**Re- Connect January 2014**

**New Year Wishes**

The year is new, the hopes are new, the aspiration are new, but our warm wishes for happiness and prosperity remains the same for you and your family.

**Annual Building Drinking Water Tank Inspection Required**

Owners, agents or persons in control of a building which has one or more water tanks used to store drinking water which is distributed as part of the building’s drinking water supply system are required to comply with Section 141.07 of the New York City Health Code.

Key provisions of Section 141.07 are as follows:

* The water tank must be inspected at least once annually.
* A written report documenting the results of such inspection must be maintained by those in control of the building for at least 5 (five) years from the date of inspection.
* Records for the past 5 y ears of such inspection, maintenance and/or cleaning carried out on the drinking water tank must be provided to the New York City Department of Health and Mental Hygiene within 5 business days upon request.
* A **public notice** indicating that the inspection results are available upon request must be posted in an easily accessible locations to the residents in each building.
* Reports for inspections conducted after July 31, 2009 shall state that all applicable requirements were met at the time of inspection and/or describe any non-compliance items.
* Inspections conducted after July 31,2009 shall include sampling of the water in the water tank to verify the bacteriological quality of the water supply.

**NYC Required Notice - Lead Paint, Window Guard, Fire Safety Annual Certification**

Landlords in multiple dwellings (buildings with 3 or more apartments) are legally required to send a notice to tenants or occupants every year to inquire about the ages of children living in the building. The notice contains a form that tenants must return. The notice also contains information about window guards and peeling lead paint.

*Where can landlords find the annual notice?*

Landlords bust use a form approved by the Department of Health and Mental Hygiene (DOMH). Landlords can obtain a copy of the form by calling 311 or visiting: <http://www.nyc.gov/html/doh/pdf/win/win-wf013-appendixb.pdf>

*When should the annual notice be sent to tenants?*

Landlords are required to send the annual notice to tenants no earlier than January 1 and no later than January 15 each year.

*The notice may be delivered to tenants by:*

1. First Class mail, addressed to the occupant of the dwelling unit,

2. Hand delivery to the occupant of the dwelling unit, or

3. Enclosure with the January rent bill, if such rent bill is delivered after December 15th but no later than January 16th.

*What if the tenant/occupant does not return the form?*

If the landlord does not receive the completed form by February 15th, the landlord must inspect the occupant’s apartment, giving reasonable notice and at reasonable times, to determine if a child of applicable age lives in the apartment. If there is a child 10 years or younger living in the apartment, the landlord must inspect the apartment to determine if window guards are installed and are in good repair. If between February 16th and March 1st, the landlord has made reasonable attempts but has been unable to gain access to the apartment, the landlord must notify DOHMH.

*What must the landlord do with the returned form?*

The landlord must review the returned form to ascertain if a child of applicable age lives in apartments covered by window guard and/or lead paint laws. If a child of applicable age lives in a unit, the landlord bust take appropriate actions, which may include inspecting the apartment, installing or repairing window guards, and/or fixing lead paint hazards using safe work practices. Landlords are also required to keep the completed form for a period of ten years.

*Where can a landlord get more information?*

For more information about the annual notice, window guards or lead paint, please call 311.

**Co-op Spotlight**

Dorie Miller Cooperative 60th anniversary. The Dorie Miller cooperative apartments opened in December 1953 to 300 families. Dorie Miller is located between 34th Avenue and Northern Boulevard and 112th-114th Street in Corona, Queens. It is named in honor of Doris (Dorie) Miller who served in the Navy. While serving aboard the USS West Virginia he distinguished himself by courageous conduct and devotion to duty during the Japanese attack on Pearl Harbor. He was awarded the Navy Cross for his actions.

Webb & Brooker is proud to serve this historic cooperative.

Webb & Brooker, Inc. continues its cross -cultural exchange by attending the New York Chinese Business Association 23rd Anniversary Board Inauguration Ceremony.

(Chinese Business Association Photo)

Bernard Warren, Chairman/President of Webb & Brooker, Inc., and Zhon Xu Principal of Times Building PC celebrate the event.

(MIZZI Photo)

Bernard Warren attends recent fundraiser for [14+ Foundation](http://www.14plusfoundation.org/), an organization committed to developing and building schools and orphanages for children in rural communities.