

Tenant Meeting Notes: 1 July 2003

Approximately 20 tenants attended the July 1 meeting. Following is an outline of the topics discussed.

1. Tenant Association:

- a. **Building Representatives:** We designated building representatives for the tenant association at our meeting in June. They are:

Apts A-D	Diane Rosenthal (4B)
Apts M-P	Cassie Carter (1N)
Apts I-L	Randy Lockard (1I)

Please contact the representative for your building if you have any questions, suggestions, or problems concerning the building, rent, or landlord issues.

- b. **Tenant Association Officers:** We nominated two tenant association officers at the July 1 meeting:

Secretary: Cassie Carter (1N)
Treasurer: Diane Rosenthal (4B)

- c. **Notification Letter to Sky Management:** Please contact your building representative to sign the letter notifying Sky Management about our tenant association. We need to show the management that we are all working together in order to protect individuals tenants as well as the overall condition of our building.
- d. **Mailing List:** If you have internet access, please go to <http://www.topica.com/lists/188e93rd> to subscribe to the tenant association mailing list (with your apartment number as your username).
- e. **Next Tenant Meeting:** The next tenant meeting will be on August 5 at 8:30pm. If you have issues you want to address, please ask your building representative to include them on the meeting agenda.

2. Sky Management Issues:

If any of the following issues apply to you, please attend the August 5 tenant meeting to add your name to the letters the tenant association will be sending to Sky Management and housing agencies.

- a. **Rent Slips:** Apparently, only those tenants who have proven their identity to Sky Management's satisfaction and/or have admitted Mr. Shalom to their apartment for inspection are receiving rent slips. *Important:* tenants must pay their rent whether or not they receive a rent slip. Don't let them evict you for failure to pay your rent!
- b. **Rent Checks:** Sky Management is not cashing some tenants' rent checks, apparently according to the same guidelines as applied to rent slips (see above). Some landlords do not cash rent checks so they can later evict you for failure to pay your rent – they can say you sent empty envelopes or claim they simply never received anything from you. Hence, if your rent checks are not being cashed, be sure to request a receipt for each payment. Your receipt should specify the payment date, the period for which the rent was paid, the amount, and the apartment number. The receipt must be signed by the person receiving the payment and his or her title (Real Property Law § 235-e).
- c. **Lease Delays:** Sky Management is holding leases hostage for those tenants who have not proven their identity to Sky Management's satisfaction and/or have not admitted Mr. Shalom to their apartment for inspection. By law, the landlord must provide written notice of renewal by mail or personal delivery not more than 150 days and not less than 90 days before the existing lease expires. The offer to renew the lease for New York City tenants must be on a Renewal Lease Form [DHCR form RTP-8]. After the renewal offer is made, the tenant has 60 days to accept. If the tenant does not accept within this 60 day period, the owner may refuse to renew the lease and may also proceed in court to have the tenant evicted. If the owner does not return a copy of the fully executed Renewal Lease Form to the tenant within 30 days of receiving the signed lease from the tenant, the tenant may file the *Tenant's Complaint of Owner's Failure to Renew Lease and/or Failure to Furnish a Copy of a Signed Lease* [DHCR form RA-90].
- d. **Rent Discounts:** Some tenants have received rent slips indicating changes in their rent payment terms. For example, their rent slip states the rent as being \$75 more than their rent, with a reduction of this same \$75 as a "discount." If this has happened to you, please read your lease thoroughly to make sure you are being charged the correct rent and that you specifically agreed to a "discount" situation on your lease.

- e. **Violation Notices:** Some people have received notices of “violations” under their doors for infractions such as leaving items in the hallway or for having items on the fire escape. In some cases, the tenant receiving such notice has not been guilty of the violation. In other cases, Sky Management has threatened legal action for such violations without any advance written notice to the tenant.
- f. **Investigations:** Sky Management is conducting detailed investigations of some tenants – apparently those who expect management to make an appointment to inspect their apartment, refuse to show ID in their own homes, organize tenant meetings, and/or other engage in similar subversive activities. Sky Management is also discussing the circumstances of individual tenants with other tenants.

3. Repair / Maintenance Issues

If any of the following issues apply to you, please attend the August 5 tenant meeting to add your name to the letters the tenant association will be sending to Sky Management and housing agencies.

