

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 30  
FEBRUARY 4, 1991

The Board met on January 8, 1991. Among the issues discussed:

LOBBY ATTENDANT

The board voted to add a Sunday shift (4:00 P.M. to midnight). Since the cost will be about \$5,000.00 per year, which is less than 1/2 of 1% of the total building budget, there will be no maintenance increase resulting from this decision.

The previous newsletter asked shareholders for advice on expanding the lobby attendant hours. Only 11 shareholders not on the board responded by the time the board met. Seven people wanted the hours left alone, three wanted 24 hour service, and one person wanted 12 hour per day.

After the meeting, survey answers continued to arrive. But a grand total of only 16 shareholders of the possible 65 or so gave their advice. Of the 16, 10 wanted the same service, four wanted 24 hour service, and two wanted 12 hours a day.

WASHERS AND DRYERS

The board approved the application of 6N to install a washer/dryer combination. However, the owner will install several sound/vibration prevention devices (special walls, floor). Furthermore, the board specified that if the machines become a problem for the neighbors of 6N, permission may be curtailed or withdrawn in the future.

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 30-A  
FEBRUARY 8, 1991

At the Board meeting on January 8, 1991, in addition to the issues stated in Newsletter 30, the following issue was also discussed:

EXERCISE ROOM

As has been discussed in previous newsletters, several board members want to convert the 24 by 36 foot storage room below the stores to an exercise room. Larry Zerbe and Mark Lilien have estimated the following \$9,000.00 budget for the exercise room:

carpet	\$ 2,000.00
paint	500.00
mirrors	3,000.00
trash removal (dumpsters)	1,500.00
exercise equipment	2,000.00

The board would like your reaction to this proposal. Over a dozen people have offered to help do the work. The cost works out to about \$66.00 per apartment, and it is likely that the money would come from the building's reserve fund, which is currently over \$100,000.00. Please slip your opinion, written below, under Mark Lilien's door (3E).

-----  
Name: \_\_\_\_\_

Apartment: \_\_\_\_\_ Are you a shareholder? \_\_\_\_\_

My opinion on the exercise room project is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 31  
FEBRUARY 14, 1991

At the Board meeting on February 12, 1991, the following issues were discussed:

APARTMENT COMBINATION

The board provisionally approved a plan for the combination of apartments 4A and 4B.

EXERCISE ROOM

The board voted for the exercise room renovation. No assessment or maintenance increase will be needed for this purpose. No funds were voted for equipment. After the room is finished the board may reconsider the purchase of equipment. Among the concerns of the board were: possible equipment maintenance problems; theft; and not knowing what type of equipment will be donated by residents of the building.

Larry Zerbe will be doing the design and will purchase the materials on behalf of the building. He, Edna Marshall, and Mark Lilien will be among the volunteers who will help do the work together. The schedule is as follows:

Saturday, March 2 -- 9 A.M. -- Clean out the room by putting the trash into sidewalk dumpsters.

Sunday, March 3 -- 10 A.M. -- Painting.

Saturday, March 9 -- 9 A.M. -- Install mirrors and carpeting.

Sunday, March 10 -- 10 A.M. -- Miscellaneous (if needed).

Twenty-five volunteers helped build the roof garden, based on Larry's design and his purchasing the materials. A good time was had by all. It gave a great feeling of accomplishment, and many people met neighbors they'd never seen before. Please join us in this project by filling out this form and slipping it under Mark Lilien's door (3E).

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Name: \_\_\_\_\_ Apartment: \_\_\_\_\_

Dates you'd like to help: \_\_\_\_\_

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 32  
APRIL 2, 1991

At the Board meeting on March 12, 1991, the following issues were discussed:

SECURITY

The lobby attendant will be supplied with a two-way radio, which is part of the West Village Anticrime Radio Network. WVARN is a group of eight buildings on a common radio network, along with the police and Babba-12, a neighborhood anti-crime organization. The cost to our building is \$500.00 (\$450.00 for our radio, which is warranted for three years, plus \$50.00 as our contribution to the police department's radio, which is paid for by WVARN, not the city). The network is staffed by the various buildings, volunteers, and monitored by the police.

A Sunday 4:00 P.M. to midnight lobby attendant is still being sought.

