

Hillman Housing



Hillman Housing Corporation Shareholder Information Packet

Welcome to Hillman!

This enclosed folder contains relevant information about Management and Maintenance services, amenities, and details relevant to the Hillman community.

We encourage you take advantage of all that Hillman and the surrounding neighborhood has to offer and at the same time invite you to enjoy all that Hillman provides and to participate in our community.

Sincerely,

Hillman Board of Directors

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GENERAL INFORMATION

Management

Coop Village Management is located at 530 Grand Street, New York, NY 10002. Office hours are Monday, 9 am to 6 pm; Tuesday – Thursday, 9 am to 5 pm; and Friday, 8 am to 4 pm. Visit coopvillage.coop, call 212-677-5858, or e-mail contact@coopvillage.coop.

Visit coopvillage.coop/hillman/pdfsforDownload to access the following important documents:

- Bylaws
- House Rules
- Park Guidelines
- Dog Policy
- Proprietary Lease
- Application for Construction
- Authorization Agreement for Direct Payments
- Window Guards Form
- Emergency Information Questionnaire
- Intercom Guidelines
- Financial Information
- From the Boardroom Newsletter

Maintenance

Coop Village Maintenance is available every day from 8 am to midnight and in an emergency. The office is located at 568 Grand Street, New York, NY 10002. Call 212-677-5744 or submit an online request at coopvillage.coop/maintenance. Please do not hesitate to report problems in the public areas. Note that Maintenance is responsible for system repairs of non-renovated apartments; in renovated apartments, the shareholder is responsible for anything “outside the walls” and Maintenance is responsible for systems behind the walls.

For emergencies that occur between midnight and 7 AM call the Boiler Room staff at 212-677-5744.

Board of Directors

You may communicate with the Hillman Board of Directors by mail, hand delivery to the Management office, or by e-mail to contact@coopvillage.coop (**be sure to put “Hillman Board” in the Subject line**). Your document will be reviewed at the next board meeting. Responses will be sent to you by mail as quickly as possible.

Annual Shareholders Meeting

The annual shareholders meeting takes place in June at which time we elect Directors. Management, Maintenance, and the Board of Directors respond to shareholders’ general questions.

Annual Finance Meeting

Every winter (February or March) the Board of Directors Finance Committee conducts a meeting for shareholders regarding Hillman's finances. You will receive an e-mail and see signs posted in our lobbies in advance. Shareholders are encouraged to attend.

Security

There is a security guard for each building block on duty 24/7. Guards monitor the security cameras, respond to shareholder issues such as noise complaints and possible security breaches, and provide access for deliveries.

Please do your part to keep our community safe. If someone tries to follow you into a building, let them know politely and firmly that you cannot let them in. Alert a guard if you suspect that someone is trespassing. Keep the following numbers accessible in the event of an emergency.

Security guards:	500 A-B-C	212-388-0273
	530 D-E-F	212-387-9048
	550 G-H-J	212-388-1391
Police 7th Precinct:		212-477-7311

Carrying Charges

Contact the Management office to register for direct payment of your monthly carrying charges. You will still receive a statement in the mail as per NY City law. ***If you choose to pay by check, your payment is due by the 7th of each month. Late payments are subject to a \$15 late fee.***

Wireless Electric Sub-Meter (located in your apartment near the electrical box)

Hillman purchases electricity based on a bulk residential rate and receives one bill from the utility. Each apartment has a wireless sub-meter whereby Management is able to determine the usage for each household without the need to gain access to the apartment. The cost for usage is itemized on your carrying charge invoice.

E-notification Service

To register for e-mail notices from Management, Maintenance, and the Board of Directors, visit coopvillage.coop/contact. Click on the "Sign up for our email notification service" button and follow the prompts to complete the form.

Intercom System

The intercom system operates through your landline or cell phone. For further information and a registration form, please refer to a separate page included in this packet or visit coopvillage.coop/pdfsForDownload/hillman/docs/HillmanIntercomGuidelines.pdf.

