

# CAI - LI Chapter News

Serving Long Island, New York

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Issue No. 46 – Autumn 2019

## KNOWING YOUR ON-SITE SEWAGE TREATMENT PLANT

By MATTHEW P. SCHEINER, P.E - ROBINSON & MULLER ENGINEERS, P.C.



Generally, communities with their own on-site Sewage Treatment Plant (STP) view the facility as a necessary evil. This often leads to a lack of attention and/or a lack of funding for this necessity at your

community. Long Island has only one source of clean drinking water, the aquifers, and it is important that these facilities be operated in a way that continues to protect that drinking water and keep it clean and drinkable for generations.

Every on-site STP has a State Pollution Discharge Elimination System (SPDES) permit. This is the permit that allows you to discharge into the ground. These permits are renewed every 10 years, and the renewal has a few steps that are required, so it is recommended that you contact your Engineer of Record (EOR) to help you through the process about six (6) months before the permit is set to expire.

The SPDES permit requires that a licensed operator be at the STP for a minimum of one (1) hour, every day, 365 days a year.

During that hour, the operator will take measurements, make any necessary process adjustments, and generally clean up around the STP. Your operators should be performing preventative maintenance, but this is often difficult to do in the hour allotted, given all the other tasks that they need to perform. An operator that takes pride in his work will stay longer to complete the preventative maintenance items, but an operator that doesn't have the community's best interests at heart will ignore these items and your STP will begin to deteriorate.

To help prevent this from happening, it is recommended to have your EOR visit the STP once in a while, or once a year at a minimum, to check on the STP and report back to your Board as to the condition of the STP and what items are in need of attention. This will help ensure that the operators are doing their jobs and that the STP is performing as expected. ■

*This article was written as a follow-up to the Long Island Chapter's educational meeting which was held on Thursday, November 14th at Capital One Bank in Melville. If you are curious about learning more about your on-site STP, contact Matt, of R&M Engineering, at his office #631.271.0576x14 or via email at MScheiner@rmengineering.com*

## SAVE the DATE! Holiday Party

THURSDAY  
DECEMBER 12, 2019  
6:00 - 9:00PM  
Sangria 71, Commack

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*The CAI Long Island Newsletter is published quarterly by the Long Island Chapter of Community Associations Institute (CAI-LI) and is distributed to its members and is available on the Chapter website ([cai-li.org](http://cai-li.org)). This publication provides members of CAI with letters from the Chapter President, informative articles written by industry professionals and service providers, updates on current legislation, and business advertising. The Chapter strives to provide our members with timely information and tools needed to keep them informed on community association issues.*

*The Newsletter Committee is always looking for new articles to publish. Articles should be educational and non-promotional in nature and have a suggested word count between 500 and 1,500 words. CAI-LI retains the right to edit articles to conform to content and space requirements. If you are interested in submitting an article for possible inclusion, please contact Christine M. Majid, Chapter Executive Director, at [info@cai-li.org](mailto:info@cai-li.org). Are you interested in advertising with us? Let us know!*

### Quarterly Deadlines

Winter Issue - January 31

Summer Issue - July 31

Spring Issue - April 30

Autumn Issue - October 31

## STEPS TO ENSURE YOUR GATED HOA IS SECURE

By EDWARD KATTA, PRESIDENT/MANAGING MEMBER - KATTA PROTECTIVE SERVICE LLC



Many home owner associations on Long Island are gated communities, where public access is restricted by fencing around the property and vehicle/visitor access is controlled either by a manned gate house with a Uniformed Security Guard or a remote entry access system. But most HOA boards are busy enough with managing the day-to-day responsibilities of running the

community that updating their security, if there isn't a readily apparent problem/issue, takes a back seat. What most HOA boards need is an easy system for the security guards to use to limit access to their community to those who are permitted to be there (residents/owners and their cleared guests, contractors, etc.), see what their security guard staff are doing daily to follow their security protocols/house rules/post orders for the community (cloud based reporting/tracking software), and to easily be made aware of incidents that occur and for the security guards to easily be able to communicate and alert the

board about issues and how they have resolved them.

