



158th Street and Riverside Drive Housing Corporation  
MINUTES OF THE RIVER TERRACE BOARD OF DIRECTORS REGULAR MEETING  
SEPTEMBER 28<sup>th</sup>, 2023 – 7:30PM

***Board Members Present***

L. Fowler (LF); P. Morgan-Riley (PMR); D. Encarnacion (DE); J. Sutton (JS); W. Coles (WCO), K. Berry (KB); S. Wilcox (SW); W. Cherry (WC); W. Patterson (WP)

***Metro Management Present***

D. Masiku, Manager (DM); K. Cook, Assistant Manager (KC); Desiré Fernandez, Office Assistant (DF); Jay Nunez, Superintendent (JN).

***Board Members Absent***

The meeting of the Board of the 158th Street and Riverside Drive Housing Corporation was called to order by Board Chair Lawrence Fowler at 7:36pm in the Jackie Brockington Community Room with Lawrence Fowler, Pauline Morgan-Riley, Kevin Berry, Wanda Coles, Jory Sutton, Walter Cherry, William Patterson, Susan Wilcox, David Encarnacion, David Masiku, Kamilah Cook and Desiré Fernandez. Jory Sutton was present on Zoom.

***Zoom attendance:*** Approx. (39)

***---Discussion---***

***Introduction & Moment of Silence*** – (LF) Mr. Fowler welcomed everyone attending and asked for a moment of silence in acknowledgement for those persons who cannot be with us physically, but remain present in our minds, and hearts.

***Ad-Hoc Committee for Wireless Antenna*** – (LF) An Ad-Hoc Committee was formed after the Annual Meeting last October to review research materials relating to a proposed wireless antenna by MK Development on River Terrace's roof that would provide service and additional revenue to River Terrace. The board voted and approved the antenna, however, after that vote was recorded there was health concerns raised by shareholders who asked that there should be some reconsideration. The ad-hoc committee was formed thereafter, with Ms. Wanda Coles serving as the board liaison, The committee did research and brought their information to the board and our attorney. Our attorney subsequently reviewed the committee's report and engaged with the MK Development regarding certain risk management issues to address the concerns that had been presented. During this time, the board paused moving forward with the installation, until it felt that we had fully vetted the concerns raised by the committee. At this time, the board would like to bring this to closure, and the board's position is to pass information from our attorney to the committee, and that the

committee polls the shareholders in October, for results to be presented in the next Board meeting in November. Ms. Coles will be following up with the committee shortly.

***Terrace Door Replacement | Capital Assessment*** — (DM) After speaking with our architects, we have requested proposals and specifications for replacing our terrace doors. We understand that the cost for this replacement will be high, and River Terrace has been exploring different options for financing, one of which is a Capital Assessment. At the moment, we have not determined the total cost of the project, which will ultimately determine what the proposed assessment will be. Once the architect has finished collecting the specifications and price quotations we can follow up with that information.

(PMR) I want to add that; as part of the strategy that we discussed in June, that we would try to do a capital assessment in conjunction with applying for a capital grant in 2024.

(DM) Yes, definitely. We are exploring two ways of doing this.

(WC) How does that jive with the accountant's report that we have enough money to replace the doors?

(DM) There hasn't been any commitment on how we will do the funding until we know the total cost. It could be much more than just the door replacement. We might have enough in our reserves, but we'll have to revisit that.

(WP) To clarify, this 2024 Terrace Door Capital Grant application process, and possible assessment as well?

(DM) Yes, it's an option. Initially we thought it would be just the doors themselves, but if it includes the frames the cost can go up exponentially.

(WC) The first proposal I brought was for the door and the door frame. I believe it was about \$7,000 per door, but multiple doors drove down the cost considerably. I think if you go back to that first proposal I submitted, it was substantially less.

(PMR) Whatever reserves that we have being held by HDC, it's probably three to four million dollars. If costs this amount to replace the terrace doors, and we use the reserves being held, we go back down to zero. On a monthly basis, we pay into our reserves, but it took almost (10) years to get a million plus in our reserves. We also have other things that must be done, so using part of our reserves along with another strategy are probably best for us. I don't think HDC will allow us to take our reserves down to the bare minimum without looking at something like another maintenance increase beyond what we are already doing. If the doors are If we use 2.4m to pay for the doors that only leaves us with 600,000 for emergencies. Personally, I don't see three million as ample reserves.

(WC) Whatever is going to be paid, the proper approach to me is to replace 10-12 doors a month, or however many are in dire need to be replaced. Whatever that is monthly, could that offset the actual cost if set that side in the reserves each month.

(DE) But it must be a mechanism like we do with Millennium, where we gave them a specific amount, but we already had a grant approved that we knew would replace that payment. In a situation like that, then we can strategize.

