

MINUTES

The Shareholders and Board Members Meeting was held on June 26, 2025 in the Community Room.

Directors Present

Jeff Brown, President Katherine Hall, Secretary Lynette Cook, Activity Coordinator
Celia Brown, Board Member

Directors Absent

Loretta Parks, Vice President
James Crain, Treasurer
Ruby Wilkerson, Board Member

Management Present

Vernon Cooper, Property Manager
Khedda Hayden-Ryan, Site Manager

Legal

Karol Robinson (Absent)

The meeting was called to order at 6:40 p.m.

The Prior Meeting Minutes

The minutes for April 8, 2025 and May 20, 2025 were approved. A motion was made by Ms. Cook to approve the two sets of minutes and seconded by Ms. Hall. All members were in favor unanimously.

Financials: See Reports

- The shareholders and board members complained to management about the notices for the board meeting, being posted only the day before the meeting. It was suggested to management that the notices should be posted at least a week in advance before the date of the meeting. Mr. Brown stated again that the minutes will be posted on the website.
- Mr. Brown stated that on July 7, 2025 there will be an orientation meeting with the summer youth, some of the things that will be discussed with them is the dress code, cell phone use, etc. All board members are invited to attend along with Ms. Ryan the site manager.

Mr. Brown stated, it will be good for them to learn other skills and get experience in different things like painting the gates, disposing of the garbage, mopping, sweeping, etc. With the help of the summer youth the maintenance staff will be able to do other work needed in the buildings.
- A shareholder spoke to management again about the composting waste. She stated that the compost waste can be given to the garden across the street from the coop. This can help so that we don't get fines from NYC when the composting law comes into effect.
- A shareholder asked can a better picture be used for the website, because the one that is shown is dreary looking. (Management will work on putting up a better picture for the website).
- Mr. Brown introduced a shareholder Mr. Teddy who has his own business dealing with boxes that you will no longer need cable. He stated that you can save up to \$2,000 or \$3,000 a year. The boxes come with everything (all apps). There is a one-time payment of \$349.00, installation included, there is a warranty for 1 year on the box. Internet is needed because you are streaming. He has been doing this for 5 years, just by word of mouth. (Mr. Brown suggested that when we have another open shareholder's meeting that Mr. Teddy come and present this to the shareholders.

MANAGEMENT REPORT

- Mr. Cooper introduced Ms. Ryan, Site Manager to the shareholders. He stated that he is very pleased to work with Ms. Ryan, that she comes with a wealth of knowledge and experience.
- Mr. Cooper went over the collections report for 3 months ending 5/31/25. \$398,757.00 was billing for May, 2025.
- Mr. Brown stated that when Prestige first came to Nordack our account payables was in the \$200,000 now it's up to \$700,000 which is how much we owe. Mr. Cooper stated that in March the collections was at a 97% payment collection. Mr. Brown stated we have never gotten a 97% payment from shareholders.

- A Shareholder asked does the collection report include people who are in arrears? (The report only includes people in good standing- people who pay their maintenance. Mr. Cooper stated this could also include people who owe stipulation as well).

- Shareholders asked Mr. Cooper if he could break down the collection report simpler. (He will try).

RAND ENGINEERING- Rand Engineering is prepared to solicit bidders to conduct the needed façade restoration along the six buildings. They have 4 bidders it doesn't mean that these 4 bidders will be the only one, but Rand knows these bidders have the experience and the availability to do this work. Management will have additional bidders also. A shareholder stated that as a point of reference that skyline restoration incorporation did the capitol improvement work here, they omitted work from being done in this building 321. I don't think it would be a good idea that we have skyline come back.

PHASE ONE- Rand Engineering is now near the end of phase one, they have done the analysis, inspections, specifications, and drawings they are ready to go out to the bidders. They just need the board's approval. Rand Engineering is suggesting there be a contractor interview with the two lowest bidders to discuss ways to possibly reduce cost, as it relates to expenses such as mobilization. Then Rand Engineering will send a report back to the board.

- Mr. Brown asked that the Board do a Resolution to give Rand Engineering the approval to go ahead a start the bidding process.

- **RESOLUTION:** a motion was made by Ms. Cook to give Rand Engineering the approval to go ahead with starting the bidding process, it was seconded by Ms. Hall. All was in favor by the board members present unanimously.

- Mr. Brown stated when there is a meeting with the project manager (owner's representative for this façade restoration project), a board member or a shareholder (a qualified person) should be present at these meetings. Minutes should be given to us from these meetings.