In the past, many HOAs could not afford 24/7 security guards for their gatehouse, and a remote access/virtual security system was too expensive, so they simply left the gates up/open part or all of the time. But great strides have been made in the technology sector that are enabling security companies to offer their HOA clients more transparency and control over their security operation even on a budget.

First, there are questions each HOA board needs to answer before they can take the proper steps to ensure their community is truly protected:

- 1 - How are you controlling access to the community: with a manned gatehouse or with a remote access system?
- 2 - Is access to your community restricted 24/7 or are there periods of the day/night that the gates are left open without access being monitored or controlled?
- 3 - What is your annual budget for security, and is there room in your capital expenditures for periodic improvements to your current security setup?
- 4 - Does your access point to the community have cameras (both regular and license plate recording cameras) recording 24/7?
- 5 - Are the security guards (if your booth is manned) using visitor management software with real time access to the most updated resident/owner and visitor/do-not-call lists?

These five questions can help determine which path your HOA should take to tighten up your community's security.

If your community has no manned security guard or access system, and cannot afford a 24/7 manned security gatehouse, there are many affordable virtual doorman/security intercom options that for a one time installation fee and modest monthly monitoring fee (based on the number of units in the community), can provide protection and access control on a budget. The central station operators are live to speak with visitors/deliveries/contractors directly, and residents can be contacted via their cell phones about pending guests, saving the cost of installing in each unit bulky archaic intercom systems, and it will track and make available to your HOA visitor access lists you can control remotely. This is perfect for HOAs that currently have their gates up/open all day and night, and think they cannot afford to control access to the community. It is affordable and not complicated to setup for most HOAs.

If your HOA has a manned gatehouse with onsite security guards,

*Continued on Page 4*

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*Continued from Page 3*

then gone are the days of using a paper log book with huge binders of past resident and DNC lists. Your security company should be offering GPS tracked/geotagged security management software for the guards to check in/out for shifts to easily track billing, and make all their reports (daily activity reports, incident reports, etc.) in real time on a device and automatically emailed to the HOA board and management. Additionally, your security company should be offering your security guards and HOA office use of visitor management software that can provide the administration/HOA office access to update the resident/owner information as well as all do-not-call lists in real time, giving the security guards the most accurate up-to-date information possible on who is allowed access to the community, as well as accurately tracking visitors/guests at all time while on the property. These programs are not expensive, and should be offered for use and included/provided at no cost by your security guard company.

In addition to visitor management software, if your gatehouse/access points do or do not have security cameras in use already, your security company should also have an updated, more capable camera system including License Plate Recognition cameras. Given the incredibly affordable options available, such cameras are easy to install and use by the Security Guards and HOA, and let you know who is coming into the community and where they are visiting.

Technology has grown by leaps and bounds in recent years, making this technology now affordable. Make sure that you consult ASAP before year end (when budgets are voted on, contracts are renewed, etc.) with your current security company about options both for unmanned security access systems as well as both digital reporting and visitor management software for manned security guard gatehouses. ■

*For more information, you may contact Edward Katta, of Katta Protective Service, at #718.688.2577 or via email at [kattaprotectiveservice@gmail.com](mailto:kattaprotectiveservice@gmail.com).*

## Long Island Chapter Calendar of Events

*Thursday, December 12th - 6:00 to 9:00 p.m.  
Holiday Chapter Party  
Appetizers, Buffet Dinner, Drinks & Dessert  
Sangria 71 Restaurant  
1095 Jericho Turnpike, Commack*

*Thursday, January 30th - 6:00 to 8:00 p.m.  
Annual Meeting with Educational Presentation  
"Electric Cars and Green Initiatives"  
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## SEASONAL DRYER VENT PREP

By JOHN RYLEY - DRYER VENT WIZARD

It is estimated that poorly maintained or clogged dryer vents are the leading cause of appliance fires, resulting in more than 15,500 dryer fires every year. These are only the reported cases.

When fall and winter arrive, across the country there is a noticeable increase in the dryer vent business, though not for reasons accounting and other financial experts might predict. In many cases, the problem is lint build up, but lint is not the only problem. Fall and winter are the times when rats and mice will seek refuge in warm dry places. Just imagine that dryer vents make warm, fuzzy condos for little critters.

