

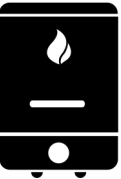







2018 HDFC Management Calendar

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
REAL ESTATE TAX & WATER BILL PAYMENTS	<p>Jan 1: Semi-annual or 3rd Quarter 2017-18: Real Estate taxes due to the Dept. of Finance (interest-free grace period of 15 days)</p>	 <p>It's Winter—Heat must be provided until May 31. New this year: nighttime indoor temperature must be at least 62 degrees (there is no longer a nighttime outdoor trigger temperature).</p>	<p>Apply for SCRIE if you are 62/ older & DRIE if disabled to cover maintenance increases! (Max annual income: \$50,000). By March 15: apply for STAR.</p>	<p>Apr 2: 4th Quarter 2017-18 Real Estate taxes due (interest-free grace period of 15 days)</p>	<p>May 2: Request due for Waiver to file RPIE (Real Property Income and Expense) Statement in paper form.</p>	<p>Jun 1: RPIE statements electronic forms due</p>	<p>Jul 2: Semi-annual/1st Quarter 2018-19 Real Estate taxes due (interest-free grace period of 15 days)</p> <p>July 31: Pay annual water bill (for properties on frontage or DEP per unit Programs)</p>	<p>Apply for Senior Citizens Homeowner Exemption (SCHE) if you are 62/ older & Disabled Homeowner Exemption (DHE) if disabled to receive tax exemption! (Max annual income: \$58,000).</p>	<p>Oct 1: 2nd Quarter 2018-19 Real Estate taxes due (interest-free grace period of 15 days)</p>			
BOILER	<p>Between Jan-Dec 31st Annual Boiler Inspection must be performed and filed online at DOB Now Note: All violations must be fixed before filing</p>	<p>Check if your NYC Fire Dept permit for fuel storage tank needs to be renewed.</p>	<p>Operating Certificate for boilers (from DEP) must be renewed every 3 years. Check your last filing at Dept. of Buildings website</p>	<p>May 31 — Heating season ends</p>	<p>During the summer schedule boiler cleaning!</p>	<p><i>Have you done your Annual Boiler Inspection? Log on DOB Now and share your registered email address with your boiler inspection company.</i></p>	<p>Oil tanks of more than 1,100 gallons must be registered with NYS DEC every 5 years.</p>		<p>Oct 1 — Heating season begins and is in effect until May 31.</p> <p>OCTOBER IS CO-OP MONTH!</p>	<p>Fines for failure to maintain heat and hot water: \$250 to \$500 per day for initial violation; \$500 to \$1,000 per day for each subsequent violation</p>	<p>By Dec 31: Annual Boiler Inspection Report must be filed on DOB Now: Safety website nyc.gov/dobnow</p>	
PAYROLL	<p>by Jan 31: File all 4th quarter and annual reports with NYS & IRS; print and distribute W-2 forms</p>	<p>by Jan 31: Prepare and distribute 1099s for independent contractors to whom the HDFC pays more than \$600 for the year by Feb 28: Provide copies of 1099 filings to IRS and SSA</p>	<p>by April 30 — 1st quarter Payroll Reports due</p>	<p><i>Does your Superintendent have an updated job description and contract?</i></p> 	<p>by July 31 — 2nd quarter Payroll Reports due</p>		<p>Install new batteries in all smoke detectors when changing clocks for Daylight Savings.</p>	<p>by Oct 31 — 3rd quarter Payroll Reports due</p>	<p>Be sure to maintain Disability and Workers Compensation Insurance for your employees. Failure to have insurance penalties are \$2000 for every ten-day period without Workers Comp coverage!!</p>			
NYC REQUIREMENTS	<p>Distribute Fire Safety Plan to all residents annually by Jan 15</p> <p>by Jan 15: Annual Window Guard and Lead Paint Notices delivered to all Occupants.</p> <p>Between Jan 1 and Dec 31: Self-inspection of elevators for annual elevator inspection report must be done.</p>	<p>Feb 1st: Local Law 84/09 Benchmarking measuring energy use and efficiency end of third quarter reports</p> <p>Feb 15: Deadline for tenants to return Window Guard and Lead Paint Notices</p>	<p>By March 1 Owners must notify DOHMH of tenants who did not return Window Guard</p> <p>New Local Law 133/16 expands LL84; buildings over 25,000 sq ft must have Benchmarking Report filed by May 1</p>	<p><i>Don't forget: Lead paint inspections must be done before Dec 31</i></p>  <p>Recycle; it's the Law!</p>	<p>by May 1: Local Law 84/09 Benchmarking reports measuring energy use and efficiency MUST be filed online or you pay a fine. This includes all buildings over 25,000 square feet.</p> <p>Starting May 21st : Required Annual Multiple Dwelling Registration must be done by HDFC Board; Registration is open until September 1st. Penalties will be assessed for failure to file.</p>	<p>New fire safety rule: Building owners are required to install glow-in-the-dark apartment number signs on all residential apartment doors.</p> <p>Did you know? Penalties were increased substantially for using unlicensed contractors. To verify an electrician's or plumber's license call (212)566-4100 or go to DOB's website on.nyc.gov/2CbrPxd</p>	<p>Aug 1: Local Law 84/09 Benchmarking measuring energy use and efficiency end of first quarter reports</p>	 <p>By Sept 1: Deadline for board to fill out Annual Multiple Dwelling Registration (MDR). Tip: use HPD'S Property Registration Online System (PROS).</p>	<p>Oct 1: New rent guidelines order go into effect for rent-stabilized tenants</p> <p>Oct 11: Last day to distribute fire safety plans (if not distributed by 1/15/17) Fire Safety Plan must be posted in lobby and fire safety stickers placed on every apartment door.</p>	<p>Nov 1st: LL 84/09 Benchmarking energy usage second quarter reports due</p> <p>by Nov 30: Local Law 69/17: Requires owners to collect/report data on bed-bug infestations to HPD through HPDONLINE</p>	<p>Due By Dec 31: Annual Elevator Inspection with third-party Report due with DOB.</p> <p>Annual Lead-based Paint Inspection due.</p> <p>LL 87 compliance due: Buildings over 50,000 sq ft must perform energy audit and retrocommissioning once every 10 years.</p>	
BOARD OF DIRECTORS' RESPONSIBILITIES	<p>Review last year's expenses for new budget</p>	<p>Adopt new budget and maintenance increase of at least 2% (per Bylaws).</p>	<p>by Mar 15: Annual Corporate Taxes for 2017 are due.</p>	<p>Distribute your Annual Financial Statement to all shareholders</p>	 <p>Keep outside lights burning at building entrances from sunset to sunrise</p>	<p><i>Have you scheduled Annual Elections for this year?</i></p>	<p>Contact your CPA to begin planning for annual financial statements</p>	<p>In October — Renew HDFC insurance. Call UHAB to ask for a FLIP quote</p>	<p>If you need assistance, call (212) 479-3334 or email help@uhab.org for information about low cost services (election oversight, budgets, policy creation, loan packaging and more)</p> <p>HDFCs with Regulatory Agreements must file Annual Reports with HPD.</p>			