

SCOTT TOWER HOUSING CO., INC.

"A LIMITED PROFIT CO-OPERATIVE HOUSING COMPANY
TO ARTICLE XII OF THE PUBLIC
INC. HOUSING LAW OF THE STATE OF NEW YORK."

MANAGING AGENT FORMED PURSUANT
METRO MANAGEMENT DEVELOPMENT
3400 PAUL AVENUE BRONX, NY 10468

PHONE (718) 933-6308

FAX (718) 933-7562

Board Agenda
April 10, 2024
7:30PM – 9:30pm
Meeting lasted to cover all topics listed below.

Opening Remarks: - Elizabeth Regalado, President

Attendees: Edward Almodovar, Mike Byrne, Peter Bernabe, Jonathan Quinones, Elizabeth Regalado, Socorro Torres, Anna Velazquez, Kimberley Waring

Absent: - Alejandro Fuentes

Called in: Salvatore Lombardo

TEAMS: TBD – to be determined date of this software will be installed.

Scott Tower Monthly Report: - Eddie Almodovar- Property Manager

Topic #1 – We voted on 4 roles, President, Vice President, Secretary, Treasurer on 04/03/2024.

Topic #2 - Agreement of Directors to Abide by Confidentiality Requirements

Topic #3 – Scott Tower Board of Directors Power Point with the following:

- Binders
- Name plates with stand
- Seating Chart
- TEAMS housekeeping Rules
- Biography
- Board Calendar
- Newsletter
- Floor Captains
- By-Laws Officers Roles
- Holiday Collection in 2024
- Volunteers
- Notary
- Certificate of Achievement
- Book: "The Board Book" by William C. Bowen - Ordered and will be distributed to all members.
- Education: Mitchell Lama CO OP YouTube Links- All documents will be uploaded into Building Links Board
- Boards Basic <https://www.youtube.com/watch?v=JiFhuDuYq7A>
- Fiduciary Responsibility <https://www.youtube.com/watch?v=puwCmoW1QPs>

SCOTT TOWER HOUSING CO., INC.

"A LIMITED PROFIT CO-OPERATIVE HOUSING COMPANY
TO ARTICLE XII OF THE PUBLIC
INC. HOUSING LAW OF THE STATE OF NEW YORK."

MANAGING AGENT FORMED PURSUANT
METRO MANAGEMENT DEVELOPMENT
3400 PAUL AVENUE BRONX, NY 10468

PHONE (718) 933-6308

FAX (718) 933-7562

- HPD <https://www.nyc.gov/site/hpd/services-and-information/mitchell-lama-program.page>
- Training Videos https://www.youtube.com/watch?v=b6_3C1Nlzjs
- "12 Angry Men Trailer" <https://www.youtube.com/watch?v=TEN-2uTi2c0>
- Email addresses - I will follow-up with IT to see if emails were created for new members, and correct all board members.
- Forms to review, edit and upload:
- Clean Desk Policy (Procedure) - this form is to protect documents, devices that are located in the Management office.
- Committee Form - this form is to be completed by all new and existing committees.
- Calendar-the TEAMS calendar will also include community room availability.
- Distribute: This will be distributed in our next Shareholder meeting.
- CPA Financials
- Updated Rules and Regulations -this document has been updated, reviewed and approved by Attorney and HPD
- Lawsuit: There is a settlement meeting via phone this week, upon receipt of offer / outcome from Attorneys we will inform all Board Members
- Meetings - will be completed for our entire term, along with Agenda and all attachments.
- Updates:
- By-Laws - the By-Laws have been retyped and Governor Hogul's new law of arrears have been added. Link.
- This document will be reviewed, edited and sent to attorneys for approval.
- Next Step HPD approval, upon receipt this document will be uploaded in Building & A
- Closing Remarks – Elizabeth Regalado, President