EXTRA KEYS

Before giving out extra keys to your door and/or the lobby door, please consult with the management office at 319-3000. Under certain circumstances, the building staff must be notified in advance or admittance may be refused. Additionally, people living in your apartment temporarily must be pre-approved by the Board.

EXERCISE ROOM

The room is now cleaned, carpeted, painted, and track lights have been installed. Mirrors will be put up in the next couple of weeks or so. Larry Zerbe's design includes painted silhouettes of the exercise room creators. If you have equipment to leave in the room, please contact Mark Lilien, 3E, telephone 929-4619.

SUBLETS

The Board must approve all sublets in advance. This includes people related to shareholders subletting unrelated shareholders' apartments.

SIDEWALK

The bulbs planted by Larry Zerbe are coming up beautifully. Thank you, Larry!

ROOF GARDEN

Some replanting and minor repair is needed. If you'd like to help, please drop a note to Mark Lilien.

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 33  
APRIL 16, 1991

At the Board meeting on April 9, 1991, the following issues were discussed:

BACK YARD

The back yard is also the roof of the garage. Unfortunately, there are leaks into the garage. To repair the surface, the back yard "garden" will be removed and the cracks in the concrete will be tarred.

EXERCISE ROOM

When the room is finished, it will be open to all shareholders and tenants. There will be no special fees for anyone.

LAUNDRY

A bulletin board will be erected in the laundry for everyone's use.

LOBBY ATTENDANT

The Sunday shift will be 4:30 P.M. to 12:30 A.M. Jose Rivera will be the lobby attendant on Sundays.

ROOF RULES

The board requested that the newsletter list the roof rules. They are printed on page two of this issue.

HOMEOWNERS INSURANCE

Occasionally, bathroom and plumbing fixtures may leak and cause damage. Frequently, liability for repairs and damage will be imposed on the apartment's owner or occupant. To avoid liability for these and other incidents, the Board wishes to encourage each shareholder and tenant to obtain homeowner's/tenant's insurance. These policies are relatively inexpensive and offer protection from unexpected accidents such as leaking fixtures and a variety of other occurrences. Contact your insurance agent to obtain costs and coverage information.

ROOF GARDEN

Edna Marshall will chair the replanting of the roof garden. \$500.00 was voted for this. Please fill out the form below and slip it under Edna's door (Apartment 1A) if you'd like to help.

-----

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

Telephone \_\_\_\_\_

## ROOF RULES

The roof is open at all times to shareholders and residents.

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

Personal property must be removed from the roof when you leave.

No parties or events may be held on the roof without written approval in advance from the Board. The lobby attendant and Mr. Cruz will not allow parties without this written approval in hand.

Less than seven guests (people who don't live in the building and who aren't shareholders) per apartment (joined apartments count as one, not several) may use the roof if the tenant or shareholder is present.

Violating the above rules may subject the tenant and/or shareholder to a \$100.00 charge or more, plus restitution and possible lease termination.

If you observe anyone not following these rules, please call (1) the office (212-319-3000) or (2) the lobby attendant or (3) Mr. Cruz (212-989-1565) or (4) a board member immediately (while the violation is occurring). Mark Lilien, (212-929-4619), has volunteered to take these calls when all else fails, even during very late hours. The person called will attempt to end the violation and identify those responsible.

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 34  
MAY 20, 1991

At the Board meeting on May 14, 1991, the following issues were discussed:

EXERCISE ROOM

Larry Zerbe put up several mirrors, and probably by the time you read this, all of them will be up. Several generous residents have left their equipment in the room. Kenneth Newman is donating an exercise bike. The front door key opens the door lock. People have started to use the room, particularly while their wash is being done down the hall.

The Board voted \$1,000.00 to purchase some more equipment. It will be acquired used, from garage and apartment sales, etc. Elizabeth Edelstein, Edna Marshall, and Mark Lilien formed a subcommittee to make the purchases. If you have any suggestions, please contact any of the three.

AIR CONDITIONING

Be sure to remove the outside a/c cover before turning on your unit!

APARTMENTS FOR RENT AND FOR SALE

Kenneth Newman has studios, 1 bedrooms, and a 2 bedroom for sale or rent (319-3000).

