

**RNA HOUSE INC.  
BOARD MEETING MINUTES  
HELD VIA ZOOM  
May 22, 2024**

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

Also Present: Ellen Marrone (Property Manager) and 23 cooperators.

Absent: David Yulfo, and Juliet Douglas.

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

Executive Session:

- Legal Updated

The manager reported that a shareholder who has a payment plan in place is not paying as agreed upon.

- Protection of privacy
- Bill Paying Process
- Staff Issues

II. Open Meeting

- Executive Meeting Change

The board will keep the executive session at the beginning of the meeting as it is for right now. Jay Hauben objected saying at the end of the meeting was logistically better. The president said if needed it could be before the open session and then carried over to a second executive session right after the end of the open session.

- Super and Staff

The manager will be handling the uniform and bottled water issues for the staff members. She will also speak to the Superintendent regarding various building and staff issues.

Approval of April 24, 2024 Board Meeting Minutes:

A motion was made by Ewa Mularczyk and seconded by Barbara Jacobs to approve the April 24, 2024 minutes. The following were in favor: Wanda Melendez, Barbara Jacobs, Marissa Serrano, Patricia Mayer, and Ewa Mularczyk. The following abstained: Jay Hauben. The motion passed.

Jay Hauben noted that there was no email distribution of the minutes and the minutes were not being put under the doors of those who informed the manager that was their preference. That

could have been done easily when the steam trap replacement was delivered to all apartments. . He also recommended that the minutes not include any confidential information.

#### Financial:

- Treasurer's Report

The treasurer reported that the beginning balance of the cash operating account was \$327,394.55 and after the expenses, the ending balance is \$303,725.43. The total expenses were \$23,669.12. There was a real estate tax payment of \$9,873.83. The total arrears balance is \$284,754.74.

In answer to a board member's question, the treasurer agreed that the cash fund balance being stable means our monthly revenue is basically meeting our monthly expenses. The treasurer also said we are looking to see if any vendors are not being paid on time. She was asked out of what account will come the \$96K cost of the steam trap replacement. Jay Hauben suggested out of the double equity reserves or the unrestricted reserves.

The board president said we will discuss during another meeting what account will be used to pay for the steam trap project, as there are various reserve accounts from which payments can come.

#### Management Report:

- Super's update:

The superintendent reported that in this month, there are 44 work orders; 24 of them were plumbing related, and 20 of them were other issues. He was asked if precautions could be taken so no damage to steam pipes was done during the steam trap replacement. He answered if the work is done carefully the pipes can be safe.

The board instructed the Super to have staff members clean the backyard and have it ready for the concert that will be on Friday.

- Steam Trap Update:

The manager reported that the notice has been sent out, as instructed by the company. It includes rescheduling information. A peppermint test will be done every day to test for leaks.

- Reflecting Roof Coating:

The manager reported that the painting of the roof cannot be completed until next year. (note that since the meeting the building has been notified that it will be possible to complete this work in the 2024 season).

- Safety Update:

Front handrailing- The manager reported that the front hand railing has been fixed but needs a little more work.

Lighting- The manager reported that they will report back to the board regarding the lighting.

- Community Room:

75" Television – The manager is waiting for Memorial Day sales to complete the purchase.

Acoustics need to be discussed.

- Vacancy Report

The property manager reported that she showed three apartments this week. She also has contacted HPD in regards to opening up two-bedroom waiting list.

- Protocols:

The property manager will provide the board with an alteration and renovation application, along with the rules.

The property manager has emergency contact information for shareholders who have passed away. When a resident passes away and there are no other residents of the unit, management contacts the emergency contact.

#### Committee Reports:

- NORC:

Dorothy Korek informed the board that a concert will take place on Friday at 11:30 a.m. Jay Hauben asked her to announce that the next NORC Advisory Council meeting on June 12 and asked whether the council is seeking new members. She answered that will be discussed at the meeting.

- Gardening:

Wanda Melendez informed the board that the flowers are looking good, and she also placed pebbles in the tree pit guards.

- Safety Committee:

Wanda Melendez shared that in the last safety meeting, someone suggested installing a bike rack in front of the building. Wanda Melendez would fill out the application to request a bike rack from the city. The Board approved unanimously.

The board instructed the property manager to put up a sign stating not to leave any food in the mailroom.

Wanda Melendez informed the board that the next Safety Committee would be on the following Tuesday at 7:30 p.m. and she invited everyone interested in RNA House safety to attend. The

meetings are the fourth Tuesday of each month via zoom. Also the Safety Committee again urges that the staircase doors in all hallways have a sign indicating where the stair case exists, the lobby of the backyard.

- Energy Committee:

Jay Hauben read the Energy Committee Reports with three parts:

- 1) The Energy Committee requests the quick purchase and installation of the 75" TV in the Community Room so it can schedule its next educational meeting.
- 2) The Energy Committee is concerned that there could be accidental damage to our old steam pipes during the steam trap installation. We urge that the vendor be required to take responsibility that this not happen.
- 3) The Energy Committee requests permission to invite a site visit by the engineers for a second co-generation installation company, to give our building a price quote for comparison with the quote from Tecogen that we got last year

He also reported that the energy committee thinks that the roof coating is valuable and it should get done.

### Q & A Session

A shareholder shared that NORC needs funding for their services and it would help if we put stable money for NORC in our budget. She asked why don't we fund it annually?

The Board President reported that funding was given to NORC for services and it will cover them through the end of the fiscal year. She also recommended the shareholder to speak to Dorothy Korek regarding her questions.

A shareholder wanted to know if the radiator covers stay the same, and if the radiators have issues, would they be addressed by the contractor? The property manager will be speaking to the contractor to address different questions regarding the radiators. The radiator cover will be the same. The same shareholder also asked about the 150-side bike room fire violation. The Manager said she and the super freed up access to the circuit box in the 150-side bike room.

A shareholder wanted to know why a resident moved to another apartment, and whether or not she owned two of the units.

The Board President reported that the shareholder needed to be relocated to the other apartment because her current apartment has mold and asbestos remediation being done.

A shareholder reported that the umbrella on the 150 side is not holding and is broken, and she offered to help replace it. Ewa Mularczyk and the shareholder will work together to address the issue and take action, depending on whether it is an issue with the umbrella or the stand.

A shareholder had a question for the NORC committee. Are we approaching our city Council people for discretionary funding. He answered that JASA petitions for that funding.

#### Community Room-Event

A shareholder has requested to reserve the community room to hold a private political event. The board decided that in the current political climate it would be best to avoid using the room for political fund-raising events.

A board member asked then HPD's Julie Walpert will come to RNA again. The president said we will talk about that at another meeting.

The next board meeting is June 26, 2024. A motion to adjourn was made and the meeting was adjourned at 8:39 p.m.

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