


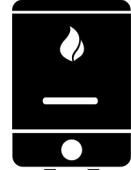







2017 HDFC Management Calendar

	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 2016-17: Real Estate taxes due to the Dept. of Finance (interest-free grace period of 15 days)</p>	 <p><i>Created by Ellen Chowdhury from Nour Project</i></p> <p>It's Winter— You must provide heat until the end of May.</p>	<p>Recent maintenance increase? Apply for SCRIE if you are above 62 or DRIE if disabled to help cover the difference! (Max annual income: 50,000)</p>	<p>Apr 1: 4th Quarter 2016-17 Real Estate taxes due (interest-free grace period of 15 days)</p>	<p>May 1: Request for Waiver from filing RPIE (Real Property Income and Expense) Statement due</p>	<p>Jun 1: RPIE statements electronic forms due</p> <p>Summer: Register for Basic and Enhanced STAR!</p>	<p>Jul 1: Semi-annual/1st Quarter 2017-18 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>Sep 1: Last day to file annual income & expense statements with Dept. of Finance Property Division</p>	<p>Oct 1: 2nd Quarter 2017-18 Real Estate taxes due (interest-free grace period of 15 days)</p>	 <p><i>Created by Ana-Sofi from Nour Project</i></p>	 <p><i>Created by Sergey Novosyolov from Nour Project</i></p>
BOILER	<p>Between Jan-Dec 31st Annual Boiler Inspection must be performed and filed with Dept. of Buildings Note: All violations must be fixed before filing</p>		<p>NYC Fire Department permit for fuel storage tank is \$90 per year.</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 yet? Log on to DOB Now website to schedule your inspection!</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</p> <p><u>OCTOBER IS CO-OP MONTH!</u></p>	<p><i>New schedule of fines for failure to maintain heating law</i></p>	<p>By Dec 31: Annual Boiler Inspection Report must be filed with Dept. of Buildings</p>
PAYROLL	<p>by Jan 31: File all 4th quarter & annual reports with NYS & IRS & distribute W-2 forms</p>	<p>by Feb 28: Prepare and distribute 1099s for independent contractors to whom the HDFC pays more than \$600 for the year</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><i>Created by Emily Minskydor from Nour Project</i></p>		<p>by July 31 — 2nd quarter Payroll Reports due</p>	 <p><i>Created by mitalou from Nour Project</i></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>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 17: 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 and Lead Paint Notices.</p>	<p><i>Lead paint inspections must be done before Dec 31</i></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.</p> <p>May 21st : Required Annual Multiple Dwelling Registration by HDFC Board Open until September 1st</p>	 <p><i>Created by Loren Klein from Nour Project</i></p>	<p>Recycle! Remind shareholders to Recycle paper, bottles and cans.</p>	<p>Aug 1: Local Law 84/09 Benchmarking measuring energy use and efficiency end of first quarter reports</p>	 <p><i>Created by Theresa Stoodley from Nour Project</i></p> <p>Install new batteries in all smoke detectors when changing clocks for Daylight Savings.</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: Local Law 84/09 Benchmarking measuring energy use and efficiency end of second quarter reports</p>	<p>By Dec 31: Annual Elevator Inspection third-party Report due with DOB.</p> <p>Annual Lead-based Paint Inspection due.</p> <p>Keep outside lights burning at building entrances from sunset to sunrise each day.</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 2016 are due.</p>	<p>Distribute your Annual Financial Statement to all shareholders</p>	 <p><i>Created by Arthur Brian from Nour Project</i></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>HDFCs with Regulatory Agreements must file Annual Reports with HPD. HPD will send reminder letters each year. Call (212)479-3328 or email help@uhab.org for low cost assistance.</p>	