

**RNA HOUSE INC.  
BOARD MEETING MINUTES  
HELD VIA ZOOM  
March 27, 2024**

Present: Patricia Mayer, Dorothy Korek, Ewa Mularczyk, Juliet Douglas, David Yulfo, Jay Hauben, Barbara Jacobs, and Wanda Melendez.

Also Present: Ellen Marrone (Property Manager) and Aadam Hasan (RNA House Superintendent) and 24 cooperators (open session)

Absent: Marissa Serrano

The meeting was called to order at 6:35 p.m., by the Board President Patricia Mayer.

Executive Session:

- Asbestos in an apartment

A motion was made and was seconded to take \$10k out of the cooperator's apartment equity; the building will also pay another \$5000, and the manager will make a monthly arrangement payment plan with the shareholder to cover the remaining balance. The motion passed by acclamation.

- Board Member Behavior

The Board President reminded the board members about maintaining appropriate behavior and the protocol that needs to be followed. Official communications should be distributed by Management and not individual Board members. Under no circumstances should Board communications be shared on distribution lists or by other means unless the information has already been made public.

Open Meeting:

Election of the Board Officers:

Barbara Jacobs nominated Jay Hauben and Dorothy Korek nominated Ewa Mularczyk for Board Secretary. The following voted for Jay Hauben, Jay Hauben, Barbara Jacobs, and Wanda Melendez; for Ewa Mularczyk: Juliet Douglas, Patricia Mayer, Dorothy Korek, David Yulfo, and Ewa Mularczyk.

Ewa Mularczyk was elected as Board Secretary.

Jay Hauben requested that we fill the positions allowed for by the bylaws of assistant secretary and assistant treasurer. The president asked who was in favor of filling those positions. The

majority of the board was against filling the positions, so the president did not ask for nominations.

#### Financial:

- Treasurer's Report (the Treasurer was absent)

The Board President reported that all Chase accounts are deposit accounts for commercial spaces and applications. She noted that the application deposit account is overfunded. This can be adjusted with a waitlist audit. She reported that there is a fourth Chase account for the water escrow. She also reported that the steam trap work is not a capital improvement; it's considered maintenance repair, so HPD would probably not allow the building to use the funds from the restricted account. A board member pointed out that the double equity capital repairs unrestricted fund has almost \$1MM spread out at least five bank accounts. Together with the over \$530,000 in restricted reserves help by HPD, we currently have about \$1.5MM in reserves for capital improvements. Jay Hauben asked in what account do we keep the waiting list deposits? The president repeated that these deposits are kept at Chase.

#### Approval of February 28, 2024 Board Meeting Minutes:

A motion was made by Barbara Jacobs, seconded by Wanda Melendez to approve the February 28, 2024 minutes. The motion passed by acclamation.

A question was raised how are the minutes being distributed? Why not under the doors as was voted by the board in the past? The Board President informed that the minutes are being distributed as the Board approved. Minutes are posted on Building Link. Those who have continued to ask for paper copies have copies left at the front desk with their apartment number listed. There are also additional copies at the front desk. If any shareholder would prefer receiving a paper copy of the minutes, they can contact the property manager to make their request.

#### Management Report:

- Arrears/Legal Report:

The property manager reported that she will be starting to make arrangements to set up payment plans for the shareholders that are in arrears.

- Steam Trap Update:

The Manager reported that she and the President asked for a revised bid with the correct amount of steam traps. The new bid lowered the price of the project significantly. Management will speak to contractors to schedule work.

- Exterminators:

The property manager presented the bids from three exterminating companies. The board decided that the property manager can make a discretionary judgment in terms of choosing the exterminating company, based on responsiveness.

- Front of building lighting:

The Manager, President and Vice President met with the lighting designer and reported that the initial estimate for the lighting designs would cost around \$40k to \$50K. The Board will look at more economical options.

- Loose Handrails:

The manager reported that one of the contractors that was going to do the work is no longer interested and backed out. The manager has contacted another contractor and she is waiting for a proposal for the board to review.

- Fire Doors and Backyard Door Mechanisms:

The manager reported that this work is substantially complete. She will be contacting the contractor to adjust the fire and backyard doors based on discussion.

- Community Room Acoustics:

The Board President reported that during the walk through, the building's architect recommended putting down carpets, which is a more cost-effective option. He also shared acoustical tiles, but given the design of the room, these are not optimal.

- Community Room Air Purifier:

The manager provided information regarding the air purifier that had been recommended based on the architect's site visit. A motion was made by Dorothy Korek and seconded by Ewa Mularczyk to purchase the air purifier for the community room. The president asked if any one objected. Jay Hauben asked that the vote be taken so he could abstain. The president answered that given there were no other objections, the vote should be recorded as all in favor with the abstention of Jay Hauben.

- Camera:

Some board members opposed having a camera installed in the community room.

