

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO.20  
JANUARY 17, 1990

The Board met on January 9, 1990.

ELECTION OF OFFICERS

The following were elected:

Kenneth B. Newman	President
Mark Lilien	Vice President
Robin Maya	Treasurer
Linda Sheer	Secretary

CARPET CLEANING

The carpet cleaning contract for 1990 was adopted. It will be cleaned three times in 1990, for a total of \$2,100.00.

ASBESTOS REMOVAL

There was a unanimous vote not to remove the asbestos from the basement at this time. Among the reasons listed by various board members: the \$25,000.00 expense compared to our present funds; the other possible projects requiring funding, which include elevator upgrading, roof deck, pointing (masonry repairs), roofing, compactor, sidewalk canopy replacement, and water meter; and the present lack of need or legal requirement for the asbestos to be removed.

ELEVATORS

The Board voted to install egg-crate type ceiling panels in the elevators. Board member Larry Zerbe, a contractor, graciously offered to purchase the ceiling panels for us at the wholesale price. Larry also offered to purchase Formica replacements for the blue back-wall elevator panels, at the wholesale price. Installation of these panels will further upgrade the look of the elevators. The elevator contractor quoted us a price of \$1,000.00 to \$2,000.00 per car for an automatic "return to lobby" feature. This improvement was declined by the Board.

BATHROOM TILING

Kenneth Newman is negotiating with the grouting contractor for certain improvements to be made to his work, to improve its water proofing.

### BOILER

Another leak was discovered by Mr. Cruz, underneath the boiler itself. The leak has been temporarily fixed and will be permanently fixed after the winter is over since fixing it requires a two-day shutdown. A repair cost estimate has not yet been made.

The phone strike ended and the phone line to the boiler computer was installed. The computer is fully operational and can be accessed by a personal computer using a modem.

### FOR SALE

If you have an apartment for sale, please contact the newsletter editor, Mark Lilien, 3E, who will list it in this space.

Apartment 5A -- Studio, sunny, facing the precinct 969-6555

### LOBBY ATTENDANT

The Board is finalizing the lobby attendant work rules and procedures. If you have suggestions, please contact any board member.

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 21  
FEBRUARY 9, 1990

The Board met on February 6, 1990. Among the items discussed:

LOBBY ATTENDANT RULES

Everyone in the building will be given a listing of the procedures designed to maximize our security and convenience. If anyone has additional suggestions after reading the booklet, please contact any board member.

MAINTENANCE CHECKS: REMINDER

Maintenance is due on the first of each month. If a check arrives after the tenth of the month, the postmark is checked. If the postmark is the fifth of the month or before, the late payment is not penalized. Otherwise there is a \$50.00 per month late fee.

If the fifth is a holiday, then to avoid the late fee, the postmark must be before the fifth. Similarly payments must be received by the tenth regardless of whether that day is a weekday, weekend day or holiday.

Note that only post office post marks are checked. Postage meter dates are ignored.

If you are going to be out of town, you can always send in your check early, with a note attached, and it will not be deposited until the first if you date it the first of the month. You can also instruct your bank to make an automatic "checkless deposit" the first of every month.

BOILER

The leak previously thought to be minor (and fixable when the weather became warmer) suddenly turned into a major problem. That is why the heat was shut off for two days. Unfortunately, the boiler can only be repaired while shut down completely. It is hoped that no further boiler shutdowns will be needed this winter.

MAILBOXES

The building will have professional mailbox labels made, similar to the intercom labels.

FRONT SIDEWALK

Larry Zerbe volunteered to shop around for gardening supplies to improve the Bleecker Street tree plots along the curb. Larry also needs volunteers to help with the installation. If you'd like to help, please call him at (212) 627-8250.

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 22  
MAY 1, 1990

The Board met on May 1, 1990. Among the items discussed:

LOBBY LIGHTS

The small spotlights attached to the lobby ceiling are running too hot. As a result, the ceiling is getting black carbon smudges. The Board voted to install a dimmer to reduce the light slightly, which will also cool down the bulbs.

