

**Patrick E. Gorman, Monthly Board of Directors Meeting
Monday May 8, 2023**

Board Members: Mr. Bender, Mr. Wright, Ms. Johnson, Mr. Campbell, Ms. Padmore, Ms. Fields (excuse Ms. Powell)

Staff: Ms. Veronica Joseph (site manager), Mr. Tomislav Budija (Metro), Mr. Marque (superintendent), Ms. Snyder (HCR REP.)

Agenda: Motion to amend the agenda to allow another speaker to address the board by Mr. Campbell 2nd Ms. Padmore All ayes Motion Carried

Merritt Engineering Consultant - Mr. Canak spoke concerning the façade work, he also explains various terms to the board so we could understand the pictures of the work to be done that was sent to the board.

Ms. Padmore questioned the window corrosion, are they going to fix these areas.

Mr. Canak answered, yes, they will work in those areas. They were waiting for approval to do the areas around the windows. It was also discussed a concern that the building may be considered unsafe if the corrosion isn't taken care of at this time. He suggested all repair work is done now although there is a five-year window to get the work done. Mr. Canak stated if the added amount for this work isn't in the budget, it can be done within the five-year window. Unfortunately, the weather does not help with the issue, it would be better to do the work asap. After the initial inspection was completed, there were major issues with the buildings that needed to be addressed.

Mr. Campbell questioned if the issues were found on both buildings front and back? Mr. Canak said they were, and the scraping of the windows exterior was not in the contract. Ms. Joseph stated she believes the change of work order has been approved by HCR she will check tomorrow. Ms. Snyder asked if they were waiting for approval from the state for the project (\$470,200.00) Mr. Canak stated that amount was approved May 2022. Mr. Canak suggested that we use some of the allowance built in the concrete for the painting of the lintels and other items, so far there are 22 areas that need work in both buildings. Ms. Joseph requested he send a copy of the contract so she will have a copy in her office.

Ms. Joseph asked if doing the work on the windows would extend the life of the windows.

Mr. Canak stated the next cycle the windows would be considered as safe.

Mr. Wright asked if they were working on the terrace floor and ceilings.

Mr. Canak stated they will, but the issue of the terrace floor is the traffic and the weather, unfortunately concrete absorbs water and that's why the floors look they do.

Motion – Motion to approve Merritt Engineering to do the extra work needed to be done so we don't fall behind in schedule by Ms. Padmore 2nd Mr. Campbell All ayes Motion Carried

Mr. Canak recommended that the board approve work change orders by using the allowances that are in the concrete for any extra work, so that they don't have to wait on approvals and the work can continue without stoppage.

Motion- Mr. Campbell motion that we proceed with Mr. Canak recommendation. 2nd by Ms. Padmore All ayes Motion Carried

Mr. Wright asked Mr. Canak how much of a cushion was built into the contract? Mr. Canak said there is 3 million , \$339,000.00 (roof), 1.5 million each building for each building.

Ms. Joseph asked if he could state how much for each building excluding the asbestos abatement(\$149,000.00) Mr. Canak stated the final contract has a lot of allowances built in ,if there are any technical questions, please email him. He stated after this work is completed the building is good for a period of 5-10. There is the 11th cycle in 2024 this hasn't been assigned, the building will be inspected by an architect at that time.

Ms. Snyder asked if we were behind on any cycles. Mr. Canak said yes cycle 8 an architecture should have filed the [paperwork after an inspection.

Ms. Fields asked whose was responsible for filing the cycle? Mr. Canak stated that after the 7th cycle was filed the building was deemed unsafe, so the sidewalk sheds were put in place. As long as repairs are done within a certain time there is no violation. Because of how the state works the approval for work takes a long time sometimes. Ms. Snyder asked who at the state was notified concerning the approval of this work. Mr. Canak stated he would have to check with his office. Mr. Bender stated the Scaffolding was put up after we received the loan.

Ms. Snyder asked what was done to correct this issue?

Mr. Wright asked Mr. Canak if they had all the permits needed to complete this work. Mr. Canak said they were waiting for approval to begin the work on 1371 from the Dept. of Buildings. They were still going over the safety plan for the pedestrians and workers. Ms. Fields questioned how they approved the work on one building but not the other building. Ms. Padmore questioned Mr. Canak as to who was responsible for extending the shed as per the fire department instructions. Mr. Canak stated the contractor is the responsible person for making sure the shed is extended. Mr. Wright asked if there would be an additional cost for this process. Mr. Canak said there would be no extra cost, the contractor must meet the NYC codes for any work area. At this point in the meeting, with no one having any concerns for Mr. Canak he was excused, and the meeting continued.

