

# Sunset Green Board Meeting Minutes

February 26, 2024

**Attendees:** Ryan Crews, Carmella McGovern, Sandra Robertson, Robert Tetteh, Lucy Moreno Casanova, Tanya Knapp, and Michele Jones,

**Management:** Cleo Monroe

## Cooperators Visit (7:15 pm)

- Cooperators were informed of the upcoming scheduled annual meeting (March 18<sup>th</sup> @ 7:00pm | Community Room)
- The below questions/topics were asked/addressed by Cooperators/Board Members & Management
  - **Superintendent:** Provide update on Superintendent hiring. | *Board/Management is continuing to interview and look for a Super*
  - **Catwalks:** Cooperators are storing electronic scooter on terraces and catwalks. | *Board/Management will send a reminder to cooperators that nothing is to be stored in these areas.*
  - **Exterminator:** Payment toward the overall invoice has been made and we will ask for these services to be continued.
  - **Construction Project:** Board provided overall update of the construction project. City of Yonkers is holding up the process. Ryan (President) has asked that Cooperators write to local Council members and will provide the contact information.
  - **STAR Program** – Will be deducted through April 2024.
  - **Assessment** – State is asking for another assessment. We will need to give Cooperators 30-day notice.

## General Body Meeting Came to order at 7:47 pm

- January 2024 minutes reviewed with the below corrections:
  - **Attendees:** Minutes reflected Lucy Moreno Casanova was absent @ January meeting. Correction: Ms. Moreno was present.
  - **Vacancy:** Minutes reflected a letter was sent to Mr. Russak's Estate. Correction: letter sent to Ms. Wagner's family
  - **Community Room:** Spelling Correction: Ms. Scott saw the **room**.

## MEETING AGENDA

- **Action Item:** Develop Annual Meeting Agenda
- **Resolution:** The following agenda topics will be added to Annual Meeting agenda. (1) Construction, (2) Maintenance Increase, (3) Building Rules, (4) Compactor Issues, (5) Review/Rewrite House rules to include fines
- **Action Item:** Brag Sheet
- **Resolution:** Board/Management will address at Annual meeting all the positives that the current Board/Management has addressed. Will include Beautification (i.e., Painting of hallways). Extension of Laundry Room hours. New Key Fob System. Construction Project (Benefits to include parking area and brick facing)
- **Action Item:** Roof Doors
- **Resolution:** The entry gate to the roof will need to be removed. Compliance policy is that nothing can block the entry to the roof. Panic Bar with alarm and/or Motion Sensor was suggested as alternative options to deter anyone from accessing the roof. Ryan Crews (President) & Robert Tetteh (Board Member) have an appointment with Ryan's contact on Feb 29<sup>th</sup> to further discuss pricing for these options.
- **Action Item:** Performance Review (Evaluation) of Staff
- **Resolution:** Cleo (Management) will provide an example of what she has for her other managed buildings.

- **Action Item:** Superintendent Update
- **Resolution:** Potential Superintendent Candidate asked if dogs were allowed. He will be told only service dogs are allowed. A second interview was set up with potential candidate Clive Beigel on Feb 28<sup>th</sup> @ 7:30pm

### MANAGEMENT REPORT

#### ARREARS

- **Account 360-605 (Apt 6A)** – Was sent a letter regarding arrears.
- **Account 360-201 (Apt 2A)** – Has been given until Feb 29<sup>th</sup> to vacate their car from indoor garage due to arrears.

#### BUILDING PROJECT/MNR UPDATE

- **Action Items/Resolutions:**
  - Currently working on bulkhead and chimney.
  - City of Yonkers notified Michael Zulfigar that the scaffolding permit expired on 12/15/23. *Pending response*
  - HCR has approved payment of \$298,272.47. *Payment will be wired from NCB Acct this week.*
  - Missing payment \$28,326.32. *Management in the process of resolving.*
  - MVN would like to know about sidewalk. *Board/Management informed them that the sidewalk bridge would need to come down before any work could be done. Pace (Vendor) is the lowest bidder for this project.*

#### BUILDING ISSUES

- **Action Item:** Job Description of Superintendent. When will Superintendent be allowed to move into apartment.
- **Resolution:** A job description will be provided to Superintendent once hired. Superintendent can be allowed to move in 30 days after start date with a probation period of up to 180 days.
- **Action Item:** Wagner Family (8E) requesting that they be included in showing of the apartment. Family would like to see if incoming Cooperator is interested in keeping the current esthetics of the apartment.
- **Resolution:** Cleo will provide the Wagner Family with notification when the potential cooperator is available to view the apartment.

### OPEN ITEMS

The following are open items discussed by the Board:

- **Newsletter** – Requesting that Board members provide input for future newsletters in order to keep cooperators up to date on Cooperative happenings. | Board members agreed to provide information to include in newsletter.
- **Digital Copy of Contracts with Vendor** – Ryan (President) suggested that we transfer paper copies of all contracts to pdf (soft copy). Goal to accomplish this transfer within a 2-week process. | Michele (Secretary) to receive contract and start process of transferring paper copies.
- **Parking** – Update all parking agreement leases and submit to cooperators who currently park indoor / front parking spaces. | Topic Tabled as we continue to review/discuss looking/posting increase of all amenities.
- **Annual Inspection** – Topic tabled – Cleo to look at potential date in June.

Meeting Adjourned: 9:51 pm

Next Scheduled Meeting: **March 18<sup>th</sup> @ 7:00 pm in the community room. This meeting is scheduled as our Annual Board meeting.**