:

<u>Apartment</u>	<u>Size</u>	<u>Price</u>	<u>Contact</u>	<u>Telephone</u>
LE	Two Bedroom	\$199,100	Kenneth Newman	319-3000
3C	Studio	110,000	Kenneth Newman	319-3000
3W	Medium Studio	90,000	Robin Morlock	929-0906
4A	Studio	108,000	Kenneth Newman	319-3000
4X	Studio	110,000	Kenneth Newman	319-3000
5A	Large Studio	105,000	Linda Sheer	924-0595
6A	Large Studio	115,000	Kathleen Mehrmann	758-0190
6W	Studio	90,000	Kenneth Newman	319-3000

(For a one bedroom expected to become available early January, 1989, call Kenneth Newman.)

If you want to sell an apartment, please call Mark Lilien, the writer of this Newsletter, with the information, so it can be listed in the next issue.

3. CONTRACTORS. ALTERATIONS. AND RENOVATIONS

Before having any alterations or renovations made to your apartment, please be sure to get the Board's approval. Typical projects needing approval include: replacing a sink, toilet, or tub; permanent electrical work; dishwasher, clothes washer, and dryer installation; removal of a wall; creation of a new doorway; etc. Typical projects that do not need approval include: painting; wallpapering; carpeting; etc. This policy is for all our benefit, protecting everyone's investment.

Note that the Board meets only once a month, so project plans needing approval must be scheduled well in advance.

People attending the shareholders' meeting suggested that the Board keep a list of contractors, painters, plumbers, electricians, etc. who do good work. If you have someone to suggest for the Board's list, please call any Board member with their name, specialty, and phone number.

4. VACANCIES

The vacant apartments do not have a negative effect on the building's operating funds. Their owners must pay the maintenance, regardless. The stores are leased by Kenneth Newman, who pays the operating fund of the building for the space, regardless of whether the stores have tenants or not. In 1989, the store space rent paid by Kenneth Newman will be \$109,000, which will be about 12% of the building's total budget.

5. GROUTING

The grouting contractor was selected because he tied for lowest bid. Nepotism was not involved, as the contractor was selected by the full Board, and the bids were solicited by Board members.

6. BATHROOM AND KITCHEN AIR VENTS

The roof fans attached to these vents may need inspection and repairs or replacement. The Board will check on this situation.

7. AIR CONDITIONER COVERS

Contact Mr. Cruz if you want metal air conditioner covers installed on the exterior of your air conditioners. These covers help prevent cold drafts from coming through the air conditioners during the winter.

8. RADIATORS

Every radiator in the building is controlled by a valve below it. If you need help adjusting your valve, please see Mr. Cruz.

9. SUBLET APARTMENTS

Before subletting your apartment, be sure to get the Board's approval.

10. BOARD MEETING

After the shareholder meeting, the Board met to elect officers and approve the maintenance budget.

Major items in the 1989 \$882,000 budget include:

Income

Commercial rents (see above)	\$109,000
Laundry company rent	<u>13,000</u>
Total income	<u>\$122,000</u>

Expenses

Real estate*, sewer, corporate taxes	\$296,500
Mortgage*	292,500
Employee payroll incl. benefits and taxes	122,000
Oil, gas, electric	53,000
Management fees	42,000
Insurance	41,000
Repairs	25,000
Accounting, permits, phone, misc.	<u>10,000</u>
Total expenses	<u>\$882,000</u>

Notes:

- a. Starred items (*) are largely tax-deductible for shareholders.
- b. The payroll figure includes one door attendant for 40 hours a week (to be hired upon completion of the lobby renovation).

The difference between the \$122,000 income and the \$882,000 in expenses is made up via monthly shareholder maintenance fees.

Because the present maintenance fees appear to cover this difference, the Board voted not to raise the monthly fees at this time.

At a future meeting, the Board will review the building's capital fund, much of which is now committed to the renovation. The flip tax due upon selling an apartment, as well as the sublet and luggage room fees, go into the capital fund.

11. CHRISTMAS AND OUR STAFF

We have again been asked for information about our staff from some residents contemplating the holiday season. In response we provide you with the following information:

<u>Name</u>	<u>Position</u>	<u>Employed Since</u>
Mike Cruz	Superintendent	7/76
Jerry Rawls	Handyman	11/61
Guillermo Milan	Porter	9/87
Jose Rivera	Porter	1/88

12 LOBBY AND HALLWAY RENOVATION

The hallways have had their light fixtures replaced, and their walls and ceilings painted. The walls are now being touched up and repainted, as are the doors. The carpet was ready for delivery, but delayed until the painting is completed. It is now scheduled for installation Christmas week.

The front entrance lobby renovation plans were awaiting the Landmarks Commission's approval. The approval has been granted subject to procedural formalities now being cleared. Accordingly, the doors will soon be replaced, the terrazzo cleaned, the wall closets for packages and lighting installed, the picture removed, new furniture installed, etc.

The Board met on November 28, 1988. Among the topics discussed were:

13. DOOR ATTENDANT

The Board re-examined the situation. The previous Board decided not to hire someone until the lobby renovation was completed. After much discussion, the present Board continued that decision. Reasons given included: the expense saved in the meantime could be added to the capital reserve, which may be needed in the renovation; the lack of a proper podium/desk/place to stand; the lack of a proper intercom connection; reluctance of concierge agencies to send a candidate to a building lacking the right physical arrangements; and hope that lobby construction would start soon anyway since our papers have been filed with the Landmarks Commission.

Arguments in favor of immediate hiring included: improvement in security; increase in apartments' market value; and added convenience for deliveries.

14. VENTILATION

A bid was discussed for kitchen/bathroom ventilation to be improved. Further bids will be solicited, and a decision reached soon.

15. ENERGY SAVINGS

The Board decided to devote its February meeting to spotlight energy issues, including: a possible improved heat computer; new thermostatic radiator valves; hot water service improvements; and cogeneration (generating electricity at a lower cost than Con Ed and using the generator's heat for radiators and hot water).

16. LOBBY CEILING

The Board discussed removing the lobby ceiling, thus raising the height of the room to the hallway height. Bids for this work, as well as the building plans, are being examined. No final decision was reached yet. Increasing the lobby ceiling height may improve the look of the room, in addition to the other work about to be performed.

17. INTERCOM SYSTEM

Alternative intercom bids were discussed. One bid was for improving the present system to be louder and more reliable. Another bid was to replace it completely, and use everyone's existing phone system to be integrated into a new special design. The latter intercom would connect the lobby callboard into everyone's home phone, which would signal each visitor's arrival. In other words, the phone in each apartment would ring when the front door intercom button was pushed. (If you're on the phone talking, a click like call-waiting, would occur.) To talk to the visitor, each cooperator would simply use his or her present telephone.

As both bids were fairly expensive, the Board decided to seek alternate bids before deciding.

We will be back in touch after the holidays - or sooner if the need arises. HAPPY HOLIDAYS!!!