Pratt Towers Closed Board Meeting

Public Record Minutes

November 21, 2023

**Board members present at meeting:** Leslie Sierra, Audrey McConney, Phyllis Hulen, Joan Whitsett, Chrysetta Patterson, Charlene Stevens, Rob Sinclair, Jeffery Ryan.

\_\_\_\_\_ made the motion to accept the minutes with noted corrections. It has been moved and properly seconded By \_\_\_\_ on \_\_\_\_\_.

**Meeting called to order at 7:10 pm**

**Managers & Super’s Reports**

* Read by manager
* Board Member, Audrey asked why are we having so much trouble with the Boiler. Super, Winston one problem is leaking tubes and that is typical at the beginning of the season. Board member, Rob suggested that the Board meet with Controlled Combustion. Board Member, Leslie wants to reach out to David Baron first so we can have a conversation with them first. Manager, Tracy will send the Board for the contract and the reports for the lasty 60 days.
* Boiler two is not operation because it has a small gas leek that needs to be fixed first.
* The community room door was damaged moving the bulk trash. A new panic bar has been ordered. Will wait till trash has been moved back to the basement.
* Winston says the training he is receiving from Controlled Combustion is adequate.
* The sensor reading the temperature outside is not working and the Super is manually turning the boiler on and off.
* Winston confirmed that the sprinkler system has been blown out and is ready for winter.
* Manager, Tracy mentioned in her report that she is having issues with a shareholder who does not want to pay for their apartment restoration. Board member, Rob suggested we put a set written standard in place.
* Board member, Audrey has spoken to HPD to receive guidance on the above matter. Most building require the out going shareholder to pay the restoration cost. Also, HPD said it is in the occupancy agreement that outgoing shareholder much pay for the restoration of the unit.
* Board needs to develop standards of who is responsible for different items in the restoration.
* Concerns of a shareholder using another parking space. There is no exchange of funds. The shareholder is lending it to another shareholder who is having medical issues.

**Board’s Discussion:**

* **Fire Safety**
  + Board Member, Jeffery wants to expedite the replacement of fire doors that are not closing.
  + Board member, Joan will prepare a letter to shareholder about the importance of closing the fire doors.
  + There are concerns with the Supers report. Floor 15 is not on the report and the door does not close.
* **Laundry Room Reno – Wi fi; $20,000 budget Usage; paint/flooring**
  + Need to find out what we are allowed to do with $20k decorator budget from Hercules.
  + Review the house rules to see what it says about non shareholders doing laundry in our laundry room.
* **Annual Shareholder Meeting**
  + Rob needs to pull last years minutes and send to the Board for review.
* **Parking Lot**
  + Board member, Jeffery when are we going to put the new policies in place?
* **Dog Relief Area**
  + Board member, Jeffery proposed an area for dogs to relief are. Similar to what they have in the airports.
  + Start with the new dog policy in January. They need to register them with the office. Send out notices to shareholders.
  + Board member, Phyllis suggested that we install a doggy bag stand.
  + Board member, Chrysetta proposed we bring this to the shareholders to volunteer to help set up what is needed for dogs to be in building.
* **Jack Lepper/CAP loan Mtg** 
  + Board chose to meet with our Attorney, Jack on December 7th. Time to be determined.
* **Good and Welfare**
  + We finally have a no standing sight next to our driveway on Lafayette Ave.
  + **Grocery Store**
  + Board member, Jeffery will talk to the store manager about their semi’s that are delivery goods that block our driveway exit.

**Meeting adjourned at 9:15pm**