Our technicians have had more than their share of unusual discoveries from birds, rats, and squirrels to objects like Barbie doll heads, cell phones, golf tees, beer bottles, Gatorade bottles and much more. With the weather turning colder, people are inclined to use their dryers more often so it is important to make sure your dryer vent system is ready.

When it snows, it is important to make sure that the vent cover at the outside termination of your vent remains free flowing and that it is not blocked by built up snow.

It's a mystery how some of these items, including animals, get into vents, even when there are wire screens in place. One customer had a rat terrier that would sit and bark at the dryer for hours. There was a rat's nest clogging the dryer vent. Many times, rats will chew through semi-rigid venting material to escape into the house.

Other serious issues include bad connections behind the dryer, burnt out wiring and even fires that have already occurred inside the dryer—without the owner's knowledge.

Many people are unaware that lint can smolder for hours and eventually result in a flash fire. ■

To learn more, contact John Ryley, from Dryer Vent Wizard, at #516.263.5712 or via email at [jryley@dryerventwizard.com](mailto:jryley@dryerventwizard.com).

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## AN AUTUMN TO-DO LIST FOR HOMEOWNERS

By DANA EINSIDLER - EINSIDLER MANAGEMENT, INC.

Fall in New York is all about enjoying the changing colors of the leaves, the crisp cold air, festivals, pumpkin picking... and prepping your home for winter. Are you and your Co-op, Condo, or HOA residents ready for the colder weather ahead? Here are some tips that you can pass along to your community members.

1. **Inform your property manager** if you plan to leave your New York home for somewhere warm this winter season. Provide an alternative address and the dates that you will not be residing in New York so that management knows where and how to contact you while you are away.

2. **Provide a spare key** to your superintendent (if applicable) or a trusted neighbor if you plan to leave for the winter. This step is important in the event that your superintendent or property manager needs to enter your home for a building-related emergency (i.e. pipe bursts, floods, leaks, structural damage to the building, etc.). They will never enter your home unless they need to do so for the integrity of your building or unit. If you are a snowbird, you may also want to notify a trusted neighbor that you will be away so that they can help to keep an eye out for theft or pass along any important information while you are away.

3. **Stay in the Know.** Should management need to contact you in the event of inclement weather or an emergency, it is important to make sure management has your updated contact information. Some communities may utilize a mass calling system or an email distribution list to communicate important information. If so, take advantage of these communication methods by ensuring you are on those lists. Your property manager can tell you more about which communication methods are utilized in your community and can provide the appropriate forms.

4. **When wet leaves are on the ground use caution** while walking and driving around your community as the leaves can be



*Continued on Page 7*

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Continued from Page 6

slippery.

5. **Don't forget to turn off all outside hoses and water spigots** for the winter (if applicable). This is critical in preventing pipe bursts in the winter when the temperature drops. If you will be away during the winter, the last thing you want to come home to is a flooded home in the spring!

6. **Purchase winter supplies** such as ice melt, flashlights, batteries, etc. Plan ahead for winter by making sure your home is stocked and ready for colder weather.

7. **Replace batteries** in carbon monoxide and smoke detectors if applicable and replace expired fire extinguishers. Additionally, replace air vents and clean dryer vents if you have your own dryer.

8. **If you live in a Condo or HOA:** As a homeowner, you may need to take steps to winterize your home. If you are not sure whether you or management is responsible for winterizing certain parts of your home, check with your property manager, superintendent, or refer to your house rules.

9. **Winterize Windows.** Notify management or your superintendent of any cracks or drafts that need repair from the exterior of the home. If you, the owner, are responsible for your own windows, you may want to insulate them to save on energy costs and to eliminate drafts.



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Stewardship: stew·ard·ship 'stī-ard-ship (1.) the activity or job of protecting and being responsible for something, (2.) the careful and responsible management of something entrusted to one's care, (3.) our mission.

10. **As the temperature drops**, do not use your oven to heat your home as extended periods of use can emit carbon monoxide throughout your home and present a fire hazard. Keep space heaters away from objects or materials that can catch fire or heat up. Do not leave lit fireplaces and candles unattended.

