

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
ST. MARTIN'S HOUSING CORPORATION
Held on: April 17, 2023, at: 8:00 pm**

The meeting was held virtually, using the Zoom platform, pursuant to notice duly given in accordance with law and the By-laws of the Corporation.

Directors Present: Nancy Brandon, Diana Farkas, Gina Gurin, Erica Martell, David Owens, Marianne Zarcadoolas, Constance Zigouras

Directors Arrived Late: Debbie Rudt

Also in Attendance: Michael Davila, Adam Butler (First Service Management Corp.)

Mr. David Owens, Board President, called the meeting to order at 8:06 PM via Zoom Link.
Marianne Zarcadoolas, Board Secretary, recorded the minutes.

1. David Davilla office hours Mondays 10am-12pm
2. Shawrdrika will be in our office tomorrow Tuesday April 18, from 1-5pm for help with Income Affidavit.
3. Re-Financing -Still in process. The bank asked for reports which Michael provided. We are getting the final underwriting, but it can't be completed until we complete the soil abatement.
4. Garage/terrace repairs- WJE will having drawing done by next week according to John Cocca.
5. Roof replacement-Drawing to be finished by tomorrow according to John Cocca.
6. Asbestos remediation- Steam room abatement has been approved, waiting for scheduling. We have an approved abatement plan.
7. Garage Renewals - Garage renewal agreements have mostly been returned. Michael will follow up with any missing forms.
8. Garage clean up- Date approaching. April 21st, after this date we will remove items left. There should not be anything loose, no tires, gas cans, etc. A memo went out about this so please comply before April 21.
9. Soil Vapor Report: Work to be done to remediate soil issue. Awaiting bids from contractors. Some toxic chemicals leached into our soil from cleaners that used to be on our premises. The proposal is for \$89,000 to take 2-3 days of work to abate the toxins. There may be some cars that will have to be moved for a few days.
10. Arrears Report - Shawrdrika removed several surcharges/penalties from certain shareholders.
11. Recycling Clothing Bin- Please only put bags in bins only for what is permitted. Read the signs. It is not to be used as garbage disposal.
12. The new water heater has been installed and it has resolved all the problems we were experiencing.

13. Financial Report —

14. Vacancy Report

- i. 9A- Awaiting Responses from offers that were sent out
 - ii. 22C will become vacant as soon as the internal transfer to 15E is completed.
 - iii. We are seeking possession of 2 other apartments in the building (one passed away, and one has been vacant)
- b. A studio will become available soon.

15. Arrears Report

16. The community room can be rented out, but the outdoor space is not included in the rental for exclusive use. Other people in the building have the right to the space. The terrace closes at 10pm
17. Gardening- We will soon be looking for people to help so please contact Erica. The order has been placed with Grow NYC and needs to be paid for. It has been approved and a check will go out. Additional light weight hoses will be ordered.
18. Annual Yard Sale- SAT. MAY 20th-
19. NORC- Connie Zigouras is the liaison. There are announcements on the bulletin board next to the elevator for programs (yoga, meditation, etc.). Sub-comm is meeting on Monday to reach out to more shareholders.
20. The super must be made aware of any outside work you are doing in your apt.
21. KeyLink System has been installed. It is mandatory to leave a key(s) for your apt to access your apt in an emergency. If you do not leave a key, you will have to sign a waiver that you are responsible for an emergency access. The system is a locked drawer that electronically identifies who and when a key is taken and replaced. The system is anonymous. A memo will be sent out from management soon. Building Link can be used to give key access to your apt for dog walkers, housekeepers, etc.

Letters to The Board/ CHAT ROOM

- 1. Why does garage smell like gas and why is there so much stored things in the front of the garage. *We participate in the city recycling program for electronics which are only picked up periodically. Anderson changed a belt that may have prevented complete venting of the garage for a day or two.*
- 2. Which gov't agency required soil study? *NCB Bank required it.*
- 3. Do you have numbers for terrace and garage work. *We are still waiting for proposals from John Cocca*
- 4. When will we see the financial report? *Board had a meeting with Andrew Lazuras and it is forthcoming.*
- 5. We need pruning and removal of dead growth. *Contact Erica*
- 6. Are cushions on the 2nd floor being replaced? *We probably will be needing them to be replaced this year.*
- 7. Why can't a bicycle be stored in my parking space? *The only storage permitted in the garage is a metal cabinet.*
- 8. When using the terrace please keep the door to the building just slightly ajar not completely open.

9. Will a committee be formed to maintain the 2nd floor terrace? *Yes we are going to form a committee and the staff has been instructed to keep an eye on it. (Emptying trash daily, weed - wacking). We will discuss rules for the terrace in executive session.*
10. Can the basketball hoop be removed completely. We will discuss again in executive session.
11. Can we discuss the basketball hoop now? *We discussed it at the last meeting publicly and we posted the board's ruling for hours of use. We will discuss it again in executive session.*
12. Can a doorbell for the terrace be installed? *Anderson will investigate a bell or intercom system. In an emergency there is an exit near the big shed.*
13. Are we getting copies of our electric bills. *Michael has the last 4 months. You can see him in the office and he will provide them to shareholders individually.*
14. Many people did not get mortgage tax information- real estate tax information? *Michael will speak with office to get this resolved in the future.*

Adjourned at 8:56pm