

# Sunset Green Informal Board Meeting Minutes

Feb 6, 2023

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

**Absent:** Tanya Knapp

## Agenda Topics to be Discussed

- 32BJ Contract
- Project Work
- Notifying Cooperators of finances, assessment for gas/electric

## PROJECT WORK

- Now that the weather will be warm over the next couple of days, and the contractors have all the required up-to-date insurance coverage, the board discussed having the project work resume. Sandra will reach out to the engineer to give him the “go ahead” to proceed
- Board agreed voted that we will not move forward with the suggested trench for the back parking area. The contractors will in turn fill in the area, which will ultimately stop leaks that are currently happening in the indoor garage. This will not correct the leak where Mr. Otoo (8H) parks, but the contractors have agreed to repair this area as well.

## COMMITTEES

- The board members have been assigned to lead below committees. During our board meetings, the committee lead will update the board on status of their committees
  - Sandra – Point Lead - **Building Project Work**
  - Lucy – Point Lead – **Dumpster** – Ryan (President) to provide Lucy with specifications of the dumpster size (potentially purchasing 3 cubic feet dumpster) and the City of Yonkers required specifications. Inform Cleo (Management) that Lucy will be paying for the dumpster with her personal credit card. Lucy to speak with Andres and together they connect with department of Sanitation to confirm the garbage pick-up process.
  - Carmella – **32BJ** – Carmella to do a comparison of old contract vs updated contract. Carmella to follow-up with Cleo (Management). Ryan will print out previously created signature cover-page and have Andres and Justin sign that they have received the contract.

## FINANCES

- It was agreed that with the upcoming increases (March Maintenance, 12-month Fuel Assessment and Amenities), it is imperative that we keep the cooperators updated. A clear explanation should be provided to show the cooperators how fuel and overall utility cost have increased significantly.

## BUILDING TOPICS

- Ryan to speak with Cleo about having annual meeting
- Board agreed to begin to follow policy of inviting cooperators down to board meetings on a quarterly basis to provide building status updates, and an opportunity for cooperators to voice their concerns.
- Ryan will print out proposals he has received for the elevator companies
- Topics for our next board meeting
  - Elevator
  - Assessment (10%)
  - March Increase
  - Construction Project
  - Amenity Increase

# Sunset Green Board Meeting Minutes

March 20, 2023

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

**Management:** Cleo Monroe

**Guest Attendees:** Lisette Williams & Fairuz Begum (HCR)

## Meeting Came to order at 7:09 pm

- January Minutes – Reviewed & Approved with the following corrections.
  - David & Shakira Funchess (4A) – name correction
  - Current Elevator Company to repair the even elevator – Even elevator not Odd Elevator
- February Impromptu Minutes Reviewed and Approved

## Yellow Highlight – Requires Action

### MEETING AGENDA TOPICS

- PARKING LEASES – Parking Leases should be distributed to all cooperators
- AMMENTIES INCREASE – Increase needs to be sent to Marc (Accounting) for approval to DHCR. Lizzette mentioned that Sunset Green is on the PTAP list (Grant)
- MAINTENANCE INCREASE – The 2<sup>nd</sup> half of maintenance increase is coming in May 2023
- INCREASE - Lizette (HCR) will speak with Gary on if we are able to change the number that HCR proposes to a different amount. Board discussed which increase should we submit 1<sup>st</sup> (Temporary Fuel Increase or Amenities Increase)?
  - Board voted as following for submitting both request at the same time
    - Yes – 3
    - No – 3
    - Ryan (Board President) broke the tie by voting Yes (increasing yes vote to 4)
- GARBAGE SCHEDULE – Board discussed changing the Staff shift/hours to an earlier time
  - Andres (Super) to come in early one day and Justin (Porter) will come in early one day. Ryan (President) suggested that we provide both staff members prior notice before requesting that they change their shift for this ask. Board agreed we will implement this change as soon as possible.
  - Board agreed we would go with 2 rolling carts. vs dumpster. Lucy (Board Member) to meet with Cleo (Management) on Thursday (3/23) to discuss the purchase of the cart.
- ELEVATOR BIDS – Ryan (President) mentioned that he has received a total of 3 elevator bids (1 bid from Sandra (Treasurer) and (2 bids from Sonia Baez – Cooperator). Board agreed unanimously that we should move forward with bidding and will discuss at next Board Meeting. Cleo (Management) stated that there is a process that will need to be followed (sending bid list to DHCR to approve. Cleo will facilitate this process and Ryan will send the current bidders' information to Cleo (Management)
- STAFF TRAINING – Board members discussed our asking staff to taking Union Training. It was suggested we speak with a Union Rep and/or go online to see what courses they are able to take. These training will be completed during working hours.
- COMMUNICATION – Board agreed that we need to make improvements on communicating to the cooperators about the building project. Any information regarding the building project will be disseminated 2 weeks prior. Ryan (President) will follow-up with the contractor on how they will communicate to the Board.
- BOARD RESOLUTION – Certification for each item is required for 1. Increase in Amenities and 2. Elevator