11. **'Tis the season** for holiday cooking and baking, but be sure not to leave a hot oven or stoves unattended and keep your kitchen well ventilated. Brush up on cooking safety tips for the holidays!

12. **Inspect your home** for leaks or cluttered gutters and notify your property manager/superintendent.

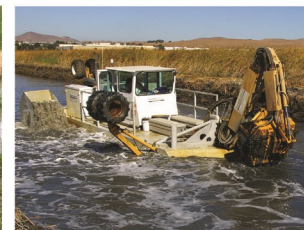
13. **Notify management** of any holes or cracks in the external parts of your home or common areas. Mice seek shelter when the outside temperature drops, and they enter homes through holes and appliances. Pests are also attracted to exposed food sources like pet food and water bowls, so be sure to put away food and water.

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**PRESIDENT’S MESSAGE**

By JOHN RYLEY - DRYER VENT WIZARD  
AND CAI -LI CHAPTER PRESIDENT FOR 2019

Fall is more than in the air!

A sincere thank you goes to all who worked to make the Trade Show a huge success. A special thank you to Eric Clemente and Chris Byrnes who put in countless hours steering the Trade Show Committee. The list of people who contribute to this once a year event is too great to name individually, but thank you to all involved.

As we look ahead, we have our Holiday Party coming up on December 12th at Sangria 71 in Commack. Look for a flyer and email providing more details. This event is always an exceptional value for our community board members as well as a great opportunity to try someplace new.

The year with me as President has flown by. I only hope I did as well as the great leaders who have come before me. It is with high hopes that I pass the title to Eric Clemente from Alure Home Improvements. Eric is a talented leader and I’m excited to see where he will take the organization.

Finally, if you know a great vendor or community board member who could benefit from our organization, please invite them to a meeting. We are always looking to add to our ranks. ■

JR

*Continued from Page 7*

14. **Prepare your pets** for the changing weather too. If you plan to walk them outside in the cold make sure they are dressed appropriately. Do not leave your pets outside for extended periods of time in cold or inclement weather.

15. **Take advantage of fall events** happening in your community and neighborhood. Long Island, Brooklyn, and Queens are filled with so many wonderful fall festivities! Be sure to get involved with planning or attending festivities in your Cooperative, Condominium, or HOA community if your community has a social committee or if they host events. ■

*We want to know: Does your Co-op, Condo, or HOA have any fall festivities? Tell us about them at [dana@einsidler.com](mailto:dana@einsidler.com) with the subject “Fall Festivities.”*

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## ELECTRONIC VOTING & REMOTE PARTICIPATION IN CO-OP SHAREHOLDERS' MEETING

By ALYSSA H. SOLARSH, ESQ. - TAYLOR, ELDRIDGE & ENDRES, P.C.

A new law was recently enacted in New York that will modernize the way in which co-ops can conduct their shareholder meetings. This new legislation amends Section 602 of the Business Corporation Law (BCL) to allow Boards of Directors of corporations to implement reasonable measures to provide shareholders who are not physically present at shareholder meetings with an opportunity to participate by electronic means. Since most, if not all, co-ops are corporations, they are subject to the BCL. However, this law does not yet apply to homeowners associations (which are instead governed by the Not for Profit Corporation Law), nor does it apply to most condominiums, which are generally not incorporated.

Today, teleconferencing technology allows people to communicate with each other from virtually anywhere. In an effort to keep up with the times, lawmakers passed this law to enable Boards of Directors to better facilitate shareholder meetings by giving shareholders more convenient and flexible options to participate and vote.

This new law gives Boards of Directors the option to conduct shareholders' meetings by use of remote methods, including, but not limited to, audio webcast or other broadcast methods, and allows shareholders to cast votes by electronic means (including, but not limited to, telephonic and internet voting). It is important to note that it is not yet mandatory for Boards of Directors to implement electronic participation and voting at shareholders' meetings. However, in the future, this law may become mandatory, as the legislature appears to be moving in favor of remote participation. In fact, section 708 of the BCL