Porters

Each building block has three porters who clean the buildings and manage the trash and recycling. Ordinarily they are on duty from 7 am to 4 pm. But in the event of serious weather events, blackouts, or other unusual circumstances, Management will arrange for additional coverage. From 4 pm to 7 am there is one porter on duty for all three building blocks.

If you have any feedback regarding porter service (positive or negative) please submit your remarks by e-mail to contact@coopvillage.coop or mail or deliver a note to Management. Porters work diligently to keep our buildings and sidewalks clean. At the end of the calendar year, you will receive a list of the Maintenance staff in your building so that, if you wish, you may express your personal appreciation for their work throughout the year.

Trash Disposal, Recycling, and Composting

There is a trash recycling center in each building. In addition, each block has a bin for textile recycling and a bin for electronics recycling.

Hillman is proud to be part of a NYC pilot composting program for large building developments. A counter-top composting bin and compostable bags are provided free of charge. Visit the maintenance office to receive your complimentary bin; bags are available above the brown organics bin in the recycling area. Please review the enclosed flyer regarding the program.

Please arrange the disposal of large items with your porter. Non-recyclable trash should be placed in a garbage bag and placed in the garbage chute located on each floor. ***Please do not leave food waste in the recycling area to avoid attracting rats, mice, and bugs.***

AMENITIES

Private Parks

Hillman has resident parks adjacent to the 500 building and between the 530 and 550 buildings which accommodate children and adults alike. Trees provide shade and plants and shrubs that enhance the areas around. Playground equipment is available to be used by children of all ages while parents, grandparents, friends, and neighbors can observe them from benches nearby. During the spring, summer, and early fall, Adirondack-style chairs are available in the 500 park for your enjoyment.

The parks are accessed with your lobby key and should be locked at all times. **Both are available for events such as picnics, birthday parties, and other organized gatherings with the proper permit.** Groups of 10 or more must apply for the necessary permit from the Management office ten days in advance of the event. Clean up is the responsibility of the shareholder.

The parks are open from 9 am to 11 pm and the playground areas remain open from 9 am to dusk. All visitors are asked to follow the general park and event guidelines included in this packet.

Laundry Room

The Hillman laundry rooms are operated by Hercules, an outside company, and are open 24/7. Refillable cards may be purchased from the vending machine. You may add money to your card with cash or by credit card or through the Hercules website at www.hercnet.com. You may also register to monitor washer and dryer availability remotely and receive an e-mail or SMS text alert when your laundry is finished!

Please be respectful of your neighbors and the staff and follow these simple guidelines:

- Do not use bins or the table to sort soiled laundry;
- Remove your clean laundry from the machines promptly;
- Please be advised that if you inadvertently or purposefully leave your laundry in the machines after the cycle is completed, someone waiting may remove your items;
- Clean up any laundry products that may have spilled;
- Any items left for an extended period of time will be discarded.

Community Room and Play Space

The Hillman Community Room and Playspace is located in the basement of the J building on Lewis Street. This facility is run by a small group of volunteers. It is equipped with toys, children's books, tables, and chairs, and may be rented for classes, small events and parties. For more information regarding hours and fees, contact the Hillman Community Room hillmancommunityroom@gmail.com or the Playspace at hillmanplay@gmail.com

Gym

The gym is located in the basement of the F building on Columbia Street and is equipped with treadmills, weight machines, stationary bicycles, and free weights. The monthly fee is \$25. Contact the Management office to make an appointment to register. If you would like to work with a certified trainer, please inquire about the necessary waiver and registration form.

Storage

Self-storage units in each building block are located in the basement and are managed by an external company. If you are interested in a storage space, please contact NTT Storage at 212 382-0662.

In addition, there is a shared storage closet on each floor. Rental of these units is coordinated by Management. Please contact the office for information as to availability.

