


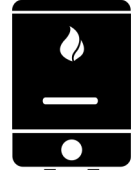







# 2017 HDFC Management Calendar

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>REAL ESTATE TAX &amp; WATER BILL PAYMENTS</b>	<p><b>Jan 1:</b> 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><b>It's Winter— You must provide heat until the end of May.</b></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><b>Apr 1:</b> 4th Quarter 2016-17 Real Estate taxes due (interest-free grace period of 15 days)</p>	<p><b>May 1:</b> Request for Waiver from filing RPIE (Real Property Income and Expense) Statement due</p>	<p><b>Jun 1:</b> RPIE statements electronic forms due</p> <p><b>Summer:</b> Register for Basic and Enhanced STAR!</p>	<p><b>Jul 1:</b> Semi-annual/1st Quarter 2017-18 Real Estate taxes due (interest-free grace period of 15 days)</p> <p><b>July 31:</b> Pay annual water bill (for properties on frontage or DEP per unit Programs)</p>		<p><b>Sep 1:</b> Last day to file annual income &amp; expense statements with Dept. of Finance Property Division</p>	<p><b>Oct 1:</b> 2nd Quarter 2017-18 Real Estate taxes due (interest-free grace period of 15 days)</p>	 <p><i>Created by Ana-Soft from Nour Project</i></p>	 <p><i>Created by Sergey Novosyolov from Nour Project</i></p>
<b>BOILER</b>	<p><b>Between Jan-Dec 31st</b> 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><b>May 31 — Heating season ends</b></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><b>Oct 1 — Heating season begins</b></p> <p><b>OCTOBER IS CO-OP MONTH!</b></p>	<p><i>New schedule of fines for failure to maintain heating law</i></p>	<p><b>By Dec 31:</b> Annual Boiler Inspection Report must be filed with Dept. of Buildings</p>
<b>PAYROLL</b>	<p><b>by Jan 31:</b> File all 4th quarter &amp; annual reports with NYS &amp; IRS &amp; distribute W-2 forms</p>	<p><b>by Feb 28:</b> Prepare and distribute 1099s for independent contractors to whom the HDFC pays more than \$600 for the year</p>		<p><b>by April 30 — 1st quarter Payroll Reports due</b></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><b>by July 31 — 2nd quarter Payroll Reports due</b></p>	 <p><i>Created by mitalou from Nour Project</i></p>	<p><b>By Sept 1:</b> Deadline for board to fill out Annual Multiple Dwelling Registration (MDR). Tip: use HPD'S Property Registration Online System (PROS)</p>	<p><b>by Oct 31 — 3rd quarter Payroll Reports due</b></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>	
<b>NYC REQUIREMENTS</b>	<p>Distribute Fire Safety Plan to all residents annually <b>by Jan 15</b></p> <p><b>by Jan 17:</b> Annual Window Guard and Lead Paint Notices delivered to all Occupants.</p> <p><b>Between Jan 1 and Dec 31:</b> Self-inspection of elevators for annual elevator inspection report must be done.</p>	<p><b>Feb 1st:</b> Local Law 84/09 Benchmarking measuring energy use and efficiency end of third quarter reports</p> <p><b>Feb 15:</b> Deadline for tenants to return Window Guard and Lead Paint Notices</p>	<p><b>By March 1</b> 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><b>by May 1:</b> Local Law 84/09 Benchmarking reports measuring energy use and efficiency MUST be filed online or you pay a fine.</p> <p><b>May 21st :</b> 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><b>Recycle!</b> Remind shareholders to Recycle paper, bottles and cans.</p>	<p><b>Aug 1:</b> 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><b>Oct 1:</b> New rent guidelines order go into effect for rent-stabilized tenants</p> <p><b>Oct 11:</b> 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><b>Nov 1st:</b> Local Law 84/09 Benchmarking measuring energy use and efficiency end of second quarter reports</p>	<p><b>By Dec 31:</b> Annual Elevator Inspection third-party Report due with DOB.</p> <p>Annual Lead-based Paint Inspection due.</p> <p><b>Keep outside lights burning at building entrances from sunset to sunrise each day.</b></p>
<b>BOARD OF DIRECTORS' RESPONSIBILITIES</b>	<p>Review last year's expenses for new budget</p>	<p><b>Adopt new budget and maintenance increase of at least 2% (per Bylaws ).</b></p>	<p><b>by Mar 15:</b> 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><b>Contact your CPA to begin planning for annual financial statements</b></p>	<p><b>In October — Renew HDFC insurance. Call UHAB to ask for a FLIP quote</b></p>	<p><b>HDFCs with Regulatory Agreements</b> 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>	