ROOF DECK

Two board members, Larry Zerbe and Mark Lilien, volunteered their labor to build a 1200 square foot deck on the roof, above apartments 6E and 6D. (This is the northwest corner of the roof.) Larry volunteered to design the deck at no cost to the building. The Board voted \$10,000.00 for construction materials (weather-resistant lumber, screws, etc.) and outdoor furniture (park benches, planters, etc.). Mark and Larry are requesting other volunteers to help them so that the deck can be built before the weather gets too hot to enjoy the construction. Larry is an interior designer who does cabinet work and Mark was part of a crew who built a theater in upstate New York, so both feel capable of doing an excellent job. It is estimated that the deck will last at least 10 years.

If the building had to pay for the volunteer labor, it is likely the deck cost would double (\$20,000.00).

The cost of the deck is significant (the \$10,000.00 works out to about \$77.00 an apartment). However, arguments for the deck include: the savings due to the donated labor; less wear on the roof since people are sunbathing on it already and tar was not meant for this traffic; and the enjoyment the deck can bring to those who'll use it. The building has approximately \$100,000.00 in its capital fund at present, so the cost of the deck would come out of that fund.

The Board would like shareholders to comment on the roof deck project. If a significant number of shareholders (more than 25%) write to the Board (c/o Kenneth Newman, 488 Madison Avenue, New York, New York 10022) and the majority object to the deck project, the Board will reconsider its installation at the next meeting. Due to concerns about the weather, however, the Board requests shareholder comments to be received by 5:00 p.m., May 18, 1990. If less than 25% of the shareholders write to the Board or if the majority do not object (if more than 25% write in) then the project will go ahead. Note that 25% of the shareholders equals only 17 people, so every letter mailed advising the Board is important.

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 23  
MAY 25, 1990

Only a few letters (less than 10) were received about the roof deck. The majority were positive. Of the negative letters, there were two main themes: (1) why can't people be kept off the roof? and (2) do Mark and Larry know how to construct a deck?

The newsletter neglected to mention two points, which lead to this confusion:

- (1) It is illegal to lock the doors to the roof (fire regulations).
- (2) Larry is a licensed contractor (NYCDCA 0832341 and 0827511).

As a result, Mark Lilien and Larry Zerbe will go ahead with the deck construction on Saturday, June 2 at 9:00 A.M. The lumberyard will deliver around then, and work will start shortly after. We expect to finish the work in three phases:

- a. Delivery  
We will bring the lumber, tools, etc. to the roof via the elevator. This is expected to take most of the morning.
- b. Deck assembly  
We expect this to take most of the afternoon. We will do this on the roof.
- c. Furniture and planters  
To be finished in the early evening or starting Sunday at 11:00 A.M.

In case of rain, we will still take the delivery, but postpone phases "b" and "c" until Sunday at 11:00 A.M. We do not plan to work past 8:00 P.M. either Saturday or Sunday.

We certainly hope that you'd like to help. Even if you rarely (or never) use carpentry tools, your help can certainly be important, especially in phase "a". Suggested dress is long sleeve shirt, jeans, and gloves (to avoid splinters). If you have a hammer, please bring it.

We are looking forward to a fun time, getting to know each other better. Please slip this under Mark Lilien's door (3E) if you plan to help. Thanks!

-----  
Name \_\_\_\_\_ Apt. \_\_\_\_\_  
Work phone \_\_\_\_\_ Home phone \_\_\_\_\_  
When are you available to help? \_\_\_\_\_

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 24  
JUNE 12, 1990

The Board met on June 12, 1990. Among the items discussed were:

LAUNDRY ROOM

The Coinmach lease is being renegotiated by the Board. If you have suggestions, please contact Mark Lilien, Apt. 3E, 929-4619.

SECURITY

The lock cylinders to the front door, garage doors, and laundry will be replaced with Medeco cylinders. Each of the new locks will be keyed identically. New keys will be issued by the building staff as soon as the cylinders are purchased. The present front door lock is worn out. Furthermore, the doors to the roof will be alarmed. The alarms will be disabled by the same Medeco keys as the front door.