Edna Marshall has a studio with an eat-in kitchen for sale (645-2988).

Elizabeth Edelstein has a studio for rent or sale (718-921-6205).

If you have an apartment in the building for sale or rent, please drop a note to Mark Lilien, 3E, and I will put the notice in the Newsletter.

**IMPORTANT NOTICE**

**RESIDENTS SHOULD NOT ALLOW ACCESS TO THE BUILDING TO UNKNOWN NON-RESIDENTS. AN UNFORTUNATE INCIDENT HAS OCCURRED WHICH GIVES RENEWED IMPORTANCE TO THIS WARNING. DO NOT ALLOW UNKNOWN PERSONS TO ENTER THE FRONT DOOR WITH YOU. DO NOT RESPOND TO INTERCOM CALLS UNLESS YOU KNOW WHO YOU ARE GIVING ACCESS TO.**

The Board did not have a July meeting. At the Board meeting on August 13, 1991, the following issues were discussed:

ROOF REPAIRS

The slate parapet capstones require replacement. Bids were discussed, and a final decision on exactly which bidder to select will be made shortly. The work is expected to cost at least \$30,000.00.

COMPACTOR

The incinerator will become illegal in the next year or so. Linda Jones, Mark Lilien, and Edna Marshall will review compactor bids. A compactor is likely to cost between \$12,000.00 and \$20,000.00.

EXERCISE ROOM

The room is now finished. The front door key unlocks it.

COINMACH

Further negotiations continue. The Board requested major alterations (new dropped ceiling, double the ventilation, new lighting, etc.). Coinmach would like a longer lease and higher prices. Watch this space for the exciting outcome.

SUBLETS AND SALES

No one may move into an apartment without the Board's prior written permission and a damage deposit. From time to time, this rule is violated, and the apartment shareholder as well as the new tenant inevitably suffer. Once someone has moved into an apartment illegally, the Board will not approve their tenancy. This rule is in effect at virtually every co-op in the city. Without this rule, Board interviews would be meaningless. Every sublet and sale requires a careful interview with the Board. This is for everyone's protection, and everyone is treated equally.

Recently, this well-known rule and virtually universal policy was broken. The result, still not fully resolved, was extremely embarrassing and costly to all concerned.

#### DIRTY WATER

Occasionally the tap water in our building turns brown for a few minutes, right after the faucet is turned on. Usually, this is accumulated rust and minerals from the street pipes. The rust is normally invisible, but large pieces become dislodged whenever (a) the city digs up the street pipes and repairs them or (b) a normally unused hydrant is turned on. Construction workers at 102 Charles Street (the old firehouse) used the hydrant nearby for several months, which caused the "brown water" condition to be aggravated.

The "solution" to the problem is to let the water run until it is clear. Sometimes the rust deposits partially block the shower head holes. If this occurs, please ask Mr. Cruz to remove the shower head so you can rinse it. The Board is checking bids on cleaning the building water tank. If you would like to buy a water filter or have your water tested, there is an excellent explanation with brand-name ratings and prices, in the 1991 Consumer Reports Buying Guide under "Water Treatment", page 195 to 209.

#### BACK YARD

The roof to the garage is the back yard. Unfortunately, it is leaking. Some of the leaking appears to be caused by incomplete construction of the drains at 102 Charles Street. Kenneth Newman has written to the owner of 102 Charles about this. Additionally, some masonry repairs must be made to the three feet high by 95 feet long perimeter brick wall. Furthermore, the cracks in the concrete deck need re-tarring, and the whole deck needs to be painted with Thompson's Water Seal. The Board is getting bids on this work. The garage owner has volunteered to pay half the cost, even though he is not obligated to do so.

#### OTHER REPAIRS

The Board will get bids on repairing the front sidewalk wall masonry. Additionally, a rain gutter needs to be installed between the sidewalk awning and the building wall.

#### REAL ESTATE TAXES

Our tax bill came to \$291,336.56. In 1990, the tax was \$278,329.00. Our budget for this year was \$280,000.00. Luckily, the \$11,000.00 increase over the budget is likely to be covered by unbudgeted income. This income has been \$9,200.00 so far this year.

