Pratt Towers Closed Board Meeting

Public Record Minutes

January 24, 2023

Board members present at meeting: Leslie Sierra, Audrey McConney, Rob Sinclair, Phyllis Hulen, Charlene Stevens, Jeffery Ryan, Joan Whitsett, Chrysetta Patterson, Jasmine Rucker, Winston Guthrie, Tracy Thomas.

Motion to approve these minutes. made the motion to approve the minutes with corrections and 2nd the motion. These minutes were approved with corrections on .

Meeting called to order at 7:11pm

**Super’s Report**

* Read by Super.
* Discussion about the postponed building wide water shutdown for replacing of the main water valves.
* Discussion about DOB inspection and fine.
* Discussion about a shareholder gas being turned off per their request. .
* Discussion about faulty plumbing work done by plumbers on the I & K lines above the 12th floor.

**Manager’s Report**

* Read by Manager.
* Interviews for handyman position
* Discussion about a shareholder’s floors concerning the smell and liability.
* Discussion about a shoreholder who has been moved to a nursing home and arrears on the unit.
* Discussion about a absent shareholder who is significantly in arrears on the unit. Have not been able to gain access for capital improvement work
* Discussion about a shareholder and we don’t have a parking spot to offer to them.
* Discussion about lobby plants and a shareholders request to care for them.

**Board’s Discussion:**

* Discussion of any radiators that have not yet been serviced as part of the Capital Project.
* Discussion of Board meeting with Madison Security.
* Discussion about Board’s Finance committee meeting with management to set up an arrears’ procedure.
* Discussion about Bargold.
* Discussion about sending letters to shareholders concerning their terraces and house rules violations.
* Discussion about form letters from our attorneys for routine maters.
* Discussion about letters to shareholders who are in violation of the house rules air conditioner policies.
* Discussion about shareholders should receive a letter from management first and followed by our attorneys.
* Discussion about a late night for the management office. A majority of the Board voted no to a late night for the office.
* Discussion about the Dekalb Ave Gate – Tabled.
* Discussion about procedure of arrears and out L&T attorney.
* Discussion about the Community Room/Lobby Windows gates. It was decided to put in a security system or glass break sensors/alarms.
* Discussion about re-opening the Community Room and making needed repairs.
* Discussion about the CAP grant to update to community room bathrooms to make the ADA assessable.
* Discussion about the administrative assistance position.
* Discussion about replacing the management office furniture.
* Discussion about the Super living on the premises. The unit needs to be completely restored and Xinos has agreed to restore the apartment.
* Discussions about when closed Board meeting are to occur. It is the 3rd Tuesday of each month unless otherwise noted.
* Discussion about when and how often HPD manadates we hold open shareholder meetings.
* Elections of Officers to the Board.
	+ President – Audrey nominated Leslie. Leslie accepted the nomination
	+ Vice President – Joan nominated Audrey. Audrey accepted the nomination
	+ Treasurer – Chrysetta nominated Phyllis. Phyllis accepted the nomination
	+ Secretary – Leslie nominated Rob. Rob accepted the nomination
	+ Assistant Treasurer – Audrey nominated Jeffery. Jeffery accepted the nomination
	+ Assistant Secretary – Chrysetta nominated Jasmine. Jasmine accepted the nomination
* Joan makes a motion that we accept all the nominations to the Board, Audrey seconded the nomination. All Board members voted affirmative.
* The Board agrees to have Chrysetta fill the position of Sargent of Arms to keep our meeting on track.

Meeting adjourned at 10:00 pm. Note: Due to the Covid-19 pandemic, this meeting was held by Zoom conference call.

