

REAL ESTATE

Tips for co-op board newbies



Real Estate Survival
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Congratulations! You've been elected to your co-op or condo's inner sanctum.

If it's your first time serving on the board, you may not be familiar with the etiquette and ethics that come with your new position.

Here's the inside track on running things effectively and responsibly via New York City co-op and condo attorney Robert Braverman of Braverman Greenspun:

- Don't seek preferential treatment for yourself with regard to privileges, exemptions from building policies, etc.
- Treat your neighbors

equally, regardless of any positive or negative feelings toward them.

- Do not say something you may later regret in an email. You never know when or where the email may resurface.
- Don't accept any form of compensation from a third party in exchange for goods or services provided to your building.
- Don't turn down buyers based on their age, gender, race, creed or other legally protected class.
- Don't exclude your fellow board members from decision-making, and don't make unilateral decisions that should be made by a majority of the board.
- Keep confidential information to yourself, such as the financial information in a buyer's application.



Treat your neighbors equally, even if you don't like them.

- Don't manage the building staff. That is what you have a managing agent for.
- Don't air your board's dirty laundry in a public forum. Disagreements between board members and details about board meeting discussions should stay in the board room.
- It's OK to "agree to disagree" with other board members, but do so

in a professional and mature manner.

- Consult your professional team before implementing decisions.

BRICK UNDERGROUND

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