



# London Terrace Towers | News

May 2006

## Sidewalks: Who's Responsible

### **Who's Responsible for our Sidewalks and why do we have to pay for them?**

**Two relatively new laws shifted the liability for injuries caused by unsafe sidewalks to the owner of the property adjoining the sidewalk. This had liability implications for our cooperative.**

Prior to the amendment, the owner of the property adjoining the sidewalk was not liable for injuries caused by defects or disrepair of the sidewalks by snow and ice. The adjoining owner was liable only where the owner created the defect or made some special use of the sidewalk related to the injury. The adjoining owner was obligated to pay for the repair and to clear snow and ice within four hours of the precipitation but failure to do so did not result in statutory liability for injuries.

While the Mayor and proponents of these changes believed this will help save the City more than \$40 million a year, property owners are faced with increased liability risks. Plaintiffs often filed notices of claim only against the City due to its "deeper pockets." These new local laws will prevent this practice by transferring liability from the City to property owners.

The amendment also required each property owner to have a policy of personal injury and property damage liability insurance.

Insurance rates are affected by trip and fall claims attributable to sidewalk defects. Policies must cover property damage and personal injury caused by an owner's failure to maintain the sidewalk abutting the property in "reasonably safe" condition. The law does not specify the limit of liability insurance a property owner is required to maintain.

Substantial sidewalk defects and hazards may include cracks, trip hazards, partial repairs, improper grading, poor structural integrity, etc.

While the new City codes don't mention fines or other punishments for noncompliance with these changed requirements, the City will "mark" sidewalks they believe to need replacement and give the property owner a short time to repair/replace them. Or the City will hire a contractor and bill the property owner.

In this changing climate, insurance companies have taken a greater interest in examining the sidewalks around the properties they insure and making "recommendations." Then it is up to us to make the necessary repairs and replacements.

Our engineers are currently developing specifications to go to bid to replace our sidewalks. The new sidewalks will upgrade not only the look of our buildings but will help with ever escalating insurance rates in the future.

Dear Fellow Shareholders,

By now, you have all been paying the increased maintenance charges and have received the first invoice of six (in the April maintenance bill) for our assessment that is earmarked for capital improvement programs and to help keep our reserve fund at a reasonable level. For those of you that might have missed the letter that went out to shareholders on December 15th, 2005, I will recap the purposes of the assessment and why the maintenance went up 9.5%.

Regarding the assessment, the major capital improvements that are planned for this year are significant and include replacing and modernizing the elevators; replacing the sidewalks; replacing the boilers for the 465/470 buildings; and, doing major exterior waterproofing. Keep in mind that capital improvement assessments are added to the cost basis of each of your apartments and you should keep the invoices for tax purposes when you sell your apartment.

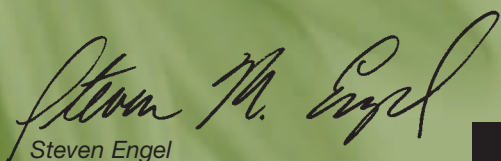
The decision to raise maintenance fees is seldom an easy one, but more often than not, the increases are unavoidable and beyond the board's control. As stressful as an increase can be for both the Board and shareholders alike, it's best to face up to the building's financial necessities. If you put off and use reserves to forestall those increases, the problem compounds. Later, you have to deal with the financial deficiencies that may have worsened over that time. If you deal with a problem early, the consequences will be less. In the end, though, maintaining the level of service and the standards to which residents are accustomed often ends up being worth that initial financial pain.

As a reminder, the two largest operating expenses represent nearly 94% of the maintenance increase and include real estate taxes and utilities. We face an increase of the 2005/2006 taxable assessed values of over 29% from last year which translates into a projected increase of \$614,000 in real estate taxes. This one expense item alone accounts for 82% of our entire maintenance increase. Our utilities projected a significant cost increase over last year (just check out gas prices for those of you that drive to get an idea of how high prices are) and account for an increase of 11.5% increase in our maintenance.