(PMR) We're looking at a lot of options, and it won't be just one source that will cover the cost of the replacement doors. Our HPD inspections will help us determine how many doors are in dire need of replacement. We discussed in June looking at both the doors and the windows. We still must move forward with the 2024 application process, which will start in January.

**2023 Capital Grant Application** – (DM) In February 2023, our general counsel on behalf of the board submitted to the Manhattan Borough President's office an application for a \$1MM Capital Grant. The funds were to be used for accessibility projects in the back of the building as well as a new video intercom system for all apartments. We received a letter in July indicating that they had approved a grant for \$500,000. Based on this, our general counsel has started the process to make sure that the funds will be available, which will be sometime next year as it takes time to transfer the funds.

(PMR) And this is our second application. The first one they didn't award us anything.

(DM) Yes.

(DE) So it's already approved and we're going to get the money? Can we start installation within the next couple of months?

(PMR) Because the money hasn't been closed. It's like the money we got for the terraces – it's that same process where we don't pay it back unless we lose our Mitchel Lama status. In the interim, we can identify where we're going to pick up the difference and if it's through part of the surplus that we may have approved, or whatever. We had put in for \$1MM dollars and we got \$500,000, so we need to come up with \$500,000 to do the project. HDC isn't going to give us any money towards this. If this covers the core work, it doesn't cover the administrative fees or the architect or anything like that. We know that we need to come up with some money, so now we know we need to start planning. It took about (9) months for the terraces to become actual dollars, so we have at least until January to create the difference somewhere.

(DE) Just use the surplus from 2024.

(PMR) Or whatever.

(WC) Understanding that this proposal goes back 4-5 years, it will probably put us for the intercom?

(PMR) We bumped it up. We used the initial estimate—

(WC) What I'm suggesting is that there's been improvements within the industry...

(PMR) We'd have to go back to bid on that anyway. We couldn't use the current bid. We used it as a basis for the application, but in order for the money to flow, we'd need to go out for the three bids, and they have to take the lowest responsible bidder.

(WC) Right, to improve the design factor?

(PMR) Yes.

**By-Laws** – (LF) The new By-Laws will be distributed next week. We had held them from being distributed as there had been some back and forth on some changes that might have impacted the By-Laws particularly related to the election process. It's clear now that there's no need to hold it up and if there's any change at this point it would be a matter of making an addendum to our By-Laws that were approved in April.

**2023-2024 HDP Apartment Inspections** – (KC) As previously stated, HPD is asking us to resume unit inspections. Management is preparing to conduct those this year, using new software. This should happen before the end of the year.

(LF) Part of that inspection will flow into the terrace doors?

(PMR) And windows.

(KC) Yes.

**Advocacy Re: Development Project / Rent Increase** – (SW) I noticed that a lot of people on Basecamp, but it's not attached to the right thread. A couple people did

comment about 158<sup>th</sup> street, but I can't find them. If they can be reposted so that they're more accessible, I'll take a look and determine who really wants to do the work on this project.

(LF) I know we've talked about this before, and I know it was paused? Who do we want to talk to?

(SW) We left it off that we should talk to the Manhattan Borough President. I don't know if we have in roads with the grant that we got?

(PMR) We were going to speak to both. We can take off the old grant that we got, and the new application hasn't been submitted, so anything we meet with them on would be primarily on this issue.

***River Terrace Board Elections & Annual Meeting*** – (LF) I trust everyone received the announcement. I'm a big believer that if you keep hearing the same thing from the same voice, nobody hears you after a while. What needs to be said, has been said. There are (3) vacancies, and one person can run again. In any event, we know that board participation is critical. If you like the job that's being done, then come in and join us. If you don't like the job that's being done, come in and help make it better. Either way, it's an important piece of participation depending upon your investment in this building and building not just a house, but a home.

(WP) I know that Jory shared a letter and on basecamp, Susan and some others spoke about their roles on the board after an inquiry from a shareholder as to what it encompasses. So maybe we could put those in print form?

(WCO) Does anybody know who TC is? I responded directly to them about what my experience is, being the 'newbie.'

(PMR) Will you tell everyone about the next dates from Honest Ballot?

(KC) Nominations close today at 12pm.

(DE) And did we have any nominations?

(KC) We had two.

(DE) Only two?

(PMR) The next mailing will contain the candidates and the voting protocols. In 2020 we had three openings, and only one person ran. We got two, it's better than zip.

(LF) One of things we did benefit from, when we had the challenge of maintenance increases that was impetus to join. And those were very productive years. Whatever your motivation is, if it's positive and constructive they are appreciated and needed.