Please note that Hillman Housing Corporation is not responsible for any damages. In view of pipes suspended from the self-storage rooms ceilings, do not store items of significant monetary or sentimental value. For your protection, we recommend that you consider purchasing insurance or adding to your home-owner's policy.

Bicycle Storage

There are bicycle storage rooms in every building block. Please contact Management for information regarding fees and availability.

Parking Garage

Area Garage at 275 Delancey Street (corner of Delancey and Columbia Streets) has a limited number of reduced-rate parking spaces designated for Hillman shareholders. *All spaces are currently filled and the approximate wait time is ten years.* If you are interested in placing your name on the list, call the Management office.

Stop by or call Area Garage at (212) 228-9200 regarding availability of parking space at the regular non-resident rate.

Mailboxes

Mail slots for sending letters through United Postal Service are conveniently located in the 500B, 530E, and 550H buildings.

Wi-Fi Access

There are multiple areas where residents can access complimentary Wi-Fi service. The log-in information is below.

Location	User Name	Password
500 Park	HillmanPark500	hillman500
530-550 Park	HillmanPark530	hillman530
Community Room	HillmanCommunityRoom	hillman550
Gym	HillmanGym	hillmanhealth#1
Laundry Rooms	Hercules-guest	laundry

APARTMENT INFORMATION

Renovations and Alterations

If you are renovating or altering your apartment, please follow the guidelines included in the Application for Construction. You are responsible for all repairs “outside the walls” of your renovated apartment. Maintenance is responsible for system repairs within the walls.

Air Conditioners

The Maintenance staff **MUST** install and remove all air conditioners. Please call the Maintenance office to make an appointment or open up a ticket online at coopvillage.coop/maintenance. Please note that portable air conditioners are allowed.

Windows

If you are hanging window shades, blinds, shutters, curtains, etc. you may not drill into the window frame. This voids the warranty on the windows and can be the cause of their not engaging.

You may open windows inward for cleaning. Please ask Maintenance for assistance, if you are not sure how to do this.

Coop Insurance

Homeowners' insurance is essential. Please be sure to get a thorough evaluation from the company and purchase a policy that covers damage and the full replacement cost of new items (appliances, etc.) plus allows for inflation. If you have a storage space in the basement or on your floor, your homeowners' insurance should cover that space as well.

Hillman has full flood insurance, in the event of flooding from a hurricane. Any flooding damage from another apartment or your own apartment should be covered under your policy.

HILLMAN COMMUNITY INFORMATION

Broome Street Beautification

The fenced-off area running along the north side of Broome Street from Willett to Cannon Streets contain utility pipes and large areas are not currently suitable for permanent plantings or general residents use. Two areas have been designated for minimal planting and are maintained by two shareholder groups, Broome Street Beautification (hillmanbeautification@gmail.com) and Hillman Yard Project (hillmanyardproject@gmail.com). Send an e-mail to find out more or to volunteer.

Garden Club

The Hillman Community Garden is located on Broome Street next to the C building. Send an e-mail to hillmangardenclub@gmail.com for more information and to inquire about plot availability.

Hobby Club

The Hobby Club space is located in the basement of the C building and is a fully equipped woodworking shop. If your hobby is carpentry, crafts, or other hobbies that require work space, send an e-mail to hillmanhobbyshop@gmail.com for membership information.

Social Media Groups

You may wish to subscribe to Facebook pages started and managed by Hillman residents and/or check the local parents' message board.

Hillman on Facebook:

I Live in Hillman [facebook.com/groups/40861660816](https://www.facebook.com/groups/40861660816)

Hillman Coop Residents [facebook.com/groups/851877501552151](https://www.facebook.com/groups/851877501552151)

Message Board

The message board, www.lesparents.com was created as a free local message exchange site. Send an e-mail to admin@lesparents.com to register.

