



Dear New Shareholder:

Welcome to 300 West 23rd Street!

This letter is not intended to contain all you wish to learn about the building, its rich history, its finances or governance ... rather it is to focus only upon those items essential to orienting you as a new shareholder to your residence, and is distributed upon closing.

You may find additional and useful information regarding 300 West 23rd Street Owners such as the Corporation's Audited Financials, Tax Letters, House Rules and Terrace Guidelines, Application for Purchase and Refinancing, Sublet Policy and Application, Guest Policy and Form, Alteration Submission Package, Move In / Out Procedures, Work Order Procedures, Air Conditioner Policy, Building Staff and Board Members, Emergency Contact Form and Fire Safety Plan, Seasonal Building Newsletters, etc. on the Corporation's website, www.300w23coop.com.

Property Management

Douglas Elliman Property Management (DEPM) is the Corporation's Management Company. The agent assigned to our building, and the person most questions should be addressed, is **Amelia Ahne-Blume**. Her contact for your records is **212-692-6156 / amelia.ahne@ellimanpm.com**. Amelia will guide you to other colleagues at DEPM such as accounts receivable or closing if needed.

Building Management and Staff

The building resident manager is **Joel Powers**. His contact for your records is **212-243-3030 / resident.manager@300w23coop.com**. Joel lives in the building during weekdays and has an office in the basement. Joel's staff in the building consists of 24-hour doormen, porters, and handyman that are available to assist shareholders as needed. Please see Joel should you need assistance with building or individual apartment repair matters.

Moving In / Out and Certificate of Insurance

Move ins/outs must be scheduled in advance with Joel Powers and only between the hours of 9:00am to 4:00pm on Monday to Friday. Move ins/outs are not permitted on weekends or holidays. Your moving company must fax to Amelia Ahne-Blume at DEPM (212-692-6156) or email (amelia.ahne@ellimanpm.com) their Certificate of Insurance and proof of Workers Comp Insurance, naming the Corporation, 300 West 23rd Street Owners Corp., the Condominium, 300 West 23rd Street Condominium, Douglas Elliman Property Management, and you and your apartment number as additional insured. You may provide the attached Certificate of Insurance instructions to your moving company.

Apartment Access

All shareholders are required to provide Joel Powers with keys to access shareholders' apartments in the event of an emergency or required building services. Joel Powers or building staff will not enter your apartment without prior notification except in an emergency.

Visitors

All building visitors and food deliveries must be announced by the building doorman through the building intercom system and permission granted by the resident to enter prior to visitors or food deliveries being allowed to go to your apartment. Safety of residents and the building is essential!



Recycling / Trash

Each floor has containers in the building North Stairwell A for separate purposes clearly marked: **Paper and Cardboard Recycling** and **Glass/Plastic/Metal Recycling**. Garbage should be bagged and tied securely and placed in the garbage chute in the same stairwell. Large cardboard boxes should be collapsed and placed adjacent to the freight elevator in the other building South Stairwell B on each floor. In addition, we have located in the laundry room a container in the front to discard your old batteries, CD/DVD's, etc. In the back of the laundry room, you'll find the book / media recycling shelves, a recycle container for discarded electronic equipment and small electrical appliances and a separate donation container for clothes, shoes, and handbags. Please assist us in our efforts to properly recycle, as the building is a recycle friendly environment, as well as it being New York City law with penalties and fines enforced by the city for not properly separating recyclable items.

Composting

Composting of ALL Leaf and Plant Waste, Food Scraps, and Food-Soiled Paper Products is mandatory and a New York City law with penalties and fines by the city for not properly separating compostable items. This includes fruits, vegetables, meat, bones, dairy, prepared foods, soiled napkins and paper towels, tea bags, coffee filters, and uncoated soiled paper plates and pizza boxes. Therefore, **DO NOT** put this compostable trash down the garbage chutes and only into the new compost bin. Bring your compost down in an appropriate sealed bag to the Basement where the sealed bin will be located outside the compactor room in the middle of the hallway. The building will supply you the appropriate sealed bag from a dispenser outside the Basement compactor room door.

Furniture Deliveries

All deliveries must be scheduled in advance with Joel Powers and the delivery company must provide a Certificate of Insurance naming the Corporation, 300 West 23rd Street Owners Corp., the Condominium, 300 West 23rd Street Condominium, Douglas Elliman Property Management, and you and your apartment number as additional insured. You may provide the attached Certificate of Insurance instructions to your moving company. Deliveries only allowed between the hours of 9:00am to 4:00pm, Monday to Friday. Deliveries are not permitted on weekends or holidays.

Utility Expenses

All building utility expenses (heat, water, electricity and gas) are included in maintenance charges. Nonetheless, every shareholder is asked to conserve usage, as we collectively are responsible, and since it directly impacts our maintenance charges.

Laundry

The building has a laundry facility in the basement. Machines operate by using a prepaid card that is available for purchase in the laundry room. You can pay for the prepaid card with your credit or debit card.

Library

You are welcome to borrow, read, keep, or return books that are available in the building library, located in the laundry room. You may also offer your own books for others' enjoyment too.

Thank you, and again, **Welcome to 300 West 23rd Street!**



CERTIFICATE MUST BE SENT IN ADVANCE OF MOVE IN / OUT OR DELIVERIES

Contractor policies cannot include any Labor Law exclusions and must include coverage for employees and subcontractors

Insurance Requirements for:

300 West 23rd Street Owners

300 West 23rd Street

New York, NY 10011

Mandatory Coverage:

- General Liability – Coverage of at least \$2,000,000
- Umbrella - \$5M
- Automobile Liability
- Workers Compensation

Certificate Holder:

300 West 23rd Street Owners
c/o Douglas Elliman Property Management
909 Third Avenue, 11th Floor
New York, NY 10022

Additional Insured:

- 300 West 23rd Street Owners Corp.
- 300 West 23rd Street Condominium
- Douglas Elliman Property Management
- Your client (Unit Owner and Address, Unit Number)

Description Box: (Please include the following information)

- Unit Owner's Name:
- Unit Owner's Address: **300 West 23rd Street, New York, NY 10011**
- Unit Owner's. Apt. #:
- Date of Move / Delivery:

NOTE: Please send all completed certificates either via fax or email to:

Amelia Ahne-Blume
Douglas Elliman Property Management
Phone: 212-692-6156
Fax: 646-843-2685
Email: amelia.ahne@ellimanpm.com

Joel Powers
Resident Manager
Phone: 212-243-3030
Fax: 212-243-3035
Email: resident.manager@300w23coop.com