- Rental Agreement of the Community Room:

This was tabled to be discussed at the next meeting.

- Vacancy Report:

The manager will report back to the board regarding the pricing of cleaning out some of the vacant apartments. This is charged back to shareholder equity. The Board President reported that the two-bedroom waiting list needs to be opened. In the meantime, solicitations will be sent out to people in three-bedroom apartments in the building to see if any want to downsize as an internal transfer to a two-bedroom apartment. She emphasized that this is purely optional, and no one is being forced to downsize. Currently vacant apartments are 4K, 5B, 2S, 6C and 14 H.

- Super's Report:

The manager reported that this week, the Super is revamping the laundry room.

A board member suggested that the Super report at each board meeting how many work orders were completed in the last month and in what categories. The president pointed out that we can keep track of the work orders which are logged in Building Link.

Committee Reports:

- Radiator Covers:

The Board President reported that Kelvin has said they will send a radiator cover proposal for the board to review.

- Hallway Renovation Project:

The Board President suggested getting updated bids for review. The board will discuss it at the next meeting.

- NORC:

Dorothy Korek reported that the chair yoga classes will start again on Wednesday. The coffee hour is every other Friday. Juliet Douglas suggested that the coffee hour memo announcements should include where the event will take place. A board member again asked that we consider helping fund the NORC in a sustainable way by having a line item in the budget for it. The Board President pointed out that we have given JASA the money they have requested.

Jay Hauben reported that there is a NORC Advisory Council that meets every three months. Currently it is developing bylaws that will provide have a way for new members to join.

- Safety Committee:

Wanda Melendez reported that a member in the committee recommended that the wires in the basement adjacent to the 160 side elevator be enclosed. The manager reported that the wires are from Verizon, and she will call the technician to see if they can be removed.

Wanda Melendez reported that the Safety Committee suggested that each staircase door be labeled indicating if that staircase exits to the lobby or the backyard. She also reported that in the bike room, there are filing cabinets blocking the fuse box. The manager will look into the bike room. Wanda Melendez informed the board that the committee meets the fourth Tuesday of every month and anyone that has safety concerns can join the Zoom meeting.

Jay Hauben made a motion and was seconded by Barbara Jacobs:

*We need an Energy Committee to help with LL97 and other energy questions. If a Board Member would be the liaison, we should reactivate the Energy Committee and recruit new members.*

The following voted in favor: Jay Hauben, Barbara Jacobs, and Wanda Melendez. The following opposed: Dorothy Korek and Patricia Mayer. The following abstained: Juliet Douglas, David Yulfo, and Ewa Mularczyk. The motion

passed. Jay Hauben will be the board liaison to the energy committee. It was noted that an abstention cannot be counted as a no vote. There was discussion of the function of the committee. Jay Hauben noted the Board needed to educate itself regarding energy laws and possible projects. He felt the committee should have meetings to educate the building and if energy efficiency ideas came out of the meetings, bring them to the Board. David Yulfo, the former Energy Committee chair, noted this had been done, but that technological and funding lags are causing delays. The Board President pointed to the projects that the Board has discussed and is pursuing, for example steam trap replacement. Both Ms. Mayer and Mr. Yulfo noted that it would be very useful for the committee to educate shareholders about this and future work the Board is doing but noted that in the past presentations have been contradictory or focused on additional work. No vote was taken, but there was agreement to educate shareholders about steam traps. There was no disagreement that the Energy Committee should hold educational meetings for the building.

#### Q & A Session:

A shareholder wanted to know where she could find a picture of the Cozy. David Yulfo gave a brief explanation on how the Cozy works.

A shareholder wanted to know how long it would take for HPD to approve the loan. The Board President reported the closing of the loan will possibly happen by the end of the year.

A shareholder was concerned about why there are no old and new business items. The Board President explained that the board members have until the Friday to include new items in the agenda. Any non-emergency items are tabled to the next meeting.

A shareholder reported that a book reading will be held on April 4<sup>th</sup> at the Book Culture bookstore regarding growing up at the RNA House. Ewa Mularczyk reported that she will post a movie that was done at the RNA House on building link.

A shareholder recommended that before the board signs a contract, they should get professional expertise in reviewing the contract, for example the steam trap contract. The Board President reported that the engineer did review the steam trap contract before approving the work.

A shareholder recommended that the board look at the Kips Bay Towers Condominium, which has a similar design as the RNA House, for the type of the lighting they have installed. Also, the board should remind management of how many years the RNA House should be holding on to personal files. The shareholder wanted to know where the payment of the cleaning out of the vacant apartments comes from. The manager reported that the payment comes out of the equity funds.

A shareholder shared that the emergency exit door at the 150-side opens with no problem.

The next board meeting is April 24, 2024. The meeting was adjourned at 8:42 p.m.

Minutes taken and submitted by Ms. Tany Jones of Metro Management Development.