A reminder about the front door: when someone buzzes the intercom, please ask who it is before allowing anyone into the building. Even when you're expecting someone, the person at the door may not be a "welcome guest".

STORAGE ROOM

Bicycles can be stored for the season or the year for \$15.00 each. This is actually "dead storage", not for daily or weekly entry, since Mr. Cruz will have to unlock the room each time you need your bicycle.

SUBLET WANTED

A grad student is looking for a sublet. Call Robin Pasch, 645-7356.

ROOF DECK RULES

The Board unanimously adopted the following rules. If you have any comments or suggestions please contact any board member.

The entire deck is open to all shareholders and residents at all times.

Walking on the tarred area or fire escape, smoking, running, pets, ball playing, unsupervised children under age 14, use of the South entrance (Tenth Street side), sitting on the parapet wall, cooking, throwing anything off the roof, littering, playing a radio or TV or other sound device operation without headphones, are all prohibited.

Personal property may not be left on the deck when you leave.

There may be no parties or events without Board approval in advance.

Guests may be invited to use the roof as long as the resident or shareholder is present and the number of guests at any one time per apartment is less than seven. (If two or more people live in one apartment, then the maximum number of guests is still less than seven. If apartments have been joined together, the maximum is less than seven for the total.)

Violations of the rules may subject the shareholder or resident to a \$100.00 fine per incident and/or other penalties including restitution and/or lease termination.

#### THANK YOU!

About 25 people so far have worked on the roof deck. Further sessions are scheduled for 9:00 A.M., Saturday, June 16th, and Sunday June 17th, if needed. Come up to the roof and help -- it is a lot of fun.

#### RULES AMENDMENT

All residents were previously given rules for the security of the building. These rules contain an omission which the Board wishes to clarify. On the first page of the rules, it is indicated, guests may enter a resident's apartment upon advance notice, in writing, to the superintendent. This was an error. Visitors, when a resident is not home, may have access for limited purposes only (such as delivery, maid service) not for use and occupancy as living quarters. Prior Board approval is required if you wish a guest to use your apartment in your absence.

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 25  
JULY 27, 1990

The Board met on July 10, 1990. Among the items discussed were:

KEYS

Mr. Cruz has a second key for the front door for you if you need one. Note that the laundry is open 24 hours for your use, as long as you open it with the front door key.

INCINERATOR EXPLOSION

Every incinerator has a sign warning against using it for explosive items (spray cans, paint cans, etc.) Because someone ignored the sign, an explosion took place which blew out one of the incinerator doors. Until repairs are finished, the incinerator is out of commission. Luckily, no one was hurt in the explosion. Please abide by this rule for the safety of all of us.

RECYCLING

The Board is studying how recycling of glass, cans, paper can be better handled in our building.

ROOF LOCKS

The roof doors will be alarmed shortly. The door to the deck will be keyed to the front door key. Unauthorized people entering the roof will set off the alarm.

SUBLETS AND SALES

To sublet or sell your apartment, your sublet tenant(s) or purchaser(s) must be interviewed by the Board. Note that these applications require that each Board member have, in his or her possession, all required documents at least one week before an interview will be scheduled.

GARAGE SALE

The Board has approved a garage sale, to take place September 15th and 16th. The tentative plan is to use the backyard of the building, allowing people to enter via the Charles Street gate. The garage sale sellers would poster the neighborhood a few days in advance of the sale, which would be from 11:00

A.M. to 5:00 P.M. Everyone participating would donate at least 20% of the monies collected to the charity of his/her choice. The charities would be listed on the posters. Only people living in or owning shares in 350 Bleecker Street would be allowed to sell anything in the sale. Basically, this would be a way for everyone in the building to get rid of old books, clothes, furniture, luggage, art, etc. and raise money for worthy causes simultaneously. Every seller would run his/her own booth or table and collect his/her own money.

If you are interested in this, please fill out the form below and give it to Mark Lilien, 3E or slip it under his door.