- a. **Vermin:** Buildings A-D and I-L have serious mice and cockroach infestations. Building M-O has a serious infestation but it is a lesser problem than in the other buildings. The exterminator has been MIA for the majority of the past two years. Individual complaints have been made. The tenant association intends to present Sky Management with a building-wide demand for immediate remedy and file a complaint with the Department of Housing and Community Renewal (DHCR).
- b. **Ecco-La:** The Ecco-La restaurant recently knocked more holes in the wall on 93rd Street with no work permit on display. Such actions could threaten the structural integrity of the building.
- c. **Fire Escapes:** Many tenants on the courtyard side of the building are concerned about the lack of ladders on the fire escapes. The FDNY inspected the fire escapes about a year ago and approved them. In the event of fire, you’re supposed to go knocking on windows until one of your neighbors lets you in (yes, it’s true). The tenant association intends to request a more in-depth inspection to ensure the fire escapes are structurally sound.
- d. **Ventilation Fans:** Ventilation fans on buildings A-D and M-O are not working. Individual reports have been made to Sky Management. The tenant association intends to request repair prior to filing complaints with the Department of Health, DHCR, and Department of Buildings.
- e. **Water:** Sky Management, while renovating apartments without work permits from the Department of Buildings, has made a practice of turning off the water for the entire building (M-P, for example) for several hours at a time without advance notice. When asked, Mr. Shalom describes this as an “emergency.”
- f. **Garbage/Recycling:** The tenant association has prepared a flyer listing guidelines to help keep the courtyard and hallways clean.

4. Potluck Picnic

- a. We discussed the idea of having a potluck picnic for tenants before the end of August.
- b. Everyone will need to approve of the idea (whether they want to attend or not) because we don’t want to create a disturbance.
- c. A survey will be distributed asking for opinions on the idea.

5. Information to Be Distributed

You will be receiving the following information from the tenant association:

- a. **Resources for tenant rights:** websites, addresses, and phone numbers you can use to learn your rights as a tenant and file complaints.
- b. **DHCR Forms:** a list of forms you can fill out and submit to the Department of Housing and Community Renewal. We will go over these forms and how to use them at the next meeting.
- c. **Garbage/Recycling:** guidelines to help keep the courtyard and hallways clean.
- d. **Tenant Survey:** a survey asking for your opinion on the best days/times for tenant meetings and about the idea of a potluck picnic. Please return this survey to your building representative before August 4.

Tenant Rights Information

Tenant Net

www.tenant.net

Residential Tenants Rights information, advice and advocacy for tenants from New York. You can do keyword searches to find housing court cases and articles about landlord-tenant issues.

Rent Guidelines Board

www.housingnyc.com

51 Chambers Street, Suite 202. New York 10007 (Phone: 212-385-2934)

Offers research reports, information on rent guidelines, and various publications from the DHCR, Housing Maintenance Code, and Attorney General. You can send your housing questions to staff by email.

Division of Housing and Community Renewal

<http://www.dhcr.state.ny.us/>

25 Beaver Street, New York 10004 (Phone: 1-866-275-3427)

The DHCR administers the rent regulation process. In the Rent Administration section of the website, or at their burrough/district offices, you can get all of the forms you need to request information and file complaints.

Tenant's Rights Guide

http://www.oag.state.ny.us/realstate/tenants_rights_guide.html

General overview of tenants' rights from the Office of New York State Attorney General Eliot Spitzer. The guide is also available from the Attorney General's office: 120 Broadway, New York 10271 (phone: 212-416-8000).

Rent Law

<http://www.rentlaw.com/newyorkrentlaw.htm>

Various legal resources for New York tenants.

Metropolitan Council on Housing

<http://metcouncil.net/>

339 Lafayette Street, #301, New York 10012 (Phone: 212-979-0611)

The Met Council is a city-wide membership tenant organization for more than thirty years. Met Council's monthly newspaper Tenant/Inquilino, covers a broad array of topics of interest to tenants.

Rent Wars

<http://www.rentwars.com/>

Rent Wars is a website and TV show that chronicles the travails of tenants who live in buildings owned and operated by Slumlords. It hopes to educate tenants as to their rights. Weekly at 6pm every Sunday, Time Warner Ch. 67, RCN Ch. 110. Without converter: Time Warner Ch. 16, RCN Ch. 110.