**Board Secretaries Notes.**

**Not to be made publically available**

**Super’s Report**

* See Supers Report
* There was supposed to be a building wide water shut down to replace the main water valves in the basement on December 19th but it was canceled due to we would not have heat and the temps were too low outside to turn off the heat.
* January 19th, we received a fine from the DOB because Will Do Plumbing had tanks blocking the managers exterior door. Need to bring up in the Monday meeting.
* January 22nd 8D, National Grid will be back out to turn off her gas to her stove since she does not use her stove and she has a history of leaving the gas burner open and not lit.
* Jeffery wanted to know how many units and where did the employee work who was doing faulty soldering before the worker was replaced? Bring up in the Monday meeting. How much damaged has it cost thus far from these leaking pipes on the new work? Tracy believes it was the I and K lines above the 12th floor

**Manager’s Report**

* Interviews for additional handy persons at 6:30pm this Thursday, the 26th.
* Apartment 13G has a problem with the floors. They stink is coming up from the floors and some of the asbestos tiles are loose. Rob would like these issues addressed with our legal counsel in case there is liability on the part of Pratt Towers and these original floors.
* Apt 1H are both in the hospital. They are only 2 months behind in their maintenance. Not getting clear answers of where they are from the family. They been moved to a nursing home. Our attorneys are looking in to it.
* Apt 7N has been gone for some time. The maintenance is significantly behind. He keeps putting off coming to the building. They have not been able to get in to do the electrical panel.
* Concerning 16K, we do not have any parking to extend to them.
* Concerning Apt 10K and the lobby plants, we are seeking a volunteer as there is no one caring for them at this time.

**Board’s Discussion:**

* We need to know if there are any apartments where they were unable to access the radiators work.
* The Board wants a meeting with Madison Security to discuss the annual increase and raises for 2 of their employees.
* Discussion about the rate increase from Madison Security. Rob read the letter. Still want a meeting with Madison and want to know what they pay their guards to begin with. Jeffery suggested we bring Jack into this and turn it into a negotiation. Leslie will check with Jack to see if increases are in the contract as well.
* Finance committee to meet with David Barron the 31ths to set up an arrear’s procedure.
* Concerning Bargold. They want a 10-year lease. The Board would like to receive proportional increased in our payments from Bargold over the life of the contract instead of Bargold increasing the fees year after year with no change in our payments. Need to review with Jack first.
* 1A, 21B and LBA, these hoarders need to be sent letters by our attorneys.
* Still need our Lawyers to draft form letters we can send to shareholders addressing various issues.
* Still need to address air conditioners in the windows.
* A letter should come from management first and then a form letter from our attorney that we would have on hand.
* Management office late night. Cooperator asked that there be a late night 1 time a week for the management office. Board discussed. A majority of the Board voted no to a late night for the office.
* Dekalb Ave Gate – Tabled. Have Tracy get someone to repair. May need to look at getting a new gating system.
* L & T Update – Already addressed in the management report and there was some discussion. L&T would give management a report and the manager would have a report and would share with the L&T. Also, some discussion about replacing the L&T attorney. David Baron had some suggestions.
* Community Room/Lobby Windows gates. It was decided to put security or glass break sensors. Have Tracy get us bids. Perhaps this is a Monday meeting issues. Rob suggested that put child bars on the windows that open.
* Community Room Re-opening – We need to get it fixed up make repairs. Joan and Audrey priced out vinyl chairs were $6k. Can we get a price for 100 chairs. The round tables were about $60 and the long tables were $60. We still need to have air or HVAC work done. Plumbing needs to be done. Rob, suggest we bring in an HVAC company to quote us a price.
* CAP update. Ask to make our bathroom ADA assessable. Rob suggests that Xinos give us a bid to have something to turn in something to the city.
* Grace’s Employment - probation has expired. We have always used the same the days off that the unions. Table it until February but the Board wants a formal evaluation done before we discuss.
* Management Office Furniture. Need to find places where we can go. Rob will look into new and surplus warehouses.
* Elections of Officers to the Board.
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* The Board agrees to have Chrysetta fill the position of Sargent of Arms to keep our meeting on track.
* Super living on the premises. The unit needs to be completely restored. Also, there are plumbing issues. The toilet keeps overflowing. Xinos did agrees to restore the apartment in use as it is.
* Closed board meeting will be the 3rd Tues of the month unless otherwise changed.
* Open Shareholders meeting. HPD says that we need to have 6 meetings a year. Consult with Matt about when the informational meetings need to take place and set out open meeting around those. The informational meetings can count toward our 6 mandated meetings.