I hope this helps explain why the maintenance increase was necessary and to what projects the assessment is being allocated.

On behalf of the board I wish you all a happy and safe Spring.

Sincerely,



Steven Engel  
President, LTTO, Inc.

This and That | at London Terrace Towers

**Elevator project.** Due to design selections and the lead time needed to build all new elevator cabs, the project will likely not begin until the end of June. When we have a new, firm date, we will resend the memo about operational changes.

**Don't leave mad!** Believe it or not, one of the most complained about noise issues is about slamming doors. Because we have tiled floors in our hallways, the noise from a door that bangs shut reverberates throughout the hallway. It jars sensibilities, often wakes your neighbors up and is generally annoying. Please remember to shut your door quietly.

**Waterproofing survey.** Our engineers, accompanied by one of our staff members, have been busy examining each and every apartment for signs of water damage. The results of these inspections will form the basis for the next phase of exterior waterproofing later this year. As we go to print, we have completed the 405, 410 and 470 buildings. 465 should be completed in the next two weeks. It is very important that you leave your keys if you are not home on the scheduled day. Thanks for your cooperation.

**Guests.** If you are having a guest that will be there in your absence, please notify the management office. Include their name(s) and the length of their stay. The management office will then send a memo to the lobby attendant to permit access. If they need your keys, you must also give us that information in writing. Lobby attendants are instructed to prohibit access to anyone without the proper paperwork. Guests are permitted - in your absence - for a maximum of thirty days. Stays over thirty days require shareholders to complete a sublet package.

**As previous newsletters have mentioned,** the Board commenced two lawsuits seeking compensation for the building for damages incurred as a result of the gas leak in February, 2005. One suit was against the building's own insurer; the other was against various contractors and others who were responsible for the leak. The building's insurer, Interstate Indemnity Co., denied coverage principally on the ground that the loss (the need to replace the gas system) was caused by wear and tear, not by a covered cause of loss. As you might expect, this is not the first time such an incident has happened in New York City; and whether courts have required insurers to pay has depended on the cause of the accident and the language of the policy in any given case. London Terrace's policy had an endorsement providing coverage for certain expenses required to be incurred by operation of law or ordinance, that we believe provides coverage. Many property insurance policies in New York City now have specific exclusions for gas line repair, but our policy did not.

The lawsuit against the parties alleged to have been responsible for causing, or failing to prevent, the leak is also proceeding. All parties except one have finally appeared in the lawsuit, and discovery is continuing.

Published quarterly for LONDON TERRACE TOWERS, INC. under the direction of the Board of Directors. Comments, suggestions and news for publication are welcome. To submit material, contact Edward Maichin or bring it to the Management Office. We reserve the right to edit, accept or reject submissions.

Contact Edward Maichin at: [d1maichin@aol.com](mailto:d1maichin@aol.com)

#### Resident Board of Directors

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## Dogs Bark ... What's the Problem?

The problem of course, is when your dog won't stop barking and it bothers your neighbors. It's important to maintain a "good neighbor policy" and, more often than not, barking can be eliminated or reduced to reasonable levels quickly and easily. The funny thing is that dogs are better at adapting than owners are. Within limits, they can modify their behavior for good or ill to cope with human idiosyncrasies.

### Here are some truths about dogs:

**Dogs are predators.** They have the eyes, teeth, digestive systems, feet, ears, and structure of predators. Even though pet dogs no longer hunt their dinner, they are still capable of predatory behavior towards other pets, and even children. Owners who understand that predation is natural for dogs can prevent problems by supervising dogs with other pets and children.

**Dogs are basically clean animals,** although they do enjoy a romp or roll in some pretty disgusting dead stuff or a swim in a fetid pond on occasion. Most dogs are relatively easy to house train because they learn quickly not to soil their living space.

**Dogs like to be busy.** Although they can sleep most of the day, dogs enjoy activity. Long walks, games, tricks, and training in agility and obedience keep a dog's mind and body in good shape. Dogs that don't get this stimulation will make up their own games and events such as "Ha, Ha, you can't catch me or "wanna bet I can't reach the chicken you're thawing for dinner?"