Department of Housing Preservation and Development (HPD)

<http://www.nyc.gov/html/hpd/home.html>

100 Gold Street, New York, NY 10038

Find who is true owner of the building, check housing code violations, report violations.

Department of Buildings

<http://www.nyc.gov/html/dob/home.html>

60 Hudson Street, Manhattan

File/check for violations and complaints and see if work permits are on file.

Department of Sanitation

<http://www.nyc.gov/html/dos/home.html>

Get information on sanitation and recycling. File complaints for sanitation and recycling violations.

Department of Environmental Protection

<http://www.nyc.gov/html/dep/home.html>

59-17 Junction Boulevard, 10th Floor, Flushing, NY 11373

For concerns or complaints regarding water, air, noise, sewer, industrial wastes, hazardous materials, or water meter problems, call 3-1-1 or email the commissioner: <http://www.nyc.gov/html/mail/html/maildep.html>.

Free Legal Advice Online

All of these sites allow you to search for info on legal matters or post your questions and get free advice from attorneys:

Nolo: <http://www.nolo.com/>

Law Guru: <http://www.lawguru.com/>

FindLaw: <http://www.findlaw.com/>

FreeAdvice: <http://freeadvice.com/>

Law Street: <http://www.lawstreet.com/>

Government Representatives

City Council District

Council District #4

Eva S. Moskowitz

420 Lexington Avenue, Suite 1710

New York, NY 10017

http://www.council.nyc.ny.us/committees/details.cfm?con_id=40

Borough Hall

Manhattan

C. Virginia Fields

1 Centre Street, 19th Floor

New York, NY 10007

<http://www.cvfieldsmbp.org/>

State Senate Representative

State Senate District #28

Olga A. Mendez

87 East 116th St.

New York, NY 10029

<http://www.senate.state.ny.us/Docs/members/Mendez.html>

State Assembly Representative

State Assembly District #73

Jonathan L. Bing

LOB 530

Albany, NY 12248

<http://assembly.state.ny.us/mem/?ad=073>

US Senate Representatives

Hillary Clinton

476 Russell Senate Office Bldg.

Washington, DC 20510

<http://clinton.senate.gov/>

Charles Schumer

313 Hart Senate Office Bldg.

Washington, DC 20510

<http://schumer.senate.gov/webform.html>

US Congressional Representative

US Congressional District #14

Carolyn Maloney

2331 Rayburn House Office Bldg.

Washington, DC 20515

<http://www.house.gov/maloney/>

Tenant Survey

Hi! This survey is from your ever-evolving tenant association at 188 E 93rd Street. Please take a moment to fill it out and return it to your building representative listed at the bottom of the page by **August 4**. Thanks!

Part 1: Tenant Meeting Times

Currently we are holding tenant meetings on Tuesdays at 8:30pm. When would be most convenient for you to attend tenant meetings? (Check all that apply.)

	8-10am	10-12am	12-2pm	2-4pm	4-6pm	6-8pm	8-10pm
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check here if you are not interested in attending tenant meetings.

Part 2: Meet Your Neighbors at a Potluck Picnic

We'd like to have a potluck picnic in the courtyard. Please help us plan this by answering a few questions.

A) Please check one:

- Yes! I would like to participate in a potluck picnic in the courtyard and meet my neighbors!
- No, I would not like to participate in a potluck picnic in the courtyard, but it IS okay if others do.
- No, I would not like to participate in a potluck picnic in the courtyard, and it is NOT okay if others do.

B) Please choose the dates/times you think will be best for the potluck picnic:

Day:	
Saturday	Sunday
<input type="checkbox"/> Aug 9	<input type="checkbox"/> Aug 10
<input type="checkbox"/> Aug 16	<input type="checkbox"/> Aug 17
<input type="checkbox"/> Aug 23	<input type="checkbox"/> Aug 24
<input type="checkbox"/> Aug 30	<input type="checkbox"/> Aug 31

Time:	
12 – 4pm	<input type="checkbox"/>
4 – 8pm	<input type="checkbox"/>
8–12pm	<input type="checkbox"/>

C) Please indicate what you can bring to the potluck picnic:

- Beverages (sodas, water, beer, wine . . .)
- Snacks (chips & dip, veggies, cheese, etc.)
- “Main course” stuff (casseroles, cold cuts, etc.)
- “Side dish” stuff (salad, beans, veggies, etc.)
- Dessert (pies, cakes, cookies, etc.)
- Paper & plastic dishware, trash bags etc.
- Other _____

D) Please identify yourself if you're interested in participating so we can organize! (optional)

Apartment: _____ Name: _____ Phone: _____
 Email: _____

Where to return this form:

Building A-D: Apartment A (ground floor) or 4B; **Building M-P:** Apartment 1N; **Building I-L:** Apartment 11.

