Pratt Towers Closed Board Meeting

Public Record Minutes

November 14, 2023

**Board members present at meeting:** Leslie Sierra, Audrey McConney, Phyllis Hulen, Joan Whitsett, Chrysetta Patterson, Charlene Stevens, Rob Sinclair, Jeffery Ryan.

Joan made the motion to accept the minutes with noted corrections. It has been moved and properly seconded By Jeffery on 11/21/23.

**Meeting called to order at 7:10 pm**

**Managers & Super’s Reports**

* To be reviewed at next week’s meeting

**Board’s Discussion:**

* **Fire Emergency Preparedness**
  + Can we get the FDNY to come in and educate what people would do in and fire emergency.
  + How would we handle a meeting without the community room? Would this meeting be held on line? Would we be able to get the FDNY to come out in the evening for a presentation.
* **Laundry Room Reno – Wi fi; $20,000 budget Usage; paint/flooring**
  + For the paint color, Gray Owl OC-52
  + For the floors the, 568 Sky Vista
  + Hercules wants to start delivering the machines the day after Thanksgiving, November 24th. Board is in agreement if it can happen in the amount of time available.
  + Board has asked that the bathroom and security room be painted and tiled as well. Board would like to provide a new microwave and refrigerator for the security room. We could also use a sofa and a table from one of the comfort apartments.
  + Board would like a TV monitor in the Community room on a bracket above bulletin board or on the column. Might need to be a ceiling backet. This can be done after the room is opened. Verizon is willing to come in and install their service. Go with a 55” tv.
  + The lighting and ceiling fans have already been taken care of.
  + Estimated date of opening the laundry room is December 12th.
* **Maintenance contracts – Sprinkler system;** 
  + Board would like the manager to contact Landmarc to recommend someone who can service our sprinkler system.
* **Staff Training**
  + Board would like Manager and Super to find out a list of what training courses are offered by the Union for the staff.
  + How is the boiler company doing on the training of the Super on the Boiler?
* **Concierge Plus; Minutes prep/Posting**
  + Tabled
* **Contractor Issues**
  + Red Ladder restored 13G. Board members that viewed it and they said it looked beautiful.
  + Management expressed concern with general contractor, Shaqt. Shaqt has concerns about putting up all the money to restore and apartment.
  + Treasurer expressed concerns for GC Dynamics billing. They are submitting bills for apartments that were years old. He is calling the office for payment.
  + When restoring units Board agrees that we can put down 50% of estimate for the contractor to begin the work to cover their materials cost.
  + Superior Decorator who installed the screen doors is supposed to issue a new warranty so it is clear what is covered. Will have Matt look into this since he has already spoken to him.
* **New Address Sign**
  + Tabled
* **Security and Accounting Firm Selection**
  + Board would like to look at new companies in the new year. Would be interested in hearing from Allied.
  + Marvin sold his accounting firm without telling his clients. He sold it to a firm called Rosa and Associates. We do not know who is handling our account and the Board would like to meet with the principles.
* **Annual Shareholder Meeting**
  + Date is December 12th and candidates’ night is December 5th.
  + Will discuss the particulars next meeting.
* **Holiday Greeting cards/gifts & Gratuity Drive**
  + Board will the member, Rob, order the cards on Black Friday sale as usual. He will send options to the Board for them to choose from that morning.
  + Board does not want to do any other items such as cookies this year. The community room, general fund is very low.
  + The Improvement Committee will get the gratuity drive going after the Thanksgiving holiday.

**Meeting adjourned at 8:33pm**