**Dogs are territorial.** We like this trait when Spike barks to warn us of approaching strangers, but really hate it when he goes overboard with a frenzy of noise. (The neighbors hate it too!) Unfortunately, with people living close together in cities, this trait is the one that drives your neighbors nuts!

**What can a good neighbor do to make your noisy dog lovable to your neighbors?** Training is the best way to correct unacceptable behavior but other methods are available. After talking to veterinarians and pet store owners, here are a few tips to minimize the annoyance:

- **The Citronella anti-bark collar is relatively new, safe, humane and remarkably effective. When your dog barks, the collar sprays a light mist of citronella scent in front of his nose. Dogs don't like the hissing noise...it startles them and they aren't crazy about the smell. Most dogs figure things out very quickly and stop barking. Be advised that the dog owner must be trained in the proper use of the collar. The collar without training is the band-aid approach.**
- **Some dogs will not bark if they cannot hear or see your neighbors. So, if Spike is an in-the-house noisemaker, put him in the kitchen or the furthest point from your entrance door and common walls with a crate or bed. Or you can confine Spike in the room with baby gates in the doorways - not by closing doors – so he doesn't panic.**
- **Turn on a radio when you leave the apartment. Classical music stations may work best; they have fewer disruptions by commercials.**
- **Doorbells can start your dog barking. Tell your guests to always call from the lobby first so you can have your door open when they arrive.**

Behaviorist William Campbell outlines the "**sneak and peak**" program for curing excessive barking in his book *Owner's Guide to Better Behavior in Dogs*. The method has the owner leaving home as usual, then sneaking back and watching the dog from a hidden vantage point. When the dog starts barking, the owner makes a brief distracting sound to catch the dog's attention. The dog is not praised for stopping

his noise, but the distraction is repeated if he starts barking again. When the dog settles down, the owner goes about his daily routine. Carol Lea Benjamin uses a variation of this method in her book, *Dog Problems: A Professional Trainer's Guide*, but instead of making a distracting noise, she recommends that owners correct the dog when he starts barking by reentering the apartment, shaking the dog by the scruff, and repeating "NO, NO, NO" in a commanding tone. After the correction, the owner should calmly leave again, wait out of the dog's sight, and repeat if necessary.

A bossy dog is often easier to cure because he may simply need to be reminded that he's not in charge. It takes longer to get the message across if you have ceded your authority in any fashion, but it can be done by making the dog work for every treat and cuddle and love tap he gets. He should sit or lie down or do a trick on command before getting anything he wants.

Teaching a suspicious dog to bark on command so you can then teach him to stop on command works as well. Carol Lea Benjamin calls this the "serendipitous" method of dog training by which the owner names a behavior in order to control it. The trick here is to know what triggers the barking so you can get it started yourself, then, just before initiating the noise, saying the name of the command. Here's how it works. If Ranger barks when someone knocks at the door, repeat "speak, speak" just before you knock on a wall or other hard surface. Tell him he's good and give him a treat. Repeat several times a day until he understands that "speak" means bark. This process focuses his attention on you and gets ready for the next step – teaching him to quit barking.

**Make sure your barking dog is being fed properly and has water continually available.**

**Herbal calming formulas** - readily available - can be put in drinking water or mixed in dog food. These have been around for many years, used mostly for travel. They have been increasingly used in urban areas. Ask your vet.

**Make arrangements with a dog walker** so that your dog gets some attention during the times you aren't home.

**Owners must judge the applicability of these methods for themselves.** All of these suggestions require patience and fortitude...and the desire to have good relations with your neighbors.

**Can non-dog-owning-neighbors help themselves?** Absolutely! If you know your neighbor has dog that is sensitive to noise, you might want to remember that slamming doors or other loud noises in the hallways can easily frighten or wake up a sleeping dog. If you are planning a party or construction, let your dog owning neighbor know so they may prepare.