The unbudgeted income items include (through June 30, 1991):

Flip "tax"	\$5,880
Interview fee income	1,400
Interest income	1,102
Sublet fees	598
Late fee charges	201

Real estate taxes are about 30% of our \$950,000.00 annual budget. The mortgage is another 30%. Labor and utilities are about 25%. Insurance accounting, office, and management fees are another 10%. Repairs are budgeted at 4%.

On the income side, maintenance charges are 87% of our budget. The rest is from commercial rents (the stores, garage, and laundry). Whether the stores are occupied or not, the owner must pay the rent. Our real estate tax attorney, Eric S. Weiss, attended a hearing to request a tax reduction. Unfortunately, the request was denied. We will probably file a petition for tax reduction shortly. Mr. Weiss challenges the real estate tax assessment every year. If our taxes are not decreased, we pay him nothing. If he is successful, we share the savings with him. He has been successful in the past.

#### WINDOW LEDGES

Certain slate window ledges leak. Bids are being sought for caulking them.

#### PAINTING

Bids are being sought for the fire escapes to be repainted, as well as "touch-up" painting for the hallways.

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 36  
SEPTEMBER 26, 1991

The Board met on September 10, 1991, the following issues were discussed:

Local Law 10

The brick facade of the building will have to be inspected in the next few months. The inspector will look for loose bricks, cracks in the mortar, etc. The building pays for the inspection. It is likely to cost around \$2,000.00.

Water Meter

The City requires that we install a meter for the building (not for each apartment) by December 1992. This is likely to cost around \$15,000.00, although no recent bids have been received.

Caulking

If there are leaks around your window sills, please call Shirley Lomanto at (212) 319-3000. She will have the sills caulked.

Apartment Purchase

The Board was asked to approve the purchase of an apartment by two people, only one of whom was going to live in the building. The non-tenant partner was merely an investor. The Board decided that an interview was required of both purchasers, even though one was not going to live in the building.

Alterations

Apartment 4A and 4B are each owned by the same person, who requested that the Board approve combining the two apartments by removing the wall between them, and performing other renovation work. Subject to certain procedural rules, the plan was approved.

Back Yard

The owner of 102 Charles Street connected his drainpipes correctly after Kenneth Newman wrote a letter to him.

## Robbery

When someone rings the intercom bell, it is critical to find out who that person is before buzzing him/her in. Unfortunately, someone (who didn't ask) buzzed in a mugger who robbed a resident.

As a partial response to this problem, the Board authorized Mark Lilien to assemble a closed circuit TV system for the lobby for about \$2,000.00.

## Cash

The building's cash position was discussed. Our cash flow is uneven because our real estate taxes, which are 30% of our budget, are paid only twice a year. We go to a very low cash level immediately after paying the taxes in July and December, and usually build up our cash level in the other months. As mentioned in the last newsletter, the taxes are \$291,000.00 this year.

The cash on-hand at the end of each month during 1991 is shown below:

January 31	\$33,768
February 28	\$55,493
March 31	\$65,950
April 31	\$144,491
May 31	\$175,444
June 30	\$173,829
July 31	\$90,508
August 31	N/A
September 30	N/A
October 31	N/A
November 30	N/A
December 31	N/A

NEWSLETTER NO. 37  
NOVEMBER 4, 1991

The Board met on October 8, 1991, the following issues were discussed:

INCINERATOR

The incinerator will be replaced with a compactor, for which the Board is taking bids. The incinerator cannot be used anymore, since it failed its inspection, and repairs appear uneconomic.

GUESTS OF SHAREHOLDERS

When a shareholder (or a member of the shareholder's immediate family) is not living in the building, the apartment may not be temporarily occupied without the Board's written approval in advance, which may require an interview. Merely handing the building staff or the office or the Board members a letter announcing the person's imminent arrival is not enough. Merely giving the key to the apartment to the guest also is not acceptable. In the recent past, shareholders temporarily out of town have attempted to lend their apartments to guests, without getting the Board's approval in advance. By reserving the right to interview people in advance, the Board can help preserve the building's character and atmosphere. Therefore those of you wishing to have a guest (whether or not related) should request the Board's permission in writing stating:

- a) name(s) of guest,
- b) inclusive dates of visit,
- c) relationship of guest to resident,
- d) purpose of apartment use if other than residential, and
- e) availability for interview if required.