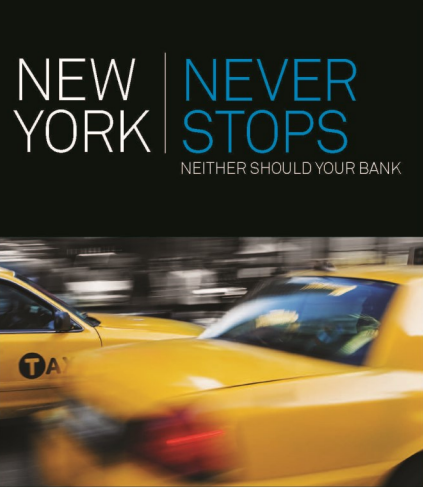
already permits Boards of Directors to participate in Board meetings by teleconference or "similar communications equipment allowing all persons participating in the meeting to hear each other at the same time."

Boards who choose to implement electronic participation and voting at shareholder meetings must abide by the following new rules:

- The method used must allow shareholders to participate in the proceedings of the meeting "substantially concurrently" with such proceedings;
- If a Board is permitting electronic voting and electronic proxies, Boards must provide reasonable measures to do so provided that the corporation shall, if applicable,
  - Implement reasonable measures to verify that each person deemed present and permitted to vote at the meeting by means of electronic communication is a shareholder of record; and
  - Keep a record of any vote or other action taken by a shareholder participating and voting by electronic means at a shareholders' meeting.
- Notices of the shareholders' meetings and any notices of adjournment (if applicable) in which electronic means of participation are allowed must state the type of means that will be utilized.

While implementing these new methods may seem onerous at first for a community, there are companies that specialize in helping corporations and community associations implement remote participation and voting at shareholders' meetings, and can provide the technology and oversight to the community during these meetings if the Board of Directors does not have the wherewithal or desire to handle it itself. Boards who implement electronic methods of shareholder participation at shareholders' meetings may find that a quorum is easier to achieve. These methods may also cut down on the use of proxies since shareholders will be able to vote from wherever they might be as long as they have access to the methods of participation and voting. However, at the same time, remote

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Continued from Page 9

participation in meetings may reduce the social interaction of shareholders' meetings.

While remote participation and voting at meetings may seem like a big change to the way co-op communities are used to operating, it would not be surprising if similar laws are passed in the future that apply to condominiums and homeowners associations, and that the use of these remote methods increase with time. ■

For more information, please contact Alyssa H. Solarsh, Esq., from Taylor, Eldridge & Endres, P.C., at #631.265.5550 or via email at [alyssa@taylor-eldridge.com](mailto:alyssa@taylor-eldridge.com).

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## CHANGE TO ZOMBIE HOUSE LEGISLATION BENEFITS HOAS

By ALYSSA H. SOLARSH, ESQ. AND MELISSA B. SCHLACTUS, ESQ. - TAYLOR, ELDRIDGE & ENDRES, P.C.

The New York State legislature recently enacted an amendment to Section 1308 of the Real Property Actions and Proceedings Law. This amendment, which went into effect on August 14, 2019, requires that the mortgage servicer pay homeowners' association or cooperative fees for abandoned units "as needed to maintain the property." It is noteworthy that condominiums are not covered by this amendment (perhaps an inadvertent omission) which is an inadequacy in the legislation. Since banks already have an incentive to pay co-op assessments, this change in law will probably not have a significant impact on co-ops.

The purpose of this legislation is to address the struggle of community associations when a homeowner abandons a unit.

Oftentimes, the homeowner has failed to pay the mortgage in addition to monthly charges due to the community association. Community associations are left with non-paying units for months, if not years, while the banks proceed with their foreclosure action.

Homeowners associations and co-ops which have vacant and abandoned units should consider notifying the banks of their new obligation to pay the fees needed to maintain the property. ■

Contact Alyssa and/or Melissa, from Taylor, Eldridge & Endres, P.C., at #631.265.5550 or via email at [alyssa@taylor-eldridge.com](mailto:alyssa@taylor-eldridge.com) and/or [melissa@taylor-eldridge.com](mailto:melissa@taylor-eldridge.com).



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## CAI LONG ISLAND ANNUAL TRADE SHOW

By CHRISTOPHER BYRNES, ESQ. AND ERIC CLEMENTE

2019 TRADE SHOW CO-CHAIRS

As co-chairs of the Annual CAI – Long Island Trade Show, we would like to extend a huge thank you to all who participated. The feedback has been overwhelmingly positive from attendees and vendors alike.