Just slip it under the door!

DHCR Rent Administration Forms

Below is a list of rent administration forms you can download at www.dhcr.state.ny.us/ora/forms/forms00.htm or request from DHCR borough or district offices. We will discuss these forms at the August 5 tenant meeting.

TENANT FORMS	
FOIL-1	Request for Access to Public Records
HHW-1	Failure to Provide Heat And/Or Hot Water - Tenant Application for Rent Reduction
RA-235	Notice To Owner Of Family Members Residing With The Named Tenant In the Apartment Who May Be Entitled to Succession Rights/Protection From Eviction
RA-60H	Tenant's Statement of Complaint(s) - Harassment
RA-81	Application For A Rent Reduction Based Upon Decreased Service(s) - Individual Apartment
RA-84	Application For A Rent Reduction Based Upon Decreased Building-Wide Service(s)
RA-84.1	Supplemental Signature and Affirmation
RA-84.2	Supplement to Application For A Rent Reduction Based Upon Decreased Building-Wide Service(s) - Laundry, Doorman, Security, Storage, and/or Playgrounds
RA-89	Tenant's Complaint Of Rent and/or Other Specific Overcharges in Rent Stabilized Apartments
RA-89.1	Rent Overcharge Application - Information
RA-89C	Tenant's Complaint Of Rent and/or Other Specific Overcharges in Rent Controlled Apartments
RA-89.1C	Rent Overcharge Application - Information
RA-89 FMRA	Fair Market Rent Appeal
RA-89.1 FMRA	Fair Market Rent Appeal - Information
RA-90	Tenant's Complaint of Owner's Failure to Renew Lease and/or Failure to Furnish a Copy of a Signed Lease
RA-94 MBR	Challenge Re: Maximum Base Rent Order
RA-MF3	Mediation Program - Lease Renewal Violation(s)
RA-MF4	Mediation Program - Service Complaints
RAR-2	Petition for Administrative Review (PAR)
RN-14	Notice of Rent Stabilized Tenant Concerning Payment of Penalties Which Landlord Has Been Directed to Pay By An Administrator's Order
RN-14.1	Judgment

Attention All Tenants

Cleaning Up the Courtyard & Hallways

Garbage in the courtyard and hallways is ugly and unsanitary. Please follow these guidelines to help make our building a nice place for everyone.

RECYCLING

Please follow these guidelines for recycling:

Paper:

- Recycle mixed paper, newspapers, magazines, catalogs, phone books, and flattened corrugated cardboard.
- Please flatten cardboard boxes.
- Please try to put out your boxes and paper on Mondays or Tuesdays so they don't pile up in the courtyard all week.
- Please do not put plastic bags in the recycling bin.

Metal:

- Recycle household metal items, metal cans, and aluminum foil wrap and trays.
- Please do not put plastic bags in the recycling bin.

Plastic:

- Recycle only plastic bottles and jugs (effective 7/1/03).
- Do not recycle plastic lids, food containers, toys, etc.
- Please do not put plastic bags in the recycling bin.

Glass:

- DO NOT RECYCLE ANY GLASS ITEMS.

FURNITURE & OTHER LARGE ITEMS

If you need to dispose of furniture or other large items, please put them out in the evening on Sundays, Tuesdays, or Thursdays so they will be picked up the next morning.

CIGARETTE BUTTS

Please do not toss cigarette butts into the garden or courtyard. Throw them in the garbage.

HALLWAYS

Some residents leave their garbage in the hallway until it is convenient to take it out. This attracts vermin and is a fire hazard. Please do not leave your garbage in the hallway -- ever. Keep it in your apartment until you are ready to take it to the courtyard and put it in the trash bins.