Please give the Board sufficient time to examine all requests.

ALTERATIONS

There will be a wall removed in 3J, as part of a Board-approved renovation. All construction must be OK'd by the Board in advance. An architect or engineer must certify that the work will not harm the building structurally and the work must be approved by the Building Department.

CASH

In the previous Newsletter, some information was accidentally omitted. The building's cash balance was:

	1991	1990		1991	1990
January 31	\$ 33,768	\$ 85,221	July 31	\$ 90,508	\$120,459
February 28	\$ 55,493	\$102,041	August 31	\$157,079	\$160,843
March 31	\$ 65,950	\$126,044	September 30	N/A	\$149,267
April 30	\$144,491	\$157,049	October 31	N/A	\$109,259
May 31	\$175,444	\$166,979	November 30	N/A	\$138,190
June 30	\$173,829	\$102,996	December 31	N/A	\$ 5,982

As noted in the previous Newsletter, the building generally increases its cash in most months, except when paying the real estate taxes (\$291,000 annually) in July and December.

#### ANNUAL MEETING

The annual meeting of shareholders will be held at Our Lady of Pompeii Church, 25 Carmine Street, on Tuesday, November 12th at 7:00 P.M. A new Board will be elected and there is sure to be an interesting discussion of the year ahead.

350 BLEECKER STREET APARTMENT CORP.  
NEWSLETTER NO. 38  
NOVEMBER 18, 1991

Several topics were discussed at the annual meeting of the shareholders on November 12, 1991, the following issues were discussed:

SHARE PRICES

The recent decline in the real estate market nationwide is reflected in the market for apartments in our building. Typical sales have been at the \$900.00 to \$950.00 per share level, but there have been only a few sales. Sublets have been renting at moderately good prices.

The Sponsor now owns 59 of the 137 apartments. Seven of the 59 are either for sale or sublet. Two are under contract for sale. Only a two bedroom apartment is immediately available.

BOARD ELECTION

There were seven candidates for the seven positions. Elected were:

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

Judith Kahn  
Apartment LC  
Home: 924-0393  
Work: 732-4455

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

Edna Marshall  
Apartment 1A  
Home: 645-2988  
Work: 679-6855

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

Michael Mendelson  
Apartment 5N  
Home: 727-3694  
Work: (914) 963-2052

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

The Board thanks Elizabeth Edelstein and Larry Zerbe for their service and wishes them well upon their retirement as board members.

## GARDENING

Larry Zerbe took out the plants in the sidewalk tree plots and replanted the bulbs. Thank you, Larry!

## KIM'S VIDEO

Mr. Kim's video store will open in several months, after certain alterations (ramps for the handicapped, etc.) are installed. The building receives rent from the master leaseholder, regardless of whether the stores are occupied or not.

## RESERVE FUNDS

The building's cash position was discussed extensively. The new Board, after meeting with the accountant in December, will adopt an annual budget for maintenance. At that time, the Board will discuss the best ways to fund the building's requirements. In the past, the methods have included: sublet fees; interview fees; assessments; maintenance fees; rent from the laundry company; and flip taxes.

Some shareholders at the meeting felt that a larger cash fund would make the building more attractive to potential buyers and would be safer in case of an emergency. Some speakers expressed the opinion that maintenance should be kept as low as possible. Some people felt that assessments were a better method than maintenance increases and, of course, some people favored the opposite.

HAPPY THANKSGIVING!

350 BLEECKER STREET APARTMENT CORP.  
 NEWSLETTER NO. 39  
 DECEMBER 6, 1991

The Board met on December 4, 1991. Among the items discussed:

1992 BUDGET

The 1992 budget was adopted:

