

Minutes
St. Martin's Board of Directors' Meeting
April 17, 2024

Call to order 7:06pm.

Board member present- David Owens, Erica Martell, Debbie Rudt, Connie Zigouras, Diana Farkas, Nancy Brandon, Frank Renta, Dan Tompkins

Board members absent; Gina Gurin

- Board Minutes- March 20, 2024 Minutes will be on building link & in the Office folder
 - Send in questions to connect
- Income Affidavits- Due April 30th...Do Not Need to be Notorized
 - Get hard copies at front desk.
 - Problems- let Latisha know.
 - Fines are levied when late. Communicate with any problems.
- **New Board Member Appointed by the Board to replace Marianne Zarcadoolas** , who resigned her seat in Feb.
 - Frank Renta, 17E, was unanimously appointed to serve until our next Annual Meeting in October, 2024, when that seat will be up for re-election.
 - Introduced Frank. He gave a little background- has 15 year old twins.
 - Term confirmed (via corporate council) serves until annual meeting in October 2024
- New Email to connect with the Board: Connect@65w90Board.com
- Management
 - Latisha Gaines lgaines@metromanagementdev.com
 - Hours: Tuesdays 9am-5pm & Fridays 9am-1pm
 - Fri April 19 Latisha will not be in. She will make that time up on April 26
- Garage Door Update- Hired Auto-Magic Door Opener Corp.
 - Repaired, \$10,713.79
 - A lot of labor was involved

- **Spring Urban Yard Sale-** Saturday May 4th 10am-3pm. Rain date Sunday May 5th
 - Anyone can be involved it's free to participate.
 - You can contact David if you want to participate.
 - Block association will do fundraising as well

- **New Cooling Tower-**
 - D'Agostino's has sent us a proposal to replace the existing Cooling tower with a new one.
 - Has to be a fixture of the building when completed
 - Under review with our corporate counsel and Building Engineer.
 - Waiting for sign-off from St. Martin's insurance company - Fireman's Fund.

- **Capital Projects- John Cocca, WJE- Skyline Prepping to being work on the façade.**
 - LL-11
 - Waiting on Final Approval from Insurer (Firemen's Fund)
 - Final Contract with Skyline being signed and approved.
 - HPD Approved
 - Language between the attorneys has been done. As soon as insurance company approves contract. If we don't hear back from insurance company, we will move ahead.
 - Façade Inspection Safety Program (FISP)-Cycle 8 repairs and Cycle 9

- **Planter surrounds/Sidewalk Concrete**
 - Firemen's Fund Concerns have been addressed
 - Contractor (Rodan) was onsite Yesterday (April 16th) to start resetting the cobblestone surrounding the tree surrounds (Leveling them out. They were a trip hazard)
- We asked them to give us proposals for the following jobs as well:
 - Concrete patch work on 2nd floor terrace
 - Replace 4 concrete squares in front of one of the tree beds on West 90th Street
 - Repair and reset a drain and add a rubberized barrier in the garage. (\$8,680.00) Started today
 - Have to confer if that repair can be done in conjunction with LL-26
 - Mandatory that the work get done. Work began on April 16, 2024.

- **Elevator Procedures – We have one in place and was followed**
 - If a person is stuck in an elevator at St. Martin's

- Unless there is a life/or serious bodily Harm, We **“DO NOT”** call 9-11
 - First Call is to El Tech- our Elevator Maintenance provider (DONE)
 - Next Call to the Super-(DONE)
 - Communication with stuck Passenger(s) as to the progress of prior steps (DONE)
 - We have a dedicated Intercom system in every elevator. When you press the call button in the Cab, it will directly connect you with the front desk.
 - Do Not Press the Alarm Button, Unless Instructed to
- Action Item: Send a memo to all residents and to have a printed, laminated copy of St. Martin’s Protocols for staff to use.
- Super is advised not to take people out of the elevator. Only elevator and fire dept can take people out of the elevator.
- For the record, the resident did send an email to the management company at 3:00am the morning of the incident.

- **Treasurer’s Report-Diana/Connie as of Feb . 29, 2024**

• Cash operating Account at Chase	\$13,523.36
• Chase Escrow	\$24,575.00
• Chase Reserve	\$1,170,095.57 (Interest \$1,896.91)
• Chase First Sales	\$165,593.47 (Interest \$236.23)

- **The last four apartment closings were all processed together last week (week of April 8). First sales fund will be allocated into our account this week and will be reflected on our end of April Bank Statements.**

• NCB Controlled Escrow	\$5,017,083.75 (Interest \$3,194.76)	
• NCB Controlled MMA Escrow	\$220,249.98 (Interest \$131.12)	
• Debit Card – Chase	\$2,837.06 (\$--743.43)	
• TOTAL CASH ACCOUNTS	\$6,602,567.97	(Total Interest March. +\$5,459.02)***

*** Note: Our First Sales Brokerage Account and Reserve Brokerage Accounts were finalized March 20, 2024 and our funds were transferred into them on March 22, 2024. So, for 21 days they sat in a Regular Money Market Account earning only 1.3%. April’s Interest will be significantly higher.

