

**RNA HOUSE INC.
BOARD MEETING MINUTES
HELD VIA ZOOM
December 28, 2023**

Present: Patricia Mayer, Marissa Serrano, Juliet Douglas, David Yulfo, Dorothy Korek Jay Hauben and Barbara Jacobs.

Also Present: Ellen Marrone (Property Manager) and Aadam Hasan (RNA House Superintendent). Michael Vivalo and Matthew Isaacs (from Kelvin), and 28 Cooperators.

Absent: Ewa Mularczyk and Wanda Melendez.

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

Kelvin radiator covers presentation – Michael Vivalo and Matthew Isaacs:

Mr. Vivalo presented his company's radiator cover device (The Cozy), which insulates radiator traps excess warm air inside. It is easy to install and can integrate with any type of radiator. He also reported that in a study that was done there was a 25% average fuel savings, 85% fewer maintenance calls and 95% fewer heating complaints. Mr. Vivalo reported that The Cozy will help the building comply with upcoming Local Law 97 emissions requirements.

Mr. Vivalo presented an analysis on savings between cost subscription (approximately \$37,000 per year) or an upfront purchase (approximately \$392,000). Mr. Issacs informed that each room that has a radiator cover would have its own thermostat which the resident can control.

Approval of November 29, 2023 Board Meeting Minutes:

A motion was made by Jay Hauben and seconded by Maritza Serrano to approve the November 29, 2023. The motion passed by acclamation.

Financial:

○ Treasurer's Report

The treasurer reported that as of November, 2023 the beginning balance of the cash operating fund was \$184,995.38 and ended at \$235,038.22. The total cash account ended at \$2.860MM. The surplus was higher because the funds for the water and sewer were not taken out this month. She also reported that the arrears balance last month was \$317k and this month is \$292K. The treasurer informed that the biggest expense is payroll. The projected budget for 2023-2024 showed a very slight deficit of .41%. A board member commented that such a small deficit would mean no need for a carrying charge increase in 2025. The President and the Treasurer noted that it was premature to make this determination.

The Board President reported that the building insurance proposal for this coming year is 20% higher than last year. This is consistent with market trends.

Management Report:

○ Superintendent's Update:

The Superintendent reported that he is beginning the laundry room and garage cleaning.

Jay Hauben wanted to know if residents have problems opening and closing windows can they spray the rails with WD40 or do they call the Super. The Super advised that the resident put a work order and let the staff check the windows.

Jay Hauben wanted to know when will it be necessary to put new window balances. The Super would check the window and he will determine if the window balances need changing.

○ Stream Trap Update:

The manager reported that Kelvin can do the stream traps. She also reported that she has not received any other proposals. The Board President added that Lawless and Mangione have said they will get a quote for replacement from the plumber who would have worked with ConEd on the project. Jay Hauben asked the Board to consider only replacing the steam traps for the 16 steam risers than in all the apartments. His reasoning was, we will be transitioning out of steam in the next 5 to 10 years. David Yulfo said that will be true but in the meantime we should get the savings from replacing all the steam traps.

○ LL126 Mandatory (Garage Inspection Update):

The manager reported that the probes were done and inspection documents were filed with the City. The building will have two years to complete any necessary repairs indicated in the report.

○ Safety updates- Fire Doors, front handrail, façade lighting:

The manager reported that J&S Construction will have the fire doors installed by the end of January.

The manager presented two bids for repair of front handrail. The Board agreed that it would be prudent to do a full replacement rather than simply repair the footing of the rail. Jay Hauben requested that the Board accept the Iron Works bid, a \$7000 job does not require three bids. HPD rules only require three bids for all jobs over \$100,000.

The manager reported that she has no updates regarding the façade lighting.

- Verizon:

The manager reported that she will be meeting with the Verizon technician next week regarding connections that are needed to be able to provide a hybrid meeting, but that she has been advised against a hybrid meeting by counsel.

- Homeowners Insurance:

The manager reported that she continues to receive proof of homeowners' insurance from residents, and will conduct an audit in order to find out which apartments have not submitted.

- Election Logistics:

Jay Hauben made a motion and seconded by Barbara Jacobs:

The Board reverses its previous decision and decides to have the 2024 Annual Meeting on Zoom and Phone only. It urges our attorneys to work rapidly with HPD to get its approval and keep the Annual Meeting date as January 24, 2024 and get the election process on track.

Management assured the Board she would do so but noted that a delay would likely be necessary.