Shareholder Segment- Ms. Johnson was asked by Ms. Fibevel 1381/8J to inquire as to the issue of her car being towed from 1371 garage. According to Ms. Joseph no one ordered a tow company to tow her car. Mr. Bender said management should check to see if they were paying for the spot in the garage and who called the tow company security or management.

Ms. Johnson 1381/11k – Ms. Johnson asked who is responsible for the continued damage from falling debris on her car in 1371 garage. Mr. Bender stated Gorman is not responsible for any damage to a car parked in the garage, according to garage policy. Mr. Wright stated that's not true and if so, what are we paying the \$75 parking fee for. Ms. Joseph said to take pictures and submit them to the office. Mr. Bender suggested I send the pictures to the management and Mr. Canak to find out what exactly what the debris is on her car. Ms. Snyder suggested that the attorney attend these meetings in case there are legal questions that need to be answered and we can be clear on certain points.

Mr. Wright agreed that was a good suggestion from Ms. Snyder.

Mr. Bender stated the attorney wasn't invited to the meeting because of the cost of having

them present. Mr. Wright stated that should have been a board decision, which it wasn't. Mr. Bender said the attorney will attend the next meeting. Ms. Padmore also agreed that decisions should not be made without the entire board's approval or knowledge.

Superintendent Report

Ms. Padmore had an issue with the format of the report given by the superintendent. She stated the report was not presentable, and the inventory report. Mr. Bender asked Mr. Marque why he changed the format of the inventory list. Mr. Joseph stated he tried to handwrite the report which didn't work out. Ms. Padmore asked who oversees his report before it is sent to the board. Ms. Joseph stated they got the report too late to change anything or make corrections. Mr. Bender suggested Ms. Joseph meet with Mr. Marque on Thursday before the board meeting to discuss his report. Ms. Fields asked about a spreadsheet and who puts in the numbers on his reports. Mr. Marque said the computer in his office is outdated and is not letting him put anything in any format. Mr. Bender asked if he needed a new computer, Mr. Marque said just a new program (Windows 10)

Ms. Fields questioned why there were no screens for the terrace o hand/ Mr. Marque stated they were on order, but he was having issues with the company and was looking for another company. Mr. Marque said there were several apartments with issues with the screen doors(1371/1D,5G), (1381/8H,2C) He stated that Home Depot prices for the sizes needed were too high and he will continue to look for a company that supplies the screens.

Sick Time/No Show- Mr. Marque said that Chris(Handyman) was a no-show on three different occasions. He spoke with Chris and requested a doctor's note. Ms. Joseph said she spoke with the union rep.(Mr. Taylor) about this issue and what were the guidelines to follow. Mr. Taylor explained to Ms. Joseph that there had to be a verbal warning, write-ups before he is dismissed. Marque said after speaking to Chris, he will bring a doctor's note the next day. Ms. Padmore said there should be a protocol that needs to be followed with these issues. She also said that these matters should be in the superintendent's report. Mr. Marque felt that since he discussed the issue with Ms. Joseph, he didn't think that it needed to be in the report. MS. Joseph stated any issues with the maintenance staff will be put in the reports. Ms. Fields asked who oversees making sure the staff does the work they were hired to do. Ms. Joseph stated the superintendent oversees the maintenance staff if there were any issues, he would bring them to the management staff, and it will be discussed together. They would also speak to the union rep. for guidance of any major concerns.

Retirement – Luis Castillo will be retiring in June 2023; his last day of work will be June 30th.

Mr. Marque stated Mariano Lopez(Junior)is interested in applying for the position of Maintenance Engineer and he was in the process of training him for the position. Mr. Marque also stated he has someone else in mind for the position if it doesn't work out with Mr. Lopez. Mr. Bender asked if there was a candidate to step into Mr. Lopez position. Mr. Marque stated the union is sending applicants out, but they are not interested in doing the work. The applicants meet with both Mr. Marque and Ms. Joseph. Mr. Wright stated the interviews and decisions cannot be only Mr. Marques' decision, it must be Ms. Joseph included. Mr. Wright stated that the super cannot make decisions about hiring or firing without management's

approval. This type of issue must be the manager's responsibility. Mr. Marque said he knows about these issues because he was a shop steward at one time. Mr. Wright stated there must be a separation of authority and certain decisions aren't made by the superintendent. Mr. Marc said that the staff is under his authority. Mr. Wright said yes but all staff are under the manager, Tracey use to make final decisions, which was appreciated.