Each year, our chapter endeavors to deliver a top-notch, professional event. Our dual goal is to provide highly relevant educational seminars along with ample opportunities for our constituent board members to interact with our vendors. We want all of our attendees to go home with the knowledge and resources necessary to lead Long Island’s community associations into the future. Thanks to all of our participants, we achieved these goals once again.

As always, our seminars were well attended (standing room only at times) and received rave reviews. This is the result of hours of hard work and dedication our presenters put in to deliver first-class content. This was a true collaborative effort by our business partners and community volunteers alike, and we thank you whole-heartedly for your commitment. Of course, the show would not be possible without our sponsors and vendors, the lifeblood of our organization, as well.

We would like to extend a very special thank you to our Keynote Speaker, Craig Huntington of Alliance Association Bank, who traveled across the Country to help make our event a success.

Finally, our sincere hope is that both our new and long-standing members continue to see the value in what CAI has to offer. As always, we will be hosting numerous networking events and seminars throughout the year. We hope to see you there! ■



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## DOES WINTER GET YOU DOWN? IT MAY BE MORE THAN JUST THE WEATHER

By COMMUNITY ASSOCIATIONS INSTITUTE

Most of us rue the end of summer—sunny days, mild nights, vacations, the beach, ball games, picnics and so much more. Although fall and winter bring holidays, the warmth of a fire-place and football (actual and fantasy), for many people the winter months mark the return of seasonal depression.

It's known in medical circles as seasonal affective disorder (SAD), a type of depression that affects a person during the same season each year. If you get depressed in the winter but feel much better in spring and summer, SAD may be the culprit. Symptoms typically start in September or October and end in April or May.

Anyone can be affected by SAD, according to WedMD, but it is most common in women, people who live in areas where winter days are very short or there are significant changes in the amount of daylight in different seasons, people between the ages of 15 and 55 (the risk of SAD declines as we age), and people who have a close relative with SAD. Like many other ailments, genetics can play a role.

Experts are not sure what causes SAD, but they suspect a lack of sunlight, which may upset your sleep patterns. It also may cause problems with a brain chemical called serotonin that affects mood. Symptoms may include feeling sad, moody and/or anxious; losing interest in your usual activities; eating more and craving carbohydrates, such as breads and pasta; gaining weight, and sleeping more and feeling drowsy during the daytime.

Doctors often prescribe light therapy to treat SAD. There are two types of light therapy - Bright Light Treatment where you sit in front of a "light box" for half an hour or longer, usually in the morning and Dawn Simulation where a dim light goes on in the morning while you sleep, and it gets brighter over time, like a sunrise. Other treatments can include antidepressants and counseling.

There are many articles online about SAD - check out Wikipedia and the Mayo Clinic or type "season affective disorder" into your browser. ■



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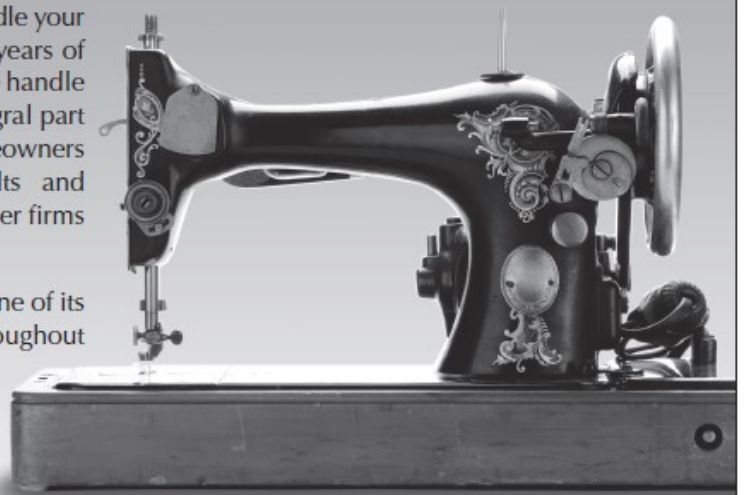
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