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Name \_\_\_\_\_

Apartment \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Items to Sell \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Charity \_\_\_\_\_

Comments/suggestions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 26  
OCTOBER 3, 1990

The Board met on September 11, 1990. Among the items discussed were:

LAUNDRY

Lease renewal negotiations are continuing.

ROOF RULES AMENDED

The rules for the use of the roof clearly state that no more than six guests are allowed on the roof simultaneously. Any exception to this rule requires written Board permission in advance and the Board reserves the right to deny such permission. Additionally, a fee of \$2,500.00 must be paid in advance, and the Board reserves the right to refrain from allowing a party to take place, regardless. The Board also may waive the fee if an application to do so is made in advance.

EXERCISE ROOM

The Board discussed the feasibility of converting one of the basement rooms into an exercise room. It would be renovated (carpeted, mirrors on the walls, etc.) and there would be a stationary bicycle, treadmill, Nautilus machine, etc. The room measures 24 feet by 36 feet and is located underneath the corner store space. It is presently used to store obsolete maintenance parts, many of which can be discarded or stored elsewhere in the building. The renovation work may be done wholly or partly by volunteers, in a similar fashion to the roof deck project.

If you are interested in helping to plan and/or build and/or use this type of facility, or have any comments, pro or con, please fill out the slip attached and put it under Mark Lilien's door (3E).

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NAME \_\_\_\_\_ APARTMENT NO. \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 27  
NOVEMBER 5, 1990

The Board met on October 9, 1990. Among the items discussed were:

FURNACE

It was decided not to join a fuel co-op at this time, due to the insecurity of supplies. Hess, our present supplier, is very competitive and has been reliable. A switch to gas, via cogeneration, was discussed, and is being actively investigated. Mark Lilien and Edna Marshall (Apt 1A) will visit another building which already converted. The system generates heat and electricity simultaneously, using natural gas. The board also voted to have the furnace analyzed, for about \$500. It may need a "tune-up".

ROOF REPLACEMENT

The Board received a bid of \$26,000 to replace the roof, and guarantee the new roof for 10 years. The bid was incomplete, though, as it didn't include the parapet capstones. Further bids are being pursued.

INTERCOM

Over \$3,000 has been billed for intercom repairs this year. A typical intercom repair costs the building \$90 for labor and \$100 for parts. If your intercom is not working properly, please call Ken Newman at 319-3000. A new intercom system will cost over \$10,000.

TILE WORK

Mr. Calzadilla will be around to re-grout bathtubs that are leaking into the building walls. If your tub, at the line where it meets the wall, is not completely sealed with grout, please call Ken Newman.

LOBBY LIGHTS

Lightoiler, the manufacturer of the ceiling fixtures, will be sending us new fixtures of a different type, free. The electrician will be installing them free, as well. The present fixtures are incorrect for this use.

AWNING

The sidewalk awning will be replaced, at a cost of about \$1,300. Mike and Dee Mendelson (5N) got the building this wholesale price. The usual price is \$3,000. The new awning will be guaranteed (5 years - materials, 2 years - labor).

### BAR NOISE

The bar at 368 Bleecker, owned by Juan Vilca, repeatedly sets off its alarm and disturbs the neighborhood. The board is writing to Mr. Vilca, via the State Liquor Authority, about this problem.

### EARTHQUAKE AND FLOOD INSURANCE

The Board voted to add earthquake and flood insurance to the building's policy, at a cost of about \$1,500 annually, for \$6.3 million coverage, with a \$25,000 deductible. This decision was based on a New York Times article (10/24/89) analyzing the likelihood of earthquake damage to buildings of this type in New York City. Although earthquakes in New York are rare, it increasingly appears that the risk is significant. The city is adding seismic standards to its building code as a result. This will raise our insurance budget about 4%.

### ANNUAL MEETING

Our shareholders meeting will be held on November 12, 1990, 7:00 P.M. at Our Lady of Pompeii Church, 25 Carmine Street, New York, New York 10012. At this time, a new Board will be elected.

