Pratt Towers Closed Board Meeting

Public Record Minutes

June 20, 2023

**Board members present at meeting:** Leslie Sierra, Audrey McConney, Phyllis Hulen, Jeffery Ryan, Joan Whitsett, Chrysetta Patterson, Winston Guthrie, Tracy Thomas.

These minutes were approved on 7/18/2023.

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

**Super’s Report**

* Read by Pratt Towers Super Winston Guthrie
* See attached copy of Supers report.
* Discussion in reference to GAS connection in Apts.

**Action:** Board requested that the Pratt Towers management send a memo to all shareholders re: protocol for disconnecting and reconnecting GAS in lines in their apartments according to HPD & GAS company. Shareholders will be notified of the fees now associated.

* Discussion re: Handyman probation and performance. Board was updated on the Handyman’s probation which ends July 1, 2023 at which time Handyman will be permanent employee. Additional training will be offered via union classes to continue his professional development.
* Board members were reminded to look at the stairwell paint selections and decide which color was preferred. Board president stated to do this ASAP a response must be given back to the contractor this week.

**Manager’s Report**

* Read by Pratt Towers Manager, Tracy Thomas
* See attached copy of report.

**Board’s Discussion:**

* Discussion was held re: dog policy. Pratt Towers attorney has provided a sample dog policy for the board to review. Once this policy has been adopted, all shareholders will receive notice and will be subjected to adhere to said policy. Board was informed by Pratt Towers Attorney that shareholders of dogs can be charged a fee. Board Will notify all current and future dog owners of the fee once the policy has been finalized. Please note that this policy is an approved policy by HPD.

**Action:** Pratt Towers Management will set up a form and procedure for taking photos of all current dogs who reside in Pratt Towers. Management will also check into what breeds are not allowed in apartment buildings before the letter goes out to shareholders.

* Pratt Towers Capital Gains Work Completion Celebration: Pratt Towers will be hosting a shareholder’s celebration for the completion of the local law 11 work. Xinos, Pratt Towers attorney, Horrigan Development, and Will Do Plumbing will be asked or have volunteered to contribute to this event.

**Action:** Improvement committee meeting will be held this Friday, June 23 they will work on a proposal for the event which they will forward to the Board for review. The Improvement Committee is looking to form smaller committees to support the Pratt Towers event that will be scheduled for some time in 2024.

* Pratt Towers parking lot rules – there were no updates on this item at this time.
* Discussion was held in reference to a request form the Improvement committee. Interested shareholders are wanting to upgrade toilets. Most of the toilets in the building are lower than the current standard size.

**Action:** Pratt Towers Management will generate a survey to identify the total number of shareholders interested in upgrading their bathroom toilets. Once the number of interested shareholders has been identified management will seek out proposals for the cost of toilets and installation.

* Mirrors for the hallways and Pratt Towers: It has been brought to the Boards attention that several shareholders have expressed wanting to have mirrors back up on the apartment floors.

**Action:** Board will be reviewing the practicality of adding mirrors, as well as having management get bids and cost.

* Replacement for Board member who has resigned: One of the Board members has moved and therefore no longer resides in Pratt Towers, they officially resigned this month from their position on the Board.

**Action:** Board is reaching out to a potential candidate who was next in line as the results of the election in 2022. Replacement outreach is still underway and will be finalized ASAP.

* Discussed the proposal to add a television in the laundry room. Board members were in agreement to purchase a TV.

**Action:** Pratt Towers Management will look into purchasing a television for the laundry room. This item will not be installed until the completion of the renovation.

* DeKalb Avenue gate operation: Board requested that management send out notification to all shareholders, who have parking contracts. This letter will describe the use of the gate remote. Misuse has caused frequent repair cost.

**Action:** Management and Improvement committee Board member will prepre a letter to go out to shareholders in refence to the use of the remote on the electronic gate.

* Review of board guidelines/minutes posting protocol. Board president provided an update stating that the Pratt Towers Attorney and the Board Secretary were reviewing minutes to make sure they are appropriate for posting according to the new HPD guidelines. At this time they are still in the process of finalizing the posting protocol.
* Discussion in reference to Bargold status. Board is seeking to own the storage unit and to sell privately to shareholders. Board president provided an update stating that Pratt towers attorney is in negotiation with Bargold. At the time of this meeting, nothing has been finalized.
* Lobby/community room renovation – this will be discussed in the next Monday meeting for updates by the contractors which will be held at 11:00am, June 26, 2023.
* Board discussed the concern for lithium batteries/bike rack update. It was determined that a letter will be drafted and sent to all the board members in reference to the protocol that no one is to have lithium batteries in the building. These batteries have been noted as a safety hazard, and therefore are not to be held in any apartment, on any terrace or anywhere in the building.

**Action:** Management and Improvement committee Board member will draft a letter to be sent to all shareholders, informing them of Lithium NYC law.

Letters that need to be written by have the Action highlighted:

Meeting ended at 8:49 PM.