

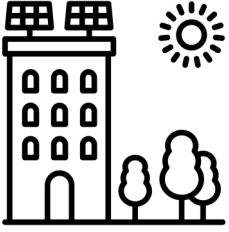

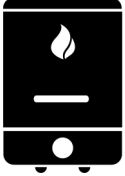


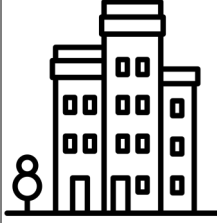


2023 HDFC Management Calendar



	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
REAL ESTATE TAX & WATER BILL PAYMENTS	Jan 1: Semi-annual or 3rd Quarter 2022-23: Real Estate taxes due to the Dept. of Finance	 It's Winter! Heat must be provided until May 31. Daytime indoor temperature must be ≥68°F when it is <55°F outside. Nighttime indoor temperature must be ≥62°F	Mar 15: Apply for SCHE & DHE for tax exemption; SCRIE & DRIE for maintenance increases; must renew every 2 years. Max annual income: \$58,399. <i>Apply for STAR.</i>	Apr 1: 4th Quarter 2022-23 Real Estate taxes due		Jun 1: RPIE statements due (Note: filing period opens February 26th). If applicable, e-file Storefront Registration.	Jul 1: Semi-annual/1st Quarter 2023-24 Real Estate taxes due Pay annual water bill (for properties on frontage or DEP per unit Programs)		Oct 1: 2nd Quarter 2023-24 Real Estate taxes due		New rules about self closing doors are in effect. See LL663/22.	
BOILER	Between Jan-Dec 31st Annual Boiler Inspection must be performed and filed online at DOB Now Note: All violations must be fixed before filing	Operating Certificate for boilers (from DEP) must be renewed every 3 years. Check your last filing on DOB website.	Check if your NYC Fire Dept. permit for fuel storage tank needs to be renewed	May 31: Heating season ends Now is the time to clean, and/or repair your heating system! Does your heating system need an upgrade? Call UHAB to learn about your options.	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 following violation		Have you done your Annual Boiler Inspection? Go to DOB Now & share your registered email address with your boiler inspection company.	Oct 1: Heating season begins. In effect until May 31. OCTOBER IS CO-OP MONTH!	Oil tanks of more than 1,100 gallons must be registered with NYS DEC every 5 years.	By Dec 31: Annual Boiler Inspection Report must be filed on DOB Now: Safety website nyc.gov/dobnow		
PAYROLL	By Jan 31: 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 by Feb 28: Provide copies of 1099 filings to IRS and SSA	April 18: Deadline to file individual income taxes for the calendar year. If your building installed solar panels last year, shareholders can claim tax credits. by April 30: 1st quarter Payroll Reports due		By July 31: 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: 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!!				
NYC REQUIREMENTS	By Jan 15: Deliver annual Window Guard & Lead Paint Notices & fire safety plans to all occupants. Between Jan 1 and Dec 31: Annual elevator inspection & lead paint inspections reports for all buildings, & Gas piping inspection (Local Law 152) for Community Boards 4, 6, 8, 9, and 16 (all boroughs) must be done	Feb 1st: Final deadline for Benchmarking report for 2021 energy use data 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. Be sure to file your 2021 Benchmarking report before May 1st	Distribute Fire Safety Plan to all residents once every three years by April 30th Be sure to clear any open violations. Violations can affect permit approvals and insurance renewals.	May 1: 1st deadline for Benchmarking filings from 2022 for ALL buildings over 25,000 square feet. Failure to submit filings will result in fines of \$500 that aggregate quarterly. <i>When you receive your energy score make sure to display it by every public entrance!</i> Starting May 21st: Required Property 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. Schedule inspections for boiler, elevator, gas piping, and lead paint. Board or manager should look at HPD/ ECB portal monthly. Be sure to use licensed contractors. To verify an electrician's or plumber's license call (212)566-4100 or go to on.nyc.gov/2CbrPxd	Aug 1: 2nd deadline to file Benchmarking report for 2022 energy use data. \$1,000 total fines for noncompliance up to this point. 	By Sept 1: Deadline for board to complete property registration online via HPD'S Property Registration Online System (PROS). Ensure stove knob covers are available to residents as per	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. <i>Stabilized leases up for renewal from 10/1/22 to 9/30/23 are subject to new RGB increases</i>	Nov 1st: 3rd deadline to file Benchmarking report for 2022 energy use data. \$1,500 total fines for non-compliance up to this point. 	Due By Dec 31: Annual Elevator Inspection Report due with DOB. Annual Lead-based Paint Inspection due. 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 3. File Annual Bed Bug Report	
BOARD OF DIRECTORS' RESPONSIBILITIES	HDFCs with Regulatory Agreements must file Annual Reports for the previous year with HPD starting in January.	Adopt budget with maintenance increase of at least 2% (per Bylaws).	Distribute your Annual Financial Statement to all shareholders	April 15: HDFCs' corporate taxes are due	For assistance with election oversight, budgets, policy, loans, and more, call (212) 479-3334 or email help@uhab.org . We have low-cost services!	Have you scheduled your Annual Elections? Call UHAB for help!	Contact your CPA to begin planning for annual financial statements	Insurance Renewal Call UHAB to get a FLIP quote.	Review this year's expenses for new budget <i>Set timers for outside lights at building entrances from sunset to sunrise each day.</i>			