The Motion was broken into two and the following was seconded by David Yulfo:

The Board reverses its previous decision and decides to have the 2024 Annual Meeting on Zoom and Phone only.

The second motion passed by acclamation.

The Board President reminded the Board that it had agreed to an in-person Candidate's night and invited discussion on the format of the meeting. After discussion, she asked if anyone objected on a virtual candidate meeting. There were no objections. Management will notify on the date for the candidate's meeting after the annual meeting date is set.

- Annual Building Insurance Renewal:

The board approved the building insurance renewal.

Committee Reports:

- Handbook Update:

The Board President reported that Kim Yulfo has done the final edits on the handbook and a final copy will be uploaded on Building Link within a couple of days. Also, hard copies will be made for distribution.

- NORC:

Updates will be provided at the next meeting.

- Safety Committee:

Jay Hauben encouraged all cooperators to consider joining the work they are doing trying to improve the safety and health of the co-op. The next meeting is Jan 30. Residents can leave a note addressed for the Safety Committee at the front desk or see Wanda Melendez or Jay Hauben so they can send the resident the zoom link.

Jay Hauben reported that the committee recommend the Board make a new House Rule about lithium-ion transportation devices in the buildings. The board should decide if it wants to require registration of all lithium-ion mobility devices or to ban them or anything in between. When the new House Rule is decided on, then HPD can be asked for approval and the attorney asked to make it into a legal document. The suggestion was made to treat these devices similar to how we treat cars in the garage.

He reported that the committee wants to urge the Board to move more quickly to get sturdy railings installed and to get substantial lighting installed in front of the building

He reported that the committee recommended that the Board send a memo when the 150-side back fire door is fixed.

He informed that the committee recommends that the Board considers storing spare apartment keys in some other safe place than the office, for example in a locked box in one of the package rooms.

He reported that the committee recommends that the HRC winter safety tips about space heaters and ovens be posted in the lobbies and laundry room. The committee also recommended that the Manager contact the FDNY to arrange a fire safety presentation for RNA House sometime in the new year. Also they are concerned that there is no emergency lighting in staircases. The committee will look into the FDNY and NYC law about staircase lighting. Management will also reach out to FDNY and will make sure the building is in compliance.

Jay Hauben reported that the Safety Committee discussed that while it is legal to make a Wellness Visit, in many situations it might be best to call the police. The committee wonder if the Board has a policy about entering an apartment when a problem is suspected and no one answers knocking. Juliet Douglas noted that the emergency contacts should be notified and the emergency services are legally authorized to enter apartments. She further noted that for safety and liability, Board members should never be involved in unsolicited apartment entry, and Board members should be careful to not overstep their authority. Management encouraged people to be concerned about neighbors and friends, but assured the Board that there are protocols in place for emergency situations.

New Business:

Jay Hauben wanted to remind all board members and candidates to view the board training videos and obtain the certificate. He also wants the Board to open a discussion with JASA about adequate annual funding from RNA House to sustain NORC social services and not depend on city council funding. The President reminded the Board that we have provided funding through February.

Then the new Board can take up this question.

Q & A Session:

A shareholder wanted to know why the holiday party was done in person and the annual meeting is being done virtual. The Board President informed that the space where the party was held was a bigger space and there was more ventilation.

A shareholder agreed it was correct for candidates not do the election planning, but wasn't it appropriate therefore to have a neutral election committee? That shareholder also wanted to know when the lighting in the outside of the building will get done. The property manager reported that she will follow up on the outside lighting and provide an update.

A shareholder wanted to know if there was a 3% increase in the monthly charge. The Board President informed that there will be a 3% increase coming in February 2024, pursuant to the Building's last three years' budget.

A shareholder wanted to know if she can bring down the holiday decorations. The Board President suggested to bring down the decorations after New Year's.

A shareholder wanted to know if there any updates on the garage and roof. The property manager reported that the garage study was done by Lawless and Mangione. There are currently no problems with the roof. Inspection of the roof would be done in the next five years.

A shareholder reported that the minutes are not in chronological order on Building Link. The property manager reported that she will get this fixed. A Board member noted that the documents are sortable, but it is possible this function is not enabled on all viewing platforms.

Executive Session:

- Legal/Arrears Update

The board reviewed and discussed the legal and arrears report. The property manager will reach out to residents that are more than a month in arrears.

- Building Link

Juliet Douglas suggested we can do a better job helping cooperators use Building Link. We could have an informational table in the Lobby where someone from Building Link can give a tutorial to residents that need help in navigating the link.

The next board meeting TBD. The meeting was adjourned at 9:00 p.m.

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