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 28  
NOVEMBER 19, 1990

The annual shareholder meeting was held on November 12, 1990.  
Meeting highlights:

NEW BOARD

There were 9 candidates for the 7 positions. Elected were:

Kenneth Newman, President  
488 Madison Avenue  
New York, New York 10022  
Home: 688-8248  
Work: 319-3000  
Fax: 752-0097

Elizabeth Edelstein  
314 85th Street  
Brooklyn, New York 10011  
Home: (718) 921-6205

Mark Lilien, Vice President  
Apartment 3E  
Home: 929-4619  
Work: 633-3401  
Fax: 645-6929

Edna Marshall  
Apartment 1A  
Home: 645-2988

Robin Pasch, Treasurer  
Apartment 3G  
Home: 645-7356  
Work: 490-9000 (Ext. 5800)  
Fax: 916-4877

Larry Zerbe  
230 Black Forest Road  
Glen Spey, New York 12737  
Home: (914) 856-6908  
Work: 724-2800

Linda Jones, Secretary  
Apartment 5L  
Home: 924-0595  
Work: 969-6555  
Fax: 969-6100

The outgoing board is profoundly grateful for the participation of Linda Schloss, who requested retirement from her position. Linda Schloss has been a board member since the board's start. Her commitment has been outstanding.

Over 25 shareholders attended the meeting, and there were over half a dozen proxies as well.

Kenneth Newman stated that apartments were selling for about \$1,000.00 a share recently. The sponsor owns 65 apartments of our 137 total. Of the 65, 3 apartments are for sale and one other is under contract. Ken pointed out that on the board, he only casts one of the 7 votes. Additionally, the sponsor doesn't influence the outcome of the board election because the sponsor has not voted its shares.

It was noted that the building receives rent for the empty store, since the leaseholder must pay rent regardless of the store's occupancy.

A straw poll was taken on the lobby attendant staffing issue. Currently, about 3% of the monthly maintenance fee goes towards paying the lobby attendant. Each additional 40-hour work week would cost each shareholder an added 3% to the monthly maintenance. It appears from the poll taken at the meeting that the majority of shareholders would favor adding one more 40-hour work week. The poll also asked about adding no shifts (leaving things the same) or adding 3 more 40-hour work weeks (24-hour 7-day service, which would be a 9% maintenance increase).

Blue recycling cans were placed in the building by the Sanitation Department. These cans are for glass, cans, etc., not for fragrant "regular" trash or newspapers. The Sanitation Department representative promised to fine the building if the rules aren't followed. Note that fines are not tax deductible. Within the next 2 years, the incinerator will have to be replaced with a compactor, at a cost of about \$15,000.00 to \$20,000.00.

Boiler replacement was discussed, along with cogeneration. A new boiler could cost \$90,000.00. Mark Lilien and Edna Marshall are attempting to explore cogeneration as a better alternative.

The fourth floor carpet has been stained. If the carpet cleaner who comes 3 times a year cannot remove the stain, the board will consider the carpet's partial replacement.

There was a discussion of possible maintenance increases. About 1/3 of the maintenance goes for local taxes. As the city finds it more and more difficult to balance its budget, it is likely that our taxes will rise, and so will the maintenance.

Roof, parapet capstone, and window sill replacement were described at the meeting. Estimates are being taken for this work. Estimates are also being taken for asbestos removal (or partial removal) from the basement. Removal of the asbestos from the room below the stores (the possible exercise room) will cost about \$5,000.00, for example.

A question arose about storage. Please contact Mr. Cruz or Shirley Lomanto about storage in the basement.

Have a Happy Thanksgiving!

