

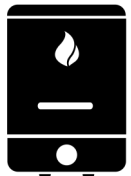







# 2021 HDFC Management Calendar



|  | JANUARY  | FEBRUARY  | MARCH   | APRIL  | MAY   | JUNE   | JULY  | AUGUST  | SEPTEMBER  | OCTOBER  | NOVEMBER   | DECEMBER  |
|--|--|---|---|--|---|--|---|---|--|--|--|---|
| <b>REAL ESTATE TAX &amp; WATER BILL PAYMENTS</b> | Jan 1: Semi-annual or 3rd Quarter 2020-21: Real Estate taxes due to the Dept. of Finance (interest-free grace period of 15 days)   | <br><b>It's Winter! Heat must be provided until May 31.</b><br>Daytime indoor temperature must be ≥68°F when it is <55°F outside.<br>Nighttime indoor temperature must ≥62°F | Mar 15: Apply for SCHE & DHE for tax exemption, and SCRIE & DRIE for maintenance increases; Max annual income: \$58,399. <i>Apply for STAR.</i>                         | Apr 1: 4th Quarter 2020-21 Real Estate taxes due (interest-free grace period of 15 days)   | May 1: Request due for Waiver to file RPIE (Real Property Income and Expense) Statement in paper form.  | Jun 1: RPIE statements electronic forms due  | Jul 1: Semi-annual/1st Quarter 2021-22 Real Estate taxes due (interest-free grace period of 15 days)<br><br>Pay annual water bill (for properties on frontage or DEP per unit Programs)               |   |  | Oct 1: 2nd Quarter 2021-22 Real Estate taxes due (interest-free grace period of 15 days)   |   |   |
| <b>BOILER</b>                                    | Between Jan-Dec 31st Annual Boiler Inspection must be performed and filed online at DOB Now<br>Note: All violations must be fixed before filing  |   | Check if your NYC Fire Dept. permit for fuel storage tank needs to be renewed.  | Operating Certificate for boilers (from DEP) must be renewed every 3 years. Check your last filing on DOB website.   | May 31: <b>Heating season ends</b><br>Now is the time to clean, and/or repair your heating system!<br>Does your heating system need an upgrade? Call UHAB to know your options.   |  | Have you done your Annual Boiler Inspection? Log on DOB Now and share your registered email address with your boiler inspection company.  |    | Oil tanks of more than 1,100 gallons must be registered with NYS DEC every 5 years.  | Oct 1: Heating season begins. In effect until May 31.<br><b>OCTOBER IS CO-OP MONTH!</b>  | 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   | By Dec 31: Annual Boiler Inspection Report must be filed on DOB Now: Safety website<br>nyc.gov/dobnow |
| <b>PAYROLL</b>                                   | by Jan 31:<br>File all 4th quarter and annual reports with NYS & IRS; print and distribute W-2 forms   | by Jan 31: Prepare and distribute 1099s for independent contractors to whom the HDFC pays more than \$600 for the year<br><br>by Feb 28: Provide copies of 1099 filings to IRS and SSA  |   | April 15: Deadline to file individual income taxes. If your building installed solar panels last year, shareholders can claim tax credits.<br><br>by April 30: 1st quarter Payroll Reports due   |   |  | by July 31:<br>2nd quarter Payroll Reports due  | Does your superintendent have an updated contract?  | Daylight Savings ends: Install new batteries in all smoke detectors and update any timers  | by Oct 31:<br>3rd quarter Payroll Reports due (submit by Nov. 2nd)   | Be sure to maintain Disability and Workers Compensation Insurance for your employees. Penalties are \$2000 for every ten-day period!!  |   |
| <b>NYC REQUIREMENTS</b>                          | by Jan 15: Deliver annual Window Guard and Lead Paint Notices to all Occupants.<br><br>Between Jan 1 and Dec 31: Annual elevator inspection and lead paint inspections reports for all buildings, and Gas piping inspection (Local Law 152) for Community Boards 2, 5, 7, 13, and 18 (all boroughs) must be done | Feb 1st: Final deadline for Benchmarking report from 2019<br><br>[insert image]<br><br>Feb 15: Deadline for tenants to return Window Guard and Lead Paint Notices   | By March 1 Owners must notify DOHMH of tenants who did not return Window Guard and Lead Paint Notices.<br><br>Be sure file your 2020 Benchmarking report before May 1st | Distribute Fire Safety Plan to all residents once every three years by April 30th<br><br><br><br>Be sure to clear any open violations. Violations can affect permit approvals and insurance renewals. | by May 1: 1st deadline for Benchmarking filings from 2020 for ALL buildings over 25,000 square feet. Failure to submit filings will result in fines of \$500 that aggregate quarterly.<br><br>When you receive your energy score make sure to display it by every public entrance!<br><br>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. | Be sure to install glow-in-the-dark apartment number signs on all residential apartment doors.<br><br>Schedule inspections for boiler, elevator, gas piping, and lead paint.<br><br>Board or manager should look at HPD/ECB portal monthly.<br><br>Be sure to use licensed contractors. To verify an electrician's or plumber's license call (212)566-4100 or go to <a href="http://on.nyc.gov/2CbrPxd">on.nyc.gov/2CbrPxd</a> | Aug 1: 2nd deadline to file Benchmarking report. \$1,000 total fines for noncompliance up to this point.<br><br> | By Sept 1: Deadline for board to fill out Annual Multiple Dwelling Registration (MDR). Tip: use HPD'S Property Registration Online System (PROS). | <br><br>Oct 4-Oct 10: Fire prevention week! Annual fire and emergency preparedness bulletin from the FDNY website must be distributed to building residents and staff.<br><br>Have you updated your renters' lease? | Nov 1st: 3rd deadline to file Benchmarking report. \$1,500 total fines for non-compliance up to this point.  | Due By Dec 31:<br>Annual Elevator Inspection Report due with DOB.<br>Annual Lead-based Paint Inspection due.<br>LL152 Gas piping inspection for specific Community boards due. LL 87 compliance due for buildings over 50,000 square feet and block number ending in 0.<br>File bedbug annual report |   |
| <b>BOARD OF DIRECTORS' RESPONSIBILITIES</b>      | Review last year's expenses for new budget   | Adopt budget with maintenance increase of at least 2% (per Bylaws).   | by Mar 15: Annual Corporate Taxes for 2019 are due.   | Distribute your Annual Financial Statement to all shareholders   | <br>Set timers for outside lights at building entrances from sunset to sunrise each day.   |  | Have you scheduled Annual Elections for this year?  | Contact your CPA to begin planning for annual financial statements  | Insurance Renewal<br>Call UHAB to get a FLIP quote.  | If you need assistance with election oversight, budgets, policy creation, loan packaging and more, call (212) 479-3334 or email <a href="mailto:help@uhab.org">help@uhab.org</a> for information about UHAB's low cost services.<br><b>HDFCs with Regulatory Agreements</b> must file Annual Reports with HPD. |  |   |