- The proposed roof drawings have been completed, per WJE out for bids

- Side Work - All side work to go thru the Office of the Super
- New Work Orders- All work must have an account trail in building link. Latisha Gaines produced new paper work order tickets for residents that don't have access to building link.
 - New Forms & Price List- Available in the office- on BLUE PAPER
 - David Owens will put the forms on line.
- Garage
 - Rates – Discussing Increases- In executive Session- NO discussions made
 - Amend Certificate of Occupancy- Added 4 car spaces and up to 10 for Cycles
 - Need to hire an architecture or engineering firm to submit the Proposed Amendments
 - Need to have an architect or engineer firm submit the forms- Executive session
- Arrears Report- Feb. '24 \$219,294.53 (11 Apartments) vs. March '24 \$ 227,147.18 (11 Apartments)
- 3.2% Increase month over month (Updates for April '24)
 - In-house Stipulation forms went out to Shareholders in Arrears
 - Losing Amenities Privileges
 - People are paying down their arrears.
 - Karol corrected a stipulation. Now Latisha has to put it in place.
- Vacancy Report-4(6 on May 1) Vacant Apts- (3 x 2BR), (1 x 3BR) (1 x 1BR)
 - 13C- Application Pending (Latisha corrected to say “shareholder is approved. Working out differences with the shareholders)
 - 3E- Offered to External
 - 20B- Offer accepted. Sending for HPD-Approval- For Internal (Latisha updated that HPD can be offered to internal list. Shareholder is bringing in paperwork and will be sent to HPD)
 - 25A- Offer accepted- Application in to HPD
 - 10G-Have Possession on May 1 – Internal offers went out.(Turn downs)- External (shareholder asked if apt could be shown before May 1. An external accepted applicant was accepted)
 - 16G – Have Possession May 1 Internal offers will go out
- Internal/External Waiting List 3:1 Ratio –
 - Internal needs Notes (Preferences- Not to be shown apartment outside their preferences. Two rejections and you are off the list. Then you need to re-apply)

- Meeting with HPD. Tell them they are not enforcing this. Now you're enforcing it. Our shareholders need to be allowed to amend their preferences.
- Celeste has a question. Asked for update on 16C. Other residents living there. David Owens said he would speak to Celeste about any specific apartment offline.
- Building & Grounds Meeting- Sunday April 28th Time to be Determined
 - If people tell David they are observing the holiday, the meeting will be changed.
- Gardening Committee- Erica
 - Planting
 - Watering
- Facilities' Committee
- Social Committee- David Owens
 - Movie Night - Fridays at 8pm in Community Room
 - New Shareholders' Party-very well attended
 - Check out pics on Facebook.
 - Volunteers helped
 - Lots of pics.
 - The Community Room is open to reserve, but outdoor terrace cannot be reserved. Terrace is always open to the public
 - Summer BBQ
 - Outdoor Movie Night
 - Add back a New Year's Day party
 - Eclipse party on the roof
 - Roof COULD be redone if we had. 4ft plexiglass barrier, a floating floor as you can't walk on the roof membrane. And insurance. Things could be done... with money. ADA compliance also came up.
- NORC –Check the Building Link Calendar
 - Kathleen Iverson, LCSW Hours 10am-4pm on Mondays smtnorc@jasa.org
 - Programs
 - Looking to find ways for get more participation from our shareholders
 - Connie Zigouras is Board Liaison to NORC

Letters to the Board:

- Rose Brown Roof-Repair.
 - Add the hard copy to the minutes.
 - We are not repairing the roof again. The patch didn't work. We are not going to patch again.

- Chat and questions
 - Laurel Weber - eclipse and concert was a great St. Martins day.
 - Suggestion of having NORC programming in the evening. Connie can talk with Kathleen.
 - Monica Felkel asked if water Sensors could be installed in apartments.
 - IKEA is coming out with sensors (abt \$10). Amazon also has them. Very cheaply. You can put them on the floor. When they sense water, a large piercing beeping Anita and Alan Sapirman wrote that Hanover insurance is now requiring water sensors.
 - Conversation about what most of the leaks are from — behind the walls or from people's appliances leaking. Board should discuss this.
 - It's also not a bad idea to put a shut off valve in the dishwashers

Marianne Zarcadoolas asked “are we requiring automatic shut off valves” Maybe the board could look at this because if we buy them in bulk, we could get a discount.

Alan Sapirman wants to continue with what Marianne said. The valve that senses the leak could also be changed.

- Next Meeting- Wednesday May. 15th @ 7pm