

**RNA HOUSE INC.
BOARD MEETING MINUTES
HELD VIA ZOOM
July 19, 2023**

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

Also Present: Aadam Hasan (RNA Superintendent), Michael Luginsland (from Metro Management Development) and 25 cooperators.

Absent: Marissa Serrano, Juliet Douglas, and Ellen Marrone (Property Manager).

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

Approval of July 5, 2023 Board Meeting Minutes:

As final edits are still being made, the Board President requested approval of the July 5th meeting minutes be waived until the following meeting.

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

Monthly Board minutes shall be distributed by email to the people who choose to receive a digital copy. The people that choose a paper copy will receive the minutes under their door. The people that did not choose any option will receive a paper copy of the minutes under their door, as well, until they let the Manager know their preference.

The following were in favor: Barbara Jacobs, Wanda Melendez, Dorothy Korek, and Jay Hauben. The following opposed: Patricia Mayer, and Ewa Mularczyk. The motion passed.

Financial:

○ Treasurer's Report

The Treasurer was unable to attend the meeting. Board President reported that the operating account was down around \$24,000 due to back bills that had to be paid. She also reported, however, that the cash available balance is up to \$92,000 from when the report was generated.

The Board President reported that she contacted Chase Bank regarding the debit of \$491 reported in May. The debit was due to a Department of Labor levy plus a \$100 legal fee which Chase Bank has agreed to waive. She also reported that Chase Bank will waive the monthly service fee of \$25 that was being charged to the escrow account. The Department of Labor had sent notice of the corresponding payment to the previous management company on file and not Metro

Management Development. Metro will advise the DOL that Metro should receive notices going forward. The Board President, Treasurer and Management have decided that they will move the money from the water and sewer escrow account and open a money market account. This account currently yields close to 5% interest.

Jay Hauben reported that this month, the Chase Bank account charged a \$45 fee. The Board President will inquire with the bank regarding this fee. He reported that the ending total cash funds balance was \$2.65MM.

Jay Hauben presented the NYCHDC statement showing the HSC Senior mortgage loan balance of \$1.158MM at a rate of 6.50% for which the monthly payment is \$11,825.85. The HDC Subordinate mortgage loan balance is \$3.047MM at 0.00% loan which there is no monthly payment. The NYCHC also indicates a payments of \$34,141.60 to pay for Project Insurance, real estate tax, water & sewer tax and a transfer into the Restricted Reserves. The current ending balance in the Restricted Reserves is \$465,327.

Management Report:

- Super Update

The Board President reported that the two elevators shut down on the 150-side was due to the elevator board panel failure. The elevator company is working on rectifying the problem. In the meantime, the staff members are operating an elevator manually to assist residents up and down from their apartments. There was agreement there should be better communication from the beginning of an emergency. The Super suggested that after the elevator is repaired, adding fans in the mechanical rooms to avoid future burnouts of the elevator equipment should be considered. The Super reported that the staff has been working overtime to accommodate residents until the elevators are working properly.

- Steam Valve Replacement Update:

The Board President reported that all correspondence was sent to Lawless and Mangione and they are waiting for a response from Con Edison.

- Door Repairs:

The Board President reported that there are three fire doors that still need to be repaired. he doors are functional but do not yet have closures. The vendor that was hired has been non-responsive. The Board President reported that if the vendor does not complete the repair, the board will contact the building attorney.

- Exterminator:

The property manager is collecting proposals from different exterminators because the current exterminator is not providing the services needed. For now the current exterminator company is making its regular visits.

- Exterior Lighting Update:

The Board President reported that sample exterior lighting has been ordered and once it arrives, it will be tested.

- Emergency Procedures:

Jay Hauben reported that the Safety Committee has been begun creating an Emergency Procedure Manual for the staff about different emergencies and the procedures that must be taken. The Board President reported that management has been receiving inquiries regarding residents' keys.