### ***---Capital Projects Report---***

***Electrical Upgrade*** – (DM) In September 2019, we began to replace the fuse boxes in apartments with circuit breakers. The project is completed, with the exception (1) remaining apartment that we're having trouble gaining access to. We're working with their estate lawyer to gain access. HPD recognizes how long this project has been going on and has indicated that they want to close this project. At this point, they will consider this project substantially completed. DOB inspectors will be visiting several apartments where work has been completed to certify the work to consider the project closed. They have not given us a date for these inspections, nor have they told us which apartment numbers they will go to. The DOB inspector will decide, but last time it was 25-30 apartments. Once this is complete, we can close out the project.

**Fire Alarm System** – (DM) This project involves the installation of a speaker in each apartment that will connect to a command center that would be used to notify residents in the case of an emergency. Core drilling started in July of this year, which is the installation of holes in each floor for the cable installation. This should be completed in the next month. Afterwards, we will need access to each apartment starting with the 16<sup>th</sup> floor and working down. We will send out letters as soon as we're informed of the schedule so that shareholders can make access available. It's very important that they have access to every apartment on each floor, so we will try to give as much notice as possible. It should not take long to install the speaker in each apartment. Before we need access to the apartments, they will also be installing cable molding that will house the fire alarm cable, which will be right under the existing TV channels that we have running throughout the hallways.

(LF) And where will the speaker be installed?

(DM) Right now the design is to put in above the front door of each apartment.

(DE) Do we know where they will install the communication system?

(DM) Right now, the plan is for it to be installed between the two front doors, where we used to have the mirror. They are also looking to see if it can be installed the security booth.

(DE) What about near the NORC room where the mailboxes are that aren't used?

(PMR) Those mailboxes are still used for small packages.

**RCN Raceway Channel** – (DM) As discussed with the fire alarm installation, as most know, the company responsible for the installation of the RCN raceway channel has started from the 16<sup>th</sup> floor on the north side. The look is like what we had before but is large enough to include the fire channel and is not the unsightly raceway channel that we started installing before.

(DE) It's larger?

(PMR) Yes, it's larger so it still has room for the intercom and will include that wire.

(WC) Initially, they were going to pay for it. Is this installation of the replacement our cost?

(DM) Not as far as I know. Initially we went for the larger molding, which was at their cost. With this one, I'm being told it's covered as we're just replacing what was there before, except newer and a little wider. They're still trying to find out what to do with what we ordered before.

(PMR) We haven't incurred any restocking costs?

(DM) So far, no.

(PMR) In terms of the channel that the AFA was using, will they be giving us an invoice for the new channel?

(DM) The answer to that is yes. They were covering the initial channel. Now that we know that we need a separate metal incased channel, yes. We will pay for the change order which is about \$36,000 which will be paid through our HCD reserves.

(WC) You said \$36,000?

(DM) Yes.

(PMR) Assume that the fire alarm communications installers have looked at it, physically?

(DM) Yes, the engineering firm, PAC Associates, and HDC are the ones looking at it.

(PMR) And they will be the ones installing it.

**RCN Bulk Rate** – (KC) Regarding the RCN bulk cable purchase package, we have a total of (80) apartments. We need a total of (136) apartments for us to continue with the bulk rate.

(PMR) When is the last date? Is that end of November...

(DM) They are still trying to get more subscriptions, so I expect that there will be some heavy promotions in the next couple of months.

(DE) Any of those (80) subscribers in arrears?

(DM) There may be, but if there are people in arrears, we can report them to the cable company and remove them from the service.

**Façade & Terraces** – (KC) We've had questions regarding the shed removal in the front of the building. Right now, it's a bit complicated as the engineer and the general contractor must send in their reports to the DOB. All of this is done online, and once submitted DOB will send an inspector to deem our building 'safe.' We are hoping that if we submit enough information to show that the work has been done properly, that the shed can be removed while everything is in process, but that's up to DOB. Our engineering firm has let us know that they have submitted, however the contractor has been out of the country due to family emergencies. We are looking to meet with him next week to discuss how we will put pressure on remaining parties to get the scaffolding removed.

(DE) Are we paying for that?

(PMR) No.

(PMR) We paid for the scaffolding through construction. Once they finish, however long it takes to remove it, they will pay for it.

### **---Shareholder Q&A---**

(WC) Based on the response to the fire on the 15<sup>th</sup> floor, a report was to be prepared on how we can improve upon the steps that were taken. Can you give me an update? Have you prepared a written report?

(LF) Did we receive findings from the fire marshal or insurance company?

(DM) That's what I was going to say, we are seeing if we can get a copy of the report from the insurance company. We are looking to get the physical report first and from there we create a final report. Depending on the cause of the fire it may be something we can advise shareholders on how to prevent fire, etc.

With no further questions raised, Mr. Fowler thanked shareholders for attending. The meeting was adjourned at 8:26pm. Our next meeting will be the Annual Meeting on Thursday, October 26<sup>th</sup> at 8:00pm.

Respectfully submitted,

Jory Sutton & Susan Wilcox

*Secretary & Assistant Secretary | River Terrace Board of Directors*