

Pratt Towers Closed Board Meeting

Public Record Minutes

March 19, 2024

Board members present at meeting: Leslie Sierra, Audrey McConney, Phyllis Hulen, Chrysetta Patterson, Joan Whitsett, Jeffery Ryan, Rob Sinclair, and Larise Wynn

_____ made the motion to accept the minutes with noted corrections. It has been moved and properly seconded by _____ on _____

Meeting called to order at 7:11 pm

Managers & Super's Reports

- See Manger's/Super's report
- Could Winston include more detail in his report.
ACTION: Let us know what the vendor's advised us to do.
- Concerning why the cover for the gate motor was not on the motor. The wind blew off the cover.
ACTION: It has now been secured.
- The exit door in the basement was damaged by Xinos
ACTION: Needs to be mentioned in the Monday morning meetings so Xinos can repair it.
- The inspection for the elevators was cancelled and it needs to be rescheduled.
ACTION: Please remind them to reschedule the appointment.
- The community room door towards the back of the building appears to be heavily rusted.
ACTION: Please evaluate the door and let us know if it needs to painted or replaced.
- Board wants a list of annual inspections to avoid fines by the city.
ACTION: Manager and Super will compose a list of all annual inspections required by the city.
- Management is holding equity funds until an apartment is resold.
ACTION: Board wants equity funds released to the exiting shareholder with in the 90 days specified in the leasing agreement
- Dynamic is restoring one of our units because the are consistently the lowest bidder. Baba is on the property but he is not being supervised by another Dynamic employee.
ACTION: Winston is checking on their work daily and they have been ordered by the Board to vacate the room in the basement.
- Arrears report on the mangers report has 34 cases. Not all cases are on this report because they are with our corporate attorney.

Board's Discussion:

- Landscaping/Sprinklers – Rob will send pictures of his ideas for landscaping. When will we be meeting with the landscaper? PTCS will need assistance with the above ground planter beds that are to be installed. We still need a vendor for the repair and maintenance of our sprinkler system. Landmark, our landscaper does not handle sprinkler systems.

ACTION: Inquire with David, Matt Horrigan, and 309 to see if they know of any companies who will maintain our sprinkler system. Have the PH in the soil tested. Invite some shareholders to participate in the selection of landscaping for the property.

- New Signage and address numbers – We need all new signs all over the property. Inside and out. The signs in the stairwells and on the fire doors need to be addressed before we are fined.

ACTION: We need to take an inventory of what signs are needed. Improve the address sign on the front of the building. Consult with someone with what is the correct signage for our stairwells.

- Shreadfeast – We need to find out the price and if the Board approves of the price, then we can schedule a date.

ACTION: Have Tracy call and get us the cost to have this done.

- Cameras – Matt asked for Rob to volunteer to tell the camera technicians to where the exterior camera should be pointed. However, the Board wants to be advised about where the cameras on the exterior of the building should be pointed.

ACTION: Ask the police department or our security company to advise the Board about where the exterior cameras should be pointed.

- Meeting with Controlled Combustion – Rob sent notes recapping the meeting.

ACTION: Board wants Controlled Combustion to recap what they promised would be done in relation to our boilers.

- Enforcement of our House Rules – There are concerns. People are already hanging air conditioners out the windows and antennas on the building.

ACTION: A general notice will go out to the shareholders reminding them of the rules. For those who are in violation of the house rules. The manager has a notice already drafted a notice. The office will send a 1st notice of violation and if the violation has not corrected a second notice will be sent 2 weeks later. The lawyers will be CC'ed on the notice. If they do not comply with the second notice, the matter will be forwarded to the lawyers, and then they will send a notice. Fines can also be attached to their maintenance statement as outlined in the house rules. Rob will send the house rules to the Board.

- Making the Sergeant-at-Arms an official office on Pratt's Board – Chrysetta has been taking on this responsibility. Our meeting would run smoother and more quickly. However, this links back into that the Board needs to revise our outdated bylaws for the co-op.

ACTION: Our corporate attorney will come in and work with a subcommittee of the Board to review a set of already red lined bylaws.

- Dog/Pet Application Review – Board reviewed the dog/pet application provided by management.
ACTION: Joan will ask the floor captains to create a list of who has a dog on each floor. Board did not approve the notice.
- Door / Kickplates – We need to know how much this will cost each Shareholders. It would need to be professionally installed.
ACTION: Audrey will go to Home Depot and provide information to the Board. Phyllis will look on line for a vendor who would handle a large order.
- Bargold update – Our corporate attorney has our resolution. He is preparing a resolution for how we plan to payback our reserve account. We need to work out all the little things, like the cleaning the rooms, painting, etc.
ACTION: The Board or management need to prepare a letter for shareholders letting them know we are taking over the storage sheds and the plans for the transition. Need to determine if it would be added to the maintenance or taken as a separate transaction from their bank accounts directly. Rob will look if it is amenity that we can charge directly for though Concierge Plus.
- Annual apartment Inspections mandates –
ACTION: Ask Metro to set that up for May.
- Parking lot line painting – Shareholder are asking.
ACTION: Remind Gus for a proposal. Also ask someone else for a quote.
- Dog relief area – Needs further discussion.
ACTION: We need to see some picture of what that may look like.
- Dogs as pets in the building – Discussion for and against.
ACTION: Board member reminded the Board that this mater has been voted on and the Board has already voted in favor of allowing dogs/pets in the building, with a application process and a fee would be assessed to the shareholder.
- Shareholder Co-op/apartment Insurance Enforcement – We could require shareholder to provide their co op insurance when they do their affidavit, they must bring down their insurance and then we will know who has insurance and who does not. Our attorney has already told us that we can assess fines and charge it to the maintenance statement.
ACTION: Non-Decided
- Arrears Enforcement – Let be more proactive when our seniors fall ill or go to a nursing home and they fall behind on their maintenance. Perhaps bring in someone to discuss senior care.
ACTION: Non-Decided
- Mirrors on each floor – They would need to be uniform.
ACTION: Rob will bring some pictures.
- Tabled items from our old items list:

- Local Law 97- Tabled
- Lobby and Community Room updates
- Update on Gas Lines (Local Law 152) from Alan Randmae
- Hire of new Accounting and Security Firms
- Parking Lot line painting
- Fire Emergency Preparedness
- Concierge Plus and Posting of Minutes
- Family Day Celebration 2024
- Professional Transcriber
- Stronger enforcement of arrears collection protocol
- Nat Grid Gas Line update for the Co Gen System
- Hallway Finishes Update
- Glass break sensor for the Management offices and the community room.
- Furniture from Capital Swing Apartments – Tabled, Stored in Supers unit.
- Shed for Equipment out back.

Election of Board Officers

- Nomination of Secretary - Joan & Chrysetta have nominated Rob and he has accepted the nomination. Vote is unanimous.
- Nomination assistant Secretary – Joan and Leslie nominate Chrysetta and she has accepted the nomination. Vote is unanimous.
- Nomination of Treasure – Joan & Chrysetta nominate Phyllis and she has accepted the nomination. Vote is unanimous.
- Nomination of assistant Treasure – Chrysetta and Leslie nominate Jeffery and he has accepted the nomination. Vote is unanimous.
- Nomination of Vice President – Larisa & Chrysetta nominate Audrey and she has accepted the nomination. Vote is unanimous.
- Nomination of President - Audrey & Rob nominate Audrey and she has accepted the nomination. Vote is unanimous.

Meeting adjourned at 9:15pm