

# Sunset Green Board Meeting Minutes

## October 17, 2023

Attendees: Ryan Crews, Sandra Robertson, Carmella McGovern, Lucy Moreno Casanova, and Michele Jones  
Absent: Tanya Knapp, and Robert Teteh  
Management: Cleo Monroe

Meeting Came to order at 7:05 pm

- September 2023 minutes reviewed and approved.

### MEETING AGENDA TOPICS

#### BUILDING STAFF

- Action Item: Board agreed to interview two additional candidates (Enis Mustafa & August Pena). Also, discussion on placing an ad for other potential candidates. Although Mr. Edward Hallam accepted the job offer, he currently has not provided a start date.
- Resolution: Interview set up with Mr. Pena (10/18 @ 6:30 pm)
- Action Item: Staff Schedule & Duties – Discuss with Justin (Porter) his job duties and scheduled days off with new Super coming on Board.
- Resolution: Cleo (Management) to discuss Justin hours. Board has requested to meet with Super & Porter to review the expected job duties & schedule.

#### ELEVATOR COMPANY

- Action Item: Table discussion on Elevator company for next Board meeting.

#### HCR LIST

- Action Item: HCR provided a list of concerns that needed to be addressed.
- Resolution: Cleo (Management) confirmed many of the items listed has been addressed /completed.

#### ANNUAL MEETING

- Action Item: Board address setting up tentative meeting date for our annual meeting.
- Resolution: Tentative date scheduled for week of January 22<sup>nd</sup>. Will confirm availability of Accountant and Management.

#### PARKING UPDATE

- Action Item: Cooperator complained about front parking space and other cooperator parking in her space.
- Resolution: Michele (Secretary/Parking) Will speak with both cooperators and ask that they be cognizant of which space they are parking in. Ensure that they are parking in their assigned parking space.

#### PETS IN THE BUILDING

- Action Item: Board discussed if allowing dogs in the building (other than service dogs) is worth any issues that may come along with this new rule/policy.
- Resolution: Potentially add this as a line item on the Annual Board meeting ballot. Resolve by having cooperators vote on this topic.

## OPEN ITEMS

- Ryan (President) – Proposed that we minimize the Board members to from 9 to 5. Ryan to speak with current Board members to get their feedback on their commitment to be on the Board, ensuring that they attend all scheduled meetings.
- Electrician – Ryan (President) – Scheduled an appointment for a potential Electrician to meet with Cleo on October 26<sup>th</sup> to discuss fuses/fuse boxes in the building. He provided an estimate of \$1,100.
- Contractors/Building Project – Several Cooperators have complained about damages caused by contractor during the current building project (Screen Window, holes in their apartment etc). Cleo (Management) & Sandra (Treasurer) will speak with Project Manager on this issue.
- Laundry Table – Laundry folder table moved as Cooperators are complaining about the Construction workers office proximity being too close. Resolution: Move table to in front of the laundry room where it was originally located.

## MANAGER REPORT

## ARREARS

- Action Item: Cooperators in Arrears
- Resolution: Ask Cooperators who are in arrears to come down to speak with Cleo (Management) directly. Cooperators more than 2 months in arrears will receive an official letter & notice of parking space removal.

## VACANCY

- Action Item:
  - 9D – Processing application to send to HCR. | Potential Cooperator came to look at the apartment. However, she is uncertain if she will take the apartment. Trevor to repair peeling paint on ceiling.
  - 3E – Processing application to send to HCR for approval. Andres will scrap wall.
  - 8G – Applicant (Smith) application approved. She will pick up key. There are small repairs that need to be completed. Repair cost will be deducted from previous cooperators equity.

## BUILDING RESTORATION

- Action Item: Façade & Garage Repairs
- Resolution: Payment request from MNR was approved by Lizette (HCR). Payment was approved and wired.

## BUILDING ISSUES

- Action Item: Sidewalk Repair/Replacement.
- Resolution: Lowest bidder pkg will be processed and sent to HCR by EOY. Project will not start until MNR has completed current building project.
- Action Item: Fuel Surcharge – Submitting to Mark Cohen for review.
- Resolution: Pending action from Mark Cohen (Accountant).
- Action Item: Parking & Amendment Increases. - Submitting to Mark Cohen for review.
- Resolution: Pending action from Mark Cohen (Accountant).
- Action Item: HCR sent over package for Maintenance Increase. Cleo (Management) sent to Board to review.
- Resolution: Pending action from Mark Cohen (Accountant).

Meeting Adjourned: 10:25 pm

Next Scheduled Board Meeting Dates: **Tuesday November 21<sup>st</sup> & Monday, December 18<sup>th</sup>**  
Shareholders will be invited to attend the first 30 minutes of each monthly meeting.