The Board President will inquire with State Farm Insurance about the possibility of getting a group discount for homeowner's insurance. Two other Board Members said they would ask their insurance agents if a group discount could be offered. The \$300,000 minimum liability was questioned as too high. It was pointed out that every \$100,000 adds about \$10 to the annual cost. There was no motion made but the majority of the Board agreed that all shareholders should submit to management proof of homeowner's insurance by September 30, 2023. The following members agreed: Patricia Mayer, Ewa Mularczyk, Dorothy Korek, David Yulfo, and Barbara Jacobs. The following members were not in favor: Wanda Melendez, and Jay Hauben.

Funding Capital Projects:

Jay Hauben made a motion and seconded by Barbara Jacobs:

Based on Ms Walpert's statement of our RNA House eligibility, the Board instructs the Manager to fill out and submit the HPD Preliminary Application for Participation Loan Program financing as a first step in the process of beginning the repairs, upgrades and energy efficiency work reported as needed in the Feb 8, 2023 Lawless and Mangione IPNA Report. We understand that this application will start the process toward the HPD making a funding offer. That process may be slow and this is only the first step.

The motion passed by acclamation. The Board President said she, the Vice President, and the Treasurer will meet with Rob Mellina, the co-op's accountant, to discuss the HPD Participation Loan Program loan that we are applying for..

Mandate Board Training:

The Board President informed the members that due to new regulations, all current Board members and potential Board candidates must complete a series of online training modules by

January. She also noted that anyone who is interested in learning more about how the Mitchell Lama coop functions can also complete the training, which is very informative. Board Members and Candidates must sign a certificate of training completion and deliver it to the Board Secretary. Those certificates will be distributed to all cooperators at the time of our Board election.

Committee Report

Wanda Melendez reported that the rocks that were placed in the garden are damaging the flowers. Dorothy Korek stated that she has contacted the landscaper regarding his opinion of the rocks.

○ Wall Art:

Ewa Mularczyk reported that some residents are complaining that they are not pleased with the wall art in the hallway. She also reported that the wall art is not allowed as per the NYC Fire code. The Board President requested that management obtain the NYC Fire code rules.

The Board decided to table the wall art issue to be discussed at the next board meeting with the possibility of considering the removal of the wall art from the hallways.

Old Business:

Jay Hauben requested either a thumb drive or an alternate way to be able to show the May 3, 2023 video without using the internet. Management will look into ways to provide the recording without having to use the internet.

Q & A Session:

A shareholder wanted to know if the Building Link notifications were working because he never received a notification of the elevators not working. The Board President reported that it was an oversight, and the notification should have been sent out earlier. He also wanted to know what is being done about the rat situation as he has noticed burrows with big holes. The Board President reported that the rat traps were not being serviced properly and follow up is being done, including the possibility of changing the building's exterminator.

A shareholder said she had the same issue about a Building Link notification. She had requested digital communication but did not get any yet. She wanted to know why a decision couldn't be made at tonight's meeting to remove all wall art painting, as well as anything that can catch on fire. The Board President noted that the Board had decided to seek counsel from the NYC Fire Department and Management before making a decision to remove the items.

A shareholder asked why a motion was not made regarding the homeowner's insurance, instead of asking individuals. The Board President reported that although there was not a formal motion,

those in favor and those opposed had been recorded. The shareholder said having a motion and taking a vote is a more efficient and proper procedure.

A shareholder asked that before we allow EV (Electronic Vehicle charging we consult with the FDNY.

A shareholder recommended that in the case of any emergency issues happening in the building, robocalls be sent out immediately. The Board President agreed.

A shareholder wanted to know why the meeting was done via Zoom instead of in person. The Board President shared that the reasoning behind using Zoom is that it is easier for residents to access and there is a better turnout. The shareholder asked why can't we revert back to our traditional ways?

Executive Session:

- Vacancies:

The Board President reported that there are currently three vacancies.

- Legal Updates:

Counsel has notified the building that 2S will be surrendered and arrears paid. The Board President reported that the shareholder's social worker picked up some items for her. She also reached out to the co-op attorney to give the shareholder a deadline by which to move out of the apartment.

The Board President reported that management is finding out the date that the keys were surrendered for two apartments so the shares for those apartments can then be sold. The contractor doing work in 5B has been given a week to complete the work, after which time counsel will take up the issue.

The next board meeting will be on September 27, 2023. The meeting was adjourned at 9:00 p.m.

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