**Some breeds of dogs** – including Collies, Shetland Sheepdogs, some terriers, and Norwegian Elkhounds, for example – tend to bark more than others, so potential buyers should take this characteristic into consideration when looking for a pet.

### Related to....

It may not be cool to be afraid of dogs. Nonetheless, some people are...and they live here too. Please remember that, once outside your apartment in a common area, your dog must be on a leash.

When bringing your dog out of the building for a walk, please keep the leash short and have a firm grip as the elevator door opens. Until the door opens, you don't know if there's such a person on the other side. There could also be other dogs that may not react well to your dog bounding out.

Maintain control; do not tolerate lunging, jumping, barking, etc., even if your dog is just being friendly. Some people do not understand this and may feel threatened or uncomfortable.

## Things You Need to Know About Homeowners Insurance

**Why wait until after a disaster to discover your homeowners insurance doesn't really have you covered? Here are 8 things to do so you can have peace of mind -- and full protection -- right now:**

**1. Buy the right insurance.** You should know what you have so that you know ahead of time that you are covered. Look at your insurance coverage in four key areas: the structure, your belongings, your liability to others and your living expenses if you're forced out. If your apartment is destroyed, you want it rebuilt and you want to replace everything in it. And you need enough liability coverage to protect you in case you get sued. Living expenses would cover the cost of making the apartment livable or living elsewhere while your home is being repaired or rebuilt.

**2. Get replacement value insurance.** Face it, this is an insurance policy, not a garage sale. You don't really care how much your possessions would fetch on the open market, the so-called "cash value" or "fair market value." You want to be able to replace everything you lost with similar, new items. Make sure that your policy spells out that both your apartment and its contents are covered by replacement-value insurance.

**3. Understand the claims process.** Two policies can promise the same amount of coverage but they can be vastly different when it comes to making you whole after a loss. Have the agent explain exactly how claims are handled, especially when it comes to writing you a check. Do you receive your entire claim upfront, or just a fraction? Does the company pay you for all the things you've lost, or only those things that you replace? Some policies will give you the cash value of your possessions right after a loss, but wait to cover the replacement value until after you've replaced your items -- and have the receipts to prove it. This could be a problem if you're wiped out and have no cash reserves.

Equally important is the timetable on replacement. If you go from living in a two bedroom apartment to sleeping in a hotel room with two kids and a dog, you might not want to go on a shopping spree right away. How long do you have to replace your things?

**4. Take inventory.** Filing a claim involves two steps -- proving you owned certain items and verifying their worth. This is a lot easier to do when you still have your things. Go through your apartment with a video camera. Walk through each room, do a sweep and get everything you own on tape. Don't forget the closets (and storage locker, if you have one). Or take the low-tech method: make a list and shoot a few rolls of film. Stash your video or photos in a safety deposit box with a copy of your policy. If you keep your inventory at home, make a second copy to give to a friend or keep at the office.

**5. Buy riders/floaters.** Many times, homeowners and renter's policies limit the amount you can collect on some big-ticket items -- usually things like computer equipment, jewelry, furs and fine collectibles -- to a fraction of the replacement value. If this is the case, you need to pick up a special policy known as a "floater," "rider" or "endorsement" for each of those items. A rider will also reim-

burse you if you simply lose the article. In the case of something new, save the bill of sale with your inventory, and fax a copy to your insurance agent. If the item is older, have an appraisal done. Again, save one copy and send another to your agent. That way, you'll never have to worry about proving you owned an item, and there will never be a dispute over what it's really worth.

**6. Keep pace with inflation.** This is especially important with a homeowners policy. It may have cost you \$100,000 to renovate your apartment five years ago, but it might cost \$150,000 to replace it today. When your policy comes up for renewal, talk to your agent to verify that your coverage amounts are still realistic. And when you make an improvement, add it to the total.

**7. Think about buying an umbrella policy.** Liability insurance, which picks up the tab if someone gets hurt in your home, typically tops out at \$300,000 on most homeowners policies. But lawsuits usually start at \$1 million! If you have assets, think about picking up an umbrella policy that would add extra liability coverage to your home (and auto policy). Umbrellas are relatively inexpensive -- usually starting at about \$100 to \$200 a year.