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 29  
DECEMBER 26, 1990

The Board met on December 11, 1990. Among the issues discussed:

1991 BUDGET

Most of the meeting was spent on the annual budget. A review of proposed revenues and expenses with the accountant present led the Board to decide on raising the monthly maintenance from \$3.80 to \$4.00 per share monthly effective January 1, 1991. The maintenance was last raised in January, 1988. The most significant items were:

	<u>1989</u> <u>Actual</u>	<u>1990</u> <u>Jan-Oct</u>	<u>1991</u> <u>Budget</u>
Income			
store rents	\$93,500	\$94,316	\$109,000
laundry rent	13,200	11,000	13,000
fees (sublets, flip tax, etc.)	22,315	7,473	-0-
real estate tax rebate	5,563	(18,484)	-0-
interest	4,339	4,198	-0-
Maintenance fees	756,387	668,444	825,700
Taxes and mortgage			
real estate tax	281,972	139,164	280,000
corporate tax	6,895	7,886	8,000
mortgage interest	292,500	243,750	292,500
Utilities			
Oil	30,536	22,467	36,800
electricity and gas	18,433	17,299	21,000
water and sewer	25,303	34,001	34,000
General and Administrative			
Insurance	38,152	36,571	40,000
management fee	42,000	35,000	42,000
legal, phone, office, misc.	20,758	13,623	14,400
Labor			
Payroll	90,013	97,507	120,000
Benefits	18,788	20,297	24,000
Repairs	31,887	32,707	35,000

Fees and interest are usually budgeted at "0" since they cannot be predicted. These monies become part of our "cushion" against unexpected costs.

Oil costs and real estate taxes were subjects of a long debate among the board members. Recent oil prices are 60% higher per gallon than this time last year. On the other hand, the computer and certain pipe replacements have reduced oil usage. Furthermore, New York City has not yet set the annual real estate tax rate and is having trouble balancing its budget. The majority of the board set the maintenance fee assuming the budgeted amounts shown above. Should these two items (oil and taxes) cost the building more than budgeted, the board may be required to reconsider maintenance payments in the late spring or early summer.

Furthermore, maintenance may be affected by a decision to increase lobby attendant coverage hours. Please see the end of this newsletter for details.

Note that regardless of the fact that the stores remain empty, the building nonetheless collects rent from the investors that lease the space.

Our payroll has risen due to the lobby attendant we now employ. We didn't have one in 1989.

#### LOBBY DECORATIONS

The Board thanks Larry Zerbe for the terrific Christmas decorating and Judith Kahn for the Hanukkah menorah.

#### FLOWERS

The Board thanks Larry Zerbe for acquiring and planting dozens of bulbs which should appear this Spring.

#### RECYCLING

The building will soon put the blue Department of Sanitation cans into the basement and use recycling bins in each incinerator closet. The bins will be for glass, plastic bottles and cans. Please continue to leave the newspapers on the floor of the closet. The recycling bins have been ordered, and should be delivered soon.

#### CLOTHES WASHERS AND DRYERS

The Board voted to ban clothes washers and dryers from being installed in apartments. The noise, vibration, leak possibilities and venting problems were factors in this decision.

LOBBY ATTENDANT SURVEY

Many people in the building want to have better lobby attendant coverage. Unfortunately, this can be the cause of increased maintenance charges. The board will consider this issue at its next meeting in January. You can help decide by completing this survey for the Board's guidance.

Please fill out this survey form and return it to Mark Lilien, 3E, as soon as possible.

The lobby attendant costs the building about \$12 per hour, including benefits. This amounts to \$25,000 for 40 hours per week, 52 weeks per year. There are 17,202 shares, so an additional 40 hours per week of coverage would cost \$1.45 per share per year (12 cents per share per month).

Please check off all the alternative you would agree with:

\_\_\_\_\_ Continue the present arrangement (Monday thru Saturday, 4:00 P.M. to midnight). This results in no maintenance increase.

\_\_\_\_\_ 12 hours per day, seven days per week (noon until midnight). This results in a maintenance increase of \$1.30 per share annually or 11 cents per share, monthly.

\_\_\_\_\_ One added 8 hour shift, Monday thru Saturday (8:00 A.M. to 4:00 P.M.). This results in a maintenance increase of \$1.45 per share annually or 12 cents per share, monthly.

\_\_\_\_\_ 24 hour service, 7 days a week. This results in a maintenance increase of \$4.35 per share annually or 36 cents per share, monthly.

NAME \_\_\_\_\_

Apt. \_\_\_\_\_

Note: Only shareholders are invited to participate in this survey.