



January 2003

Dear Shareholders,

We'd like to thank everyone who participated in the January 15th Shareholder meeting. It was extremely helpful to speak with you directly and hear your comments, suggestions, and ideas about the issues we are facing in the year ahead.

For those who were unable to attend, here's a quick summary of what went on:

- The new board members from Classic Realty were introduced and spoke about their plans to sell the 57 unregulated units over the next 12 - 18 months
- Our new Building Manager, Carlos Kopecny, spoke about some of the items he is currently addressing such as revising staff job descriptions; establishing systems to insure proper communication between staff, management and tenants; building security; and the physical operations of the building i.e. lobby renovations, heat, water, and electrical.
- There was some discussion concerning maintenance fees and the various tax rebate programs currently available to eligible shareholders. Jim Goldstick from Mark Greenberg Real Estate offered to speak to individuals the following day to let them know if they are currently taking advantage of all rebate plans available to them.
- Some general quality of life issues were discussed - in particular, garbage removal and building staff. (See attached memos.)

The next shareholder meeting will be the annual meeting and will probably take place in late May or June. Until then we'll continue to work on these and many other issues, taking into account the direction you've given us. As always, feel free to contact any of us individually - there's contact information for each board member and the property manager on the back of this letter.

Sincerely,

200 East 16th Street Housing Corp. Board of Directors

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President

JAMES JOYCE
Treasurer

LISA OVERTON
Secretary

LINDA DOMSKY
Director

JAY SOLINSKY
Director

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200 EAST 16TH STREET BOARD OF DIRECTORS 2002-2003

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BUILDING STAFF

In response to some questions that came up at the recent shareholder meeting we'd like to clarify some of the responsibilities of the doorman.

To begin with, while we may call them, "doorman," "conciierge" or "lobby attendant" is a more accurate description of what we have in our building. Patty and the other lobby attendants handle deliveries, messages, contractors, movers, and other visitors. In short, they bring order to the chaos that can take place in the lobby on any given day. They spend much of their time at the desk using the intercom, monitoring security cameras, maintaining the log book, which contains records of all pick-ups, deliveries and other incidents. They need to keep an eye on the package room and answer the phone. The conciierge is also responsible for building security and emergencies.

And yes, they will open the door! - just ask. Any staff member who is working in the lobby will be happy to help you with the door, the elevator, packages, whatever - whenever it is possible. We just need to remember that they are human and cannot be in two places at the same time. Until the co-op decides to increase its payroll and include a *true, dedicated doorman*, we may need to ask for help and keep our expectations within reason.

Over the coming months, the board will be reviewing the staff job descriptions. If you have any suggestions, complaints, questions or concerns about a staff issue contact the Building Manager, Carlos Kopecny, at Mark Greenberg Real Estate, 516-944-5000, ckopecny@aol.com. (You can also let Carlos know when you'd like to cite a staff member for being helpful, courteous and conscientious.)