**8. After a life-changing event, call your agent.** The amount of insurance you need -- and the items you want to cover -- change over the years. Be sure you keep your policies and inventories up to date.

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## Real Estate Tax Exemptions

The NYC Department of Finance sent a detailed personal exemption summary to the Management Office indicating the number of units receiving each type of real estate tax exemptions for which shareholders of London Terrace have applied. The numbers are interesting:

<b>Veteran Exemption</b>	<b>3</b>
<b>Senior Citizen Exemption</b>	<b>0</b>
<b>S.T.A.R. Exemption</b>	<b>281</b>

We thought it would be helpful to let you know the details of the possible exemptions and decide whether you fit the criteria for any or all of the available exemptions.

### ● School Tax Relief (STAR)

**STAR** is the New York State School Tax Relief Program, which provides a tax reduction benefit for all New Yorkers who own their home and use it as their primary residence. There are two levels of benefits: Basic STAR for most homeowners and Enhanced STAR for qualified senior citizens.

#### Eligibility

**Basic STAR:** There are no age or income requirements for the Basic STAR benefit, only that you own your cooperative apartment, that you live in and use as your primary residence.

**Enhanced STAR:** Property owners must be age 65 or older and have a total adjusted gross income of \$66,050 a year to qualify. Proof of age and income are required.

**Requirements:** For tax administration purposes, Finance requires that each owner provide their Social Security number on the application certifying the property is an owner(s) primary residence.

## Level of Benefit

**Basic STAR:** Provides an annual property tax reduction of approximately \$200 a year to owners that use their property as their primary residence. Enhanced STAR: Provides a higher level of property tax reduction of approximately \$350 a year to qualified seniors.

## ● Veterans Exemption

Property tax relief to qualified veterans in recognition of their service to country and community.

### Eligibility

**Veteran Status:** A qualified veteran is one who served during one of the following periods of war or conflict:

- Persian Gulf Conflict (beginning August 2, 1990)
- Vietnam War (December 22, 1961 to May 7, 1975)
- Korean War (June 27, 1950 to January 31, 1955)
- World War II (December 7, 1941 to December 31, 1946)

The spouse of a qualified veteran, the unremarried surviving spouse of a qualified veteran, and a Gold Star parent (the parent of a child who died in the line of duty while serving in the US armed forces during one of the periods above) are also eligible for this exemption.

**Ownership:** The applicant must own the property on January 5th and apply by March 15th to begin receiving Veterans' Exemption benefits the following July 1st, the beginning of the new tax year. The legal title to the property must be in the name of the qualified veteran or one of the other eligible parties described above.

**Residency:** The property must be the applicant's primary residence, unless he/she is absent due to medical care or institutionalization.

**Requirements:** Besides the Veterans' Property Tax Exemption application, the supporting documents required depend on who is applying for the exemption (the veteran, the Gold Star parent, the veteran's spouse, etc.) and what level of benefits is being sought (combat level or disability level). Documentation requirements are detailed on the Veterans Exemption application.

### Level of Benefit

There are three levels of benefits, depending on whether the veteran served in combat and/or was disabled. Exemptions are also subject to dollar limitations, pursuant to state and local law.

## ● Senior Citizen Exemption

SCHE provides a partial exemption of the assessed value of a legal residence that is occupied by a senior citizen who has a limited income.

### Eligibility

Applicants must be age 65 or over by December 31st of the year in which the SCHE benefits would begin. If a husband/wife or siblings own the property, only one needs to meet this age requirement to qualify. If co-owners other than spouses or siblings own the property, all must be 65 or over.

**Primary Residence:** The applicant must use all or part of the property as his/her primary residence.

**Property Ownership:** The owners must have held title to the property for at least 12 consecutive months before March 15th of the year when the SCHE benefits begin.

