

**RNA HOUSE INC.
BOARD MEETING MINUTES
HELD VIA ZOOM
September 27, 2023**

Present: Marissa Serrano, Ewa Mularczyk, Juliet Douglas, Dorothy Korek, David Yulfo, Jay Hauben, Barbara Jacob, and Wanda Melendez.

Also Present: Ellen Marrone (Property Manager) and Aadam Hasan (RNA House Superintendent).

Absent: Patricia Mayer.

The meeting was called to order at 6:35 p.m., by the property manager Ellen Marrone.

Approval of July 19, 2023 Board Meeting Minutes:

A motion was made by Barbara Jacobs and seconded by Wanda Melendez to approve the minutes. The motion passed by acclamation.

Superintendent's Report

Fans for the elevator control room- The Super is looking for a fan for the 160 side.

Preparing for the winter- The Super suggested having a memo sent out to residents to have the windows closed and covering the air conditioners.

Mirror missing in the garage- The Super ordered a new mirror and it will be installed.

Financial:

○ Treasurer's Report

The treasurer reported that as of August 31, 2023 the cash operating balance was \$65,784.53 and the total cash account ended at \$2,6MM. The total cash account without the operating ended at \$2.5MM.

Jay Hauben reported that the total amount of apartment arrears is \$317k, which is 14% of the annual revenue. The manager will reach out to some of the shareholders to make payment arrangements. The manager did note that some apartments are vacant and they are working out to sell the apartment.

Management Report:

○ Steam Valve Replacement Update:

The manager reported that Con Edison submitted a proposal for the steam trap replacement project when the heat season begins. The proposal is for \$3,250 and it is projected to save \$46k to \$93k per year. Jay Hauben made a motion and seconded by Wanda Melendez to approve the proposal for \$3,250. A motion was made to table the approval of the proposal and to be discussed at another meeting. The motion passed by acclamation.

- LL126 Mandatory Garage Inspection Update:

The manager reported that Lawless and Mangione submitted a proposal of \$12k for this inspection. Jay Hauben made a motion and seconded by Wanda Melendez to go ahead with Lawless and Mangione to approve the \$12k proposal. The motion passed by acclamation.

- RNA application for HPD Financing:

The manager reported that HPD has accepted the preliminary application for the funding. She also informed the board that HPD does not have any priority funding programs.

- Dental Passion lease reassignment:

The manager reported that the building attorney Andy Brucker will send the board the final paperwork to review before the new dentist office signs the final lease. The board will discuss this at the next meeting.

- Cooperator's Handbook Update:

Dorothy Korek reported that she is currently working on making sure that the pagination and table of contents are correct and accurate, and policies are up to date.

- Exterminators:

The manager reported that the board will discuss and decide between 3 exterminators.

- Homeowner's Insurance:

The manager reported that a memo will be extended to November 1st. Also, the house rules will be distributed.

- Keys:

The manager reported that a memo was sent to all residents to make sure that management have apartment keys in case of an emergency. She reported that she still has not received keys from some residents and continues to follow up.

- Outdoor Lighting:

The manager will speak with Lawless and Mangione about the outdoor lighting and get recommendations.

- Communications:

The manager reported that she is trying to get as many residents as possible to join Building Link and will keep following up with more residents.

- Election Company:

Jay Hauben made a motion and seconded by Wanda Melendez that an election committee with Board members and cooperators be formed to choose the election company and oversee the process for electing Board members on January 24, 2024. The election committee would serve as liaison between the board and cooperators and the election company. Candidates in the election should not be on the election committee. The following members voted in favor: Jay Hauben, Wanda Melendez, and Barbara Jacobs. The following members voted against: David Yulfo, Juliet Douglas, Dorothy Korek, Marissa Serrano and Ewa Mularczyk. The motion did not pass.

Committee Reports:

Ewa Mularczyk suggested the plastic at the front desk be removed because it is broken. Wanda Melendez stated she was in agreement and that it would be done. No one objected or commented.

Safety Committee:

Wanda Melendez reported that the solar panel lighting should be arriving for installation.

Barbara Jacobs reported that there's no way to identify people in the building who need extra help in case of an emergency. She suggested that the Super should have a list of people that need extra help.

Jay Hauben informed the board that the Covid is rising, and the board should discuss recommending residents to wear masks.

Old Business:

Jay Hauben clarified that shareholders must use their apartments for at least 181 days per year and recommended keeping track of residents that are living in the apartment for more than six months.

Q & A Session:

A shareholder wanted to know if there are any updates on the emergency doors, as well as the laundry machine issue.

The manager reported that she has contacted the laundry company and it waiting for a response. A contractor had been hired to fix the doors, but had not completed the work.

A shareholder requested not to have a Halloween party due to the Covid rise. Instead, the shareholder will generate a memo to all residents to notify if they want trick or treaters to come by their apartment.

Another shareholder suggested that shareholders should advise management if they plan to have someone staying in their apartment for a specific time.

The same shareholder wanted to know why open board meetings where shareholders can attend are not allowed. She shared that she spoke to the Board President and was told that the board is not going to do open board meetings. A Board member informed the shareholder that she was currently attending an open meeting.

The same shareholder reported that she noticed that after going to housing court, her apartment was infested with flies. An exterminator did come to her apartment to address the issue. The manager reported that she accompanied the exterminator to the shareholder's apartment and took pictures and submitted them to HPD.

A shareholder reported that there were questions about the election company that was hired. The shareholder expressed her belief that errors had been made. They felt that there should be an election committee or neutral person to oversee any possible errors.

Executive Session:

- Vacancy Report:

The manager reported that Apt 4K will be shown this week. Apt 10J's application has been sent to HPD for approval. Apt 5B is in the process of restoration and the Apt 10G estimate has been sent to the family.

- Legal Updates:

The manager will forward the legal report to the board for their review.

- Election Company:

The manager suggested to the board that they can choose three election companies so she can obtain proposals and the board can review them.

The next board meeting will be on October 25, 2023. The meeting was adjourned at 9:00 p.m. Minutes taken and submitted by Ms. Tany Jones of Metro Management Development.