	1992 Budget	1991 Budget	1991 Actual thru 10/31	1990 Actual
Commercial rent income	\$ 86,000	\$ 86,000	\$ 71,666\$	\$ 86,000
Commercial rent additional*	26,000	23,000	26,690	22,650
Laundry rent	13,000	13,000	8,800	13,200
Real estate taxes**	293,000	280,000	147,930	259,846
Corporate taxes	8,000	8,000	8,179	8,726
Mortgage interest**	292,500	292,500	243,750	292,500
Oil	30,000	36,800	20,447	31,422
Electric and gas	21,000	21,000	15,809	19,634
Water and sewer	37,000	34,000	36,837	34,001
Management fees	42,000	42,000	35,000	42,000
Insurance	40,000	40,000	39,430	36,279
Legal	1,000	2,000	450	430
Audit fees	5,600	5,400	5,300	5,300
Telephone	3,500	4,000	2,386	4,910
Security	-0-	2,000	500	1,148
Office	3,000	1,000	4,692	2,662
Payroll	133,000	120,000	104,355	126,057
Payroll taxes and benefits	24,000	24,000	22,515	30,956
Repairs	30,000	35,000	24,021	44,070
Total Expenses	963,600	947,700	711,601	939,941
Total Income	125,000	122,000	107,156	121,850
Difference	838,600	825,700	604,445	818,091

\*9.375% of certain building operating expense increases.

\*\*Tax deductible item.

The Board voted to keep the \$4.00 maintenance fee per month per share. There are 17,202 shares, so the maintenance will come to \$825,696. The \$13,000 shortfall (\$838,600 less \$825,696) will be made up by sublet fees, interview fees, flip taxes, and interest. The latter four items were \$13,003 in 1990 (12 months), and \$14,560 in 1991 (first 10 months).

Furthermore, the Sponsor intends to pay its maintenance fees for January, 1992 a few days early, to ease the end of 1991 cash shortage. The Sponsor made this offer without any quid pro quo. There is no legal requirement for him to do this. The building will pay its real estate taxes six months in advance (at the end of December), as it has since it was a co-op. By paying the taxes six months in advance, the shareholders gain an extra \$73,250 in tax deductions. Otherwise, the taxes would be paid quarterly in advance.

### CASH

This is a comparison of our cash position at the end of the past 22 months:

	<u>1991</u>	<u>1990</u>		<u>1991</u>	<u>1990</u>
January 31	\$ 33,768	\$ 85,221	July 31	\$ 90,508	\$120,459
February 28	55,493	102,041	August 31	157,079	160,843
March 31	65,950	126,044	September 30	85,488	149,267
April 30	144,491	157,049	October 31	114,004	109,259
May 31	175,444	166,979	November 30	N/A	138,190
June 30	173,829	102,996	December 31	N/A	5,982

### ASSESSMENT

As a result of its Concern about the building's cash position, the Board voted to assess each shareholder \$6 per share, starting February 1, 1992. Shareholders may spread their payment at the rate of 60 cents per share over 10 months, starting February 1, 1992.

The assessment will raise \$103,212.

The Board was especially concerned because the following improvements will be needed in 1992 (prices are estimates):

Compactor	\$12,000
Parapet and masonry repairs	20,000
Water meter	15,000
Hallway painting touch-up	<u>5,000</u>
Total	<u>\$52,000</u>

MANHATTAN CABLE TELEVISION

MCTV wants to rewire the building. Before allowing it do so, the Board will meet with them to be sure that their installation is acceptable. In the past, their workmanship was inconsistent.

VACUUMING

Hallway vacuuming will no longer occur during dinnertime. Instead, it will commence at 3:00 P.M.

HOLIDAY DECORATIONS

The Board voted \$300 for holiday decorations. Please call Judith Kahn (Apartment LC) 924-0393, if you would like to help with the holiday decorations.

BUILDING STAFF

At this time of year people ask about the seniority of our hard-working staff. They are:

Mike Cruz	-	15 years
Rifat Otovic	-	2 years
Jose Rivera	-	4/91
Armando J. Sanchez	-	2 years
Juan R. Dominguez	-	2 years
Jerry Rawls	-	20+ years

FOURTH FLOOR CARPET

The oil-soaked carpet section will be removed, the floor cleaned, and the section replaced with new carpet.

MANAGEMENT CONTRACT

At its January meeting, the Board (excluding Kenneth Newman) will consider the building's management contract. Kenneth Newman's management contract would have ended on December 31, 1991, but the Board extended it until the next meeting. If you have any suggestions or comments, please contact any of the six Board members eligible to vote on this.

HAPPY HANUKAH, MERRY CHRISTMAS, AND HAPPY NEW YEAR!