**Requirements:** Applicants must submit a completed SCHE application, signed by all owners of the property, a completed SCHE Income Statement, copies of the following: 1.) Proof of age – Acceptable proof of

age includes birth certificate, baptismal records, passport, hospital records, driver's license, or other official record showing birth date); 2.) Death certificate (if any owner is deceased);

### Level of Benefit

The amount that SCHE lowers the assessed value of the property is determined by the total adjusted annual income of all the owners, as shown on the SCHE Income Statement that is submitted with the application. Income eligibility guidelines are set by the State every year and are subject to change.

**Deadline:** Applications must be received by March 15th for benefits to begin July 1st of that same year, the start of the City's new tax year.

## ● Disabled Homeowners' Exemption

This is a property tax exemption to low income disabled homeowners who meet the income requirements.

### Eligibility

Owners of cooperative apartments are eligible for this exemption if they occupy the property and use it as their primary residence.

**Disability:** Applicant(s) must have a disability, defined as a physical or mental impairment not due to current use of alcohol or illegal drugs. The person must submit proof of this disability by one of the following: (1) Social Security Disability Insurance; (2) Supplemental Security Income Benefits; (3) Railroad Retirement Disability Benefits; (4) Disability pension from the US Postal Service; (5) Certificate from the State Commission for the Blind and Visually Handicapped stating that the person is legally blind.

**Primary Residence:** Applicant must use all or part of the property as his/her primary residence, unless applicant is absent from the property due to medical reasons or institutionalization.

### Level of Benefit

The program provides a tax exemption for eligible homeowners from five to fifty percent of the property's assessed value, depending on the applicant's household income.

You can get more details by going to [www.nyc.gov](http://www.nyc.gov). Go to the Finance Department.

## Should I keep Purchase Documents?

Yes, you should. Irrespective of whether you paid cash, have a mortgage or the sale is a result of an estate sale, you should keep:

- Original Proprietary Lease
- Original Stock Certificates
- Consent from the Cooperative
- RPT and TP584 Tax Documents
- Copies of all checks

There are fees for lost Stock Certificates and your Proprietary Lease. They are:

- Individuals pay \$300, plus \$0.05 per share for lost Stock Certificates.
- A replacement Proprietary Lease is \$150.
- If the bank loses the documents, the fee is \$500 per document.



## London Terrace Towers Health Club

### Spring Training | Wing Kee Kwok, A. F. P. A.

**Now that the winter months are behind us, it's time for Spring Training! We all want to get ready for the beaches and our Health Club is here to help you.**

Do not believe the various advertisements we see constantly pitching for diets and exercise apparatus. They all sound good but do not believe that working out a few minutes a day for two weeks will help you lose inches off the waist! Please do not let these advertisements seduce you.

Most, if not all of us, are interested in trimming off and tighten the midsection of our bodies. I would like to share with you some of my experience in abdominal training:

1. I train my abdominal section every time I go to the Health Club and do the routines first. This way, I will not skip them.
2. I always start the training with the lower abdominal region with different versions of leg raises. During these exercises, the center and upper abdominal muscles are being warmed up.
3. While working the upper region, I try to use a variety of routines and apparatus using the Crunch Bench, mat, balance balls, the Cross Cable, the Torso Rotation Machine and the Ab Crunch. Varying the training methods will lessen the boredom, and it is also more effective for the body.
4. During each session, I always work on the entire region, lower, upper, oblique and the lower back. On different day, I may put different emphasis on different part but I make sure that I train the entire region.
5. During each exercise, it is also important to perform slowly and good form by keeping all the abdominal muscles tensed and the breathing uniformly.
6. It is important to get into the habit of training your abdominal every time you work out, or better yet, every day. You can even train away from the Health Club because, there are enough routines which require no equipment.

If you are interested, come to the Health Club and consult any of the staff on duty. I will be happy to discuss this with you further, please contact me through the Health Club. Recently, we have added a wide selection of exercise equipment for aerobic, stretching and floor exercises.