LOWER EAST SIDE COMMUNITY INFORMATION

Community Board 3

Community Board 3 represents the East Village, Lower East Side and Chinatown from the Brooklyn Bridge up to 14th Street and from the East River to 4th Ave/Bowery to Baxter/Pearl Street. Like all the community boards within New York City, CB3 has an important advisory role concerning land use and zoning matters, the City budget, municipal service delivery and many other issues. All community board meetings are open to the public and the public is encouraged to attend and participate.

Visit www.nyc.gov/html/mancb3/html/home/home.shtml.

Henry Street Settlement

The Henry Street Settlement at 265 Henry Street is a not-for-profit social service agency in the Lower East Side neighborhood of Manhattan, New York City that provides social services, arts programs and health care services to New Yorkers of all ages. Henry Street Settlement opens doors of opportunity to enrich lives and enhance human progress for Lower East Side residents and other New Yorkers through social services, arts, and health care programs.

Visit www.henrystreet.org.

Abrons Arts Center & Playhouse

The Abrons Arts Center opened in 1975 at 466 Grand Street, presents exhibitions in all media by artists-in-residence, and local and international contemporary artists. Adjacent is its landmarked 300-seat Neighborhood Playhouse, housing Henry Street's visual and performing arts programming alongside its community-based arts training. Performances at the Playhouse have included downtown dance choreographers, opera companies, jazz musicians, cabaret artists, indie rockers, performance artists and more.

Visit www.nyc-arts.org/organizations/98/abrons-arts-center.

Manny Cantor Center

The Manny Cantor Center is an inclusive community and wellness center in NYC. After years of planning, the Educational Alliance's historic East Broadway headquarters has been transformed into the Manny Cantor Center: a settlement house of yesterday and a community center for today, and tomorrow. Offering exciting events, award-winning programs, and critical services for people of all ages, the Manny Cantor Center is a hub of diversity and inclusivity, of health and fitness, of education and of excellence. We hope the Manny Cantor Center will provide a space for growth, achievement, enjoyment and connection for all Lower East Siders today.

Visit mannycantor.org.

Community Council

The 7th Precinct House at 19 ½ Pitt Street holds community council meetings on the second Wednesday of the month at 7:30 pm to discuss any issues that are brought before them.

The Tenement Museum

The Tenement Museum located on Orchard Street preserves and interprets the history of immigration through the personal experiences of the generations of newcomers who settled in and built lives on Manhattan's Lower East Side. The museum creates emotional connections between visitors and immigrants past and present and enhances appreciation for the profound role immigration has played and continues to play in shaping America's evolving national identity.

Visit www.tenement.org.

The Lo-Down

The Lo-Down is the Lower East Side's top source for neighborhood news, arts, and lifestyle coverage. It covers daily news items and in-depth reporting on urban issues, real estate, and popular culture.

Visit www.thelodownny.com.

Essex Street Market

The Essex Street Market is an historic culinary destination on the Lower East Side. It is a great indoor market with rows of vendors specializing in meat, fish, cheese, fresh produce, and specialty items. Essex Street Market has been an evolving fixture on the Lower East Side for over 70 years.

Visit www.essexstreetmarket.com.

Citibike

Citi Bike is New York City's bike sharing system. We have three Citi Bike stations close to Hillman buildings. Intended to provide New Yorkers and visitors with an additional

transportation option for getting around the city, bike sharing is fun, efficient and convenient. Download the Citibank App to your phone so you can see real time availability of bikes and docks.

Visit www.citibikenyc.com.

LIST OF IMPORTANT DOCUMENTS

Please review the documents below as they contain very important details and guidelines. They can be found on the documents download page of the website or you may request hard copies from the Management office.

- Bylaws
- House Rules
- Park Rules
- Dog Policy
- Proprietary Lease
- Intercom Guidelines
- Fire Safety
- Recycling and Organic Composting Information

FORMS AND APPLICATIONS

The following can be found on the documents download section of the website or you may request hard copies from the Management office.

- Dog Application
- Application for Construction
- Authorization Agreement for Direct Payments
- Window Guards Form
- Emergency Volunteer Information Questionnaire