

**First Atlantic Terminal Housing Corporation**

**Management Office**

170 South Portland Avenue

Brooklyn, New York 11217

Telephone: (718) 636-1688

Fax: (718) 636-5029

**First Atlantic Terminal Housing Corporation**

**Meeting of the Board of Directors**

**Thursday, April 25, 2024 - In-person Meeting (Community Room)**

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**Call to Order:**

The meeting was called to order at 6:00 p.m. by President Vincent Lattimore.

**Present:**

- **Board Members:** Vincent Lattimore, Nelly Cuevas, Keesha Mobley, Octavia Faison, Faith Armstrong, Monique Diggs, David Paige, Shawn Parker
- **Management:** Taray Gill

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**Agenda Items:**

**1. Income Affidavit and Recertification Deadlines:**

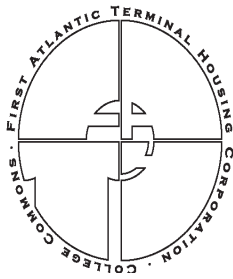
- **Income Affidavits:** Due by **Tuesday, April 30, 2024**. Late submissions will incur a **\$50 late fee**.
- **Recertifications:** Deadline is **Wednesday, May 15, 2024**. Late submissions will result in the resident being subject to market rent.

**2. Emergency Contact Sheet:**

- An emergency contact sheet will be circulated next week. All residents are required to provide the following information for our records:
  - House phone
  - Cell phone
  - Email
  - Two emergency contacts

**3. Resolution of Office Pending Issues:**

- Shareholders with unresolved issues pending in the office are encouraged to contact management via **email or letter**. Appointments will be scheduled promptly to resolve outstanding matters.



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#### 4. HRA Benefits Assistance Event:

- An event to assist residents in applying for **HRA benefits** (SNAP, cash assistance, unpaid rent assistance, etc.) will be held on **Wednesday, June 5, 2024** in the community room. HRA workers will be present to help with completing the applications.

#### 5. Emergency Hotline:

- In the event of an emergency where management cannot be reached, residents should contact the **emergency hotline**. The team will ensure that **Jose** (maintenance staff) is contacted to address urgent situations.

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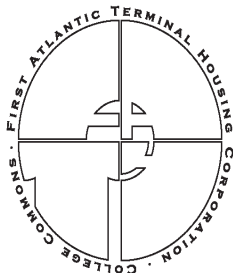
### Apartment Status Updates:

#### Building: 170 South Portland Ave

Unit	Status
<b>Studio</b>	
3C	Pending Renovation
12C	Pending Renovation
<b>1 Bedroom</b>	
7E	Approved by HPD (Pending Renovation Completion) (External Log# 1165)
14D	Application with HPD (External Log# 1118)
<b>2 Bedroom</b>	
15A	Approved by HPD (Pending Renovation Completion) (Internal Log# 19)

#### Building: 161 South Elliott Place

Unit	Status
<b>Studio</b>	
6C	Pending Renovation
10C	Application with HPD (External Log# 1114-A)
<b>1 Bedroom</b>	
2D	Application with HPD (Internal Log# 15)
7D	Pending Renovation



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Unit	Status
10D	Pending Renovation
11D	Application under review by Management
<b>2 Bedroom</b>	
7A	Approved by HPD (Pending Renovation Completion) (Internal Log# 20)
<b>3 Bedroom</b>	
4F	Pending Renovation
9F	Pending Renovation

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**Adjournment:**

The meeting was adjourned at 6:45 p.m. Executive Session Began.