**Happy training to get ready for the summer!**

**Gym Hours: Monday through Friday: 6:00am - 10pm, Saturday & Sunday: 8am - 8pm. Pool Hours: (closed Wednesdays) Monday, Tuesday, Thursday, Friday: 6:30am - 10 pm, Saturday & Sunday: 9am - 6:45pm.**

### 470 Roof Deck

As you know, the opening of the 470 Roof Deck was delayed due to major exterior work being done in that area. The roof deck is scheduled to open on May 1st and stay open through November 30th. During the months of May, October and November it will be open from 9 AM through 8 PM. In June, July, August and September, it will be open from 8 AM through 9 PM.

Access to the Roof Deck is limited to the residents (and their guests) of London Terrace Towers and London Terrace Gardens. Residents must have a valid ID card issued by the Management Office of London Terrace Towers. This ID card must be presented to the Lobby Attendant on duty in 470 West 24th Street and to any LTT employee upon request.

Residents may bring two guests per valid ID card. With prior consent of the Management Office, residents may be allowed to bring more than two guests. All guests must be accompanied by the resident and must leave the facility when the resident leaves.

This is a facility that is used by persons of all ages and sensibilities. Street clothing or appropriate bathing suit attire is required. Nude or topless sunbathing is not allowed and the house rules apply when going through the lobby or while using the elevators or stairs in 470.

Glassware and other breakable items are not permitted. Cooking is not allowed. Neither are food deliveries. Everyone is responsible for the proper disposal of his or her own trash. Cigarette butts must be disposed of in the ashtrays, which are provided on the deck, and smokers are reminded to be considerate of others on the deck.

Pets are NOT allowed on the roof deck. Neither are private parties. Headsets are required when using radios, CD players, tape players, etc.

These rules apply to all residents and their guests. Failure to comply with these rules will result in the suspension or revocation of the privileges at the direction of the Managing agent or the Board of Directors. The rules can be viewed in their entirety by logging onto the London Terrace Towers website at [londonterracetowers.com](http://londonterracetowers.com) or on the Roof Deck.

As usual, Mark Davies (470) will be doing all the plantings on the roof deck. Mark does a fabulous job...tell him when you see him!

### Air Conditioning Maintenance

Inside the cabinet of your air conditioner is a compressor, condensing coil, evaporator coil, blower, controls and maybe a little ductwork. The ductwork and a damper allow the unit to draw in fresh air or re-circulate 100 per cent of the room air. Newer units have electronics with timers, accurate temperature sensors and remote controls. By using sound absorbing materials and quieter motors, manufacturers have improved window and wall-through air conditioners a lot.

Not obvious is the fact that they need maintenance routinely, just like any other machine. The filter, usually located behind the front grill, needs to be washed. The condenser coil at the back of the unit can accumulate lots of debris and might require a chemical bath. All air conditioners need good airflow across the evaporator and condenser coils. Efficiency and performance drops rapidly as air flows decrease. If you lose too much air, the unit burns out. When the unit isn't in use, insects and rodents can find the coils to be comfortable resting place and can ruin an air conditioner. You must check for all these little nuisances and make sure you're set for the season.

Don't wait until the last minute to service your air conditioner. Not only will you be uncomfortable but also the service time will take longer. You can make outside arrangements for your air conditioner service or our maintenance staff offers this service for \$100.00 for air conditioners that are in wall sleeves. (Outside contractors charge up to \$200.00.) Call the Office at 212-675-2000 to make an appointment. Shareholders will be billed on your maintenance bill. Subtenants must make arrangements with their landlords. Air conditioners will be serviced on a first-come, first serve basis.

For insurance reasons, our staff will not be able to service window air conditioners. The Management Office recommends Domestic Air Conditioner Service (718-894-5726). This is the company the Office has employed for the last several years for our rental tenants.

On another note, as we do every year, our staff will be assessing the physical condition and installation of air conditioners. If you have a window air conditioner, a metal bar at the top MUST secure it. If your air conditioner's outside grill and/or casing is rusted and/or leaking rusty water onto the building, you may be required to replace it.