Motion to approve superintendent report by Mr. Campbell 2nd Ms. Johnson Opposed Mr. Wright Motion Carried

Minutes: Motion to approve minutes from previous meetings with necessary corrections by Mr. Campbell 2nd Ms. Johnson All aye Motion Carried

Management Report-

1381/6K According to Ms. Joseph the asbestos work will commence tomorrow as all the approvals for the work have come through.

1371/14D- Ms. Curwen daughter(Carmen Curwen) has applied for a transfer for her mother. Ms. Joseph stated there are new transfer forms in the management office. Ms. Padmore asked concerning the old policy that was in force concerning transfers. Ms. Joseph said the outgoing shareholder is responsible for three months of maintenance unless the apartment is sold before the three months are up.

Questionnaire- Ms. Joseph stated the questionnaire that Mr. Wright suggested management send to the shareholders concerning their issues with the terrace was very well received and the office received a great response from the shareholders.

Treasurer- Mr. Bender was sent a check for signature after Mr. Wright requested to see the invoices for what was purchased before, he signed the checks.

Mr. Wright stated Mr. Bender cannot sign checks after Mr. Wright asked for information, the checks should not have been sent to Mr. Bender for his signature. The checks signed were for telephones for the office. Mr. Bender stated he told Ms. Joseph that he believed the office had a plan for the phones and didn't know they would buy expensive phones for the office. Ms. Snyder asked if the phones were for work or personal? They were for the staff phones. Mr. Wright stated any expenditure must come before the board before anything is purchased. Ms. Snyder said the by-laws should have been followed. Mr. Wright said there was no transparency with this issue.

Community Room- Ms. Fields asked concerning the contract that management is supposed to give a copy of the contract to security for all affairs held in the community room. Management was not aware of this policy but going forward would give security a copy of all affairs contracts.

Insurance- Ms. Snyder asked if someone had fallen on our property, they weren't given full information. Ms. Joseph said she will call the insurance company tomorrow for information.

Vacancy- 1371/4H Applicant at HCR for approval

9C – Applicant refused this apartment. A letter went out to the next person on the list. 7G- Waiting for the family

1381/ 13F still under renovation.

5J This apartment has been given to the superintendent, but is on hold for HCR approval. 8B, 4B, 1F, these apartments have applicants waiting for HCR approval. 6A- Waiting for guidance from our attorney.

Arrears-1381/4F Cynthia Lipford sister has submitted succession rights application.

Motion to accept Management Report with directives by Mr. Campbell 2nd Ms. Fields
All ayes Motion Carried

Metro – Mr. Budjia stated that for accounting everything is the same. He wanted to make sure the income affidavits were sent out on time. Mr. Wright stated the invoice for the elevator payment should come from the loan account not the operating account, Mr. Budjia said he will check and send him an email. **Old Business-CCTV-** the vendor that was selected has no bond so the process of bidding will have to start over. Ms. Snyder said there may be no need to rebid if you have someone that came in second. Mr. Bender said the scope of work has changed so there may be a need to re-bid. Mr. Bender said Mr. Budjia may have company and will let us know. Mr. Wright said to change the vendor but get one that will do the same scope of work. Mr. Bender and Mr. Campbell stated that some board members feel that cameras should be placed on each floor. Mr. Wright said we had this discussion and voted already that there is no need for cameras to be on every floor. Ms. Joseph suggested getting two quotes, one with cameras and one without.

Motion- Mr. Wright motion to rebid the CCTV work with the same scope of work as before with no cameras on each floor 2nd Mr. Campbell All ayes Motion Carried.

Meeting – Ms. Johnson asked if we could meet with the shareholders before the October meeting. Mr. Campbell stated if we do not meet with them in June it will have to be the first week of September.

Honest Ballot- The election and annual shareholders meeting will be held in October. The election will be for four seats. This will be held on the fourth Thursday in October. Ms. Snyder asked for clarity concerning the election and meeting. Mr. Bender said that Ms. Williams said the election from last year and this year can be combined.

Motion to adjourn by Mr. Campbell 2nd Mr. Wright All ayes Motion Carried

Submitted by,

Christina Johnson, Board Secretary