Mr. Cooper stated that this project is specifically to address the water penetration problems that is from the exterior façade of the buildings. This project is only for façade work. (Mr. Brown stated that the scope of the work will be put on the website so the shareholders will know what is being done. Mr. Cooper said he will make sure Rand Engineering starts the bidding process, and that the board and shareholders will get a copy of the RFP.

- It was stated by a shareholder that this project should not be rushed and that the board should do due diligence to make sure that we get the most for our money this time.

- It was suggested to management to have old posted notices removed. It was suggested that the notices have a post-date so the maintenance staff would know when to remove them.

TPP SPECIAL INSPECTIONS- The City of New York now requires that all housing developments hire a Tenant Protection Plan Special Inspector. The purpose of the TPP Inspector is to ensure that safety requirements are met throughout the course of the restoration work. The TPP Special Inspector would be at the site once per week and would check to ensure that there are clear pathways to allow people to safely enter and exit the building and the grounds. In the event of an emergency, make sure that stairwells are clear, and that fire extinguishers are readily available, etc. The repair work is projected to take approximately 36 weeks, therefore the TPP Special Inspector would be on board for that entire period of time (once per week).

Management will provide at least three bids for the Board by early next week, including a proposal that Rand Engineering has submitted for this service as well.

ASBESTOS INSPECTION/SURVEY REPORT- Prior to the façade restoration work, the housing company has to have an asbestos inspection and survey conducted. The results of the asbestos testing will determine if any type of abatement work is required. Management an estimate from Amiantos Environmental Engineers of \$3,200.00 to \$3,300.00 per building. All 6 buildings have to be done, because the testing results is only good for 1 year so it has to be done each year.

IPNA INTEGRATED PHYSICAL NEEDS ASSESSMENT- As requested by the Board, Lawless & Mangione has moved the time line for the replacement of the windows to the category of addressing them in the 15 to 20 years. While the current windows are in good condition they are 10 years old and the supervising agency may require that the IPNA include a time frame for replacement. The recommendations from the architects and engineers, as outlined in the IPNA will be submitted to the City for approval.

A shareholder asked management if they can look into getting a company to do window cleaning. (Management stated they will look into getting companies that do this).

VERIZON CELL TOWER- Verizon is interested in leasing part of the roof area on building 325 for the installation of a cell tower (12 to 16 panel antennas) the agreement would be non-exclusive and they are looking for a term of 30 years. Payments to the housing company, starting at \$21,600.00 annually (\$1,800.00 per month) with 8% escalations every 5 years.

100% of Verizon's power to be paid by Verizon, all permits secured by Verizon, no cost to the housing company associated with installation or maintenance.

Management has spoken with the housing company's Attorney who will review the draft of the contract first. Management will also work on trying to increase the rental fee paid to the housing company.

It was stated by a previous board member, that this is not a good idea to do the Verizon Cell Tower. The warranty for the roof doesn't permit this to be done. (Mr. Brown stated that Management will look into it, then we will make an educated decision).

COMMERICAL SPACE LEASING- Over the next several days our in-house maintenance staff will

complete the plastering, painting, and ceiling tile installation work needed.

Ms. Obasogie, the new tenant has arranged for the Office of Child & Family Services to inspect

the facility by the first or second week of July. This will then able her to receive needed

permits to operate the facility.

A shareholder asked management about a parking spot, she stated her husband has been waiting for 5 years. There is 1 spot per household. She will go to the office to speak with management.

Legal: No Reports

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Committee Reports: No Reports

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Finance Committee: No Reports

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Preservations Committee: No Reports

Resale Committee: No Reports

Old Business: None

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New Business:

The shareholder Ms. Lisa Wright has made a complaint to the City and HPD about the windows screens being difficult to open. Mr. Peter Donahue wants to know what is the housing company going to do about the issue of her window screens. He stated that Ms.

Wright's window that leads to the fire escape, the screen is difficult to open therefore it is a safety hazard. (Mr. Cooper stated that we can have all the screens checked in the apartments and maybe have the maintenance staff in-service the shareholders on how to open the window screens).

Mr. Cooper asked did we see his e-mail about opening the Community Room for the cooling center for the Seniors. The Board replied this is what has been done in the past and it should be done when the temperatures are extremely hot outside.

Follow-up Items: None

Motions:

A resolution for Rand Engineering to go ahead with starting the bidding process.
The motion was made by Ms. Cook and seconded by Ms. Hall.

Adjournment:

The meeting was adjourned at 8:51 p.m. the motion was made by Ms. Hall and seconded by Ms. Brown.

Respectfully Submitted

Katherine Hall

Board Secretary