

## MINUTES

The Shareholders and Board of Directors Meeting was held on March 18, 2025 in the Community Room.

### Directors Present

Jeff Brown, President      Loretta Parks, Vice President      Katherine Hall, Secretary  
Celia Brown, Board Member      Ruby Wilkerson, Board Member      James Crain, Board Member

### Directors Absent

Lynette Cook, Activity Coordinator

### Management Present

Vernon Cooper, Property Manager      Adonis Pena-Merejo, Interim Manager

### Security

### Legal

Karol Robinson, Attorney (Absent)

The Meeting was called to order at 6:35 p.m.

### Prior Meeting Minutes

The Minutes for February 18, 2025 was motioned and accepted by Ms. Wilkerson and seconded by Ms. Parks. The minutes was voted on unanimously by the Board Members.

### Board Positions Available

- Mr. Brown (Board President) introduced Mr. James Crain (newly elected board member) to the Shareholders. Previously on 2/25/25 Mr. Crain was introduced by Mr. Brown to the Board at which time the board was having a Budget Meeting. Mr. Brown nominated Mr. Crain for one of the vacate board seats, motion was made, all board members (Ms. Wilkerson, Ms. Brown, Ms. Parks, Ms. Hall, Ms. Cook) voted all in favor unanimously.
- Mr. Brown stated that we have 7 members on the board, but it is a 9 seats board. He would like to bring more people on the board. We need people who want to be activity and that are knowledgeable in different things to be on the board.
- Mr. Brown nominated Ms. Gwen Culpepper (former board member) for one of the seats on the board. Mr. Brown stated that she has experience with working with contractors and understanding HPD which would be a help to the board. Ms. Culpepper accepted the nomination. Ms. Hall was asked if she would accept the nomination, her reply was yes. Mr. Brown asked the board members to raise their hands if they are in favor to vote Ms. Culpepper to be on the board. Mr. Brown, Ms. Hall, and Ms. Brown voted Yes (3), Mr. Crain, Ms. Wilkerson voted No (2), and Ms. Parks abstained (1). Mr. Brown stated the motion passed 3 to 2. Mr. Brown stated that as of today 3/18/25, Ms. Culpepper you have been appointed a member of the board.

circumvent the leaks. Rand's inspection will include the use of a water meter which will pick up evidence of moisture that you can't see with the naked eye. There will be no additional charge to the housing company.

- **IPNA- Architects** from Lawless & Mangione, Management and Ms. Robinson met with the Board on February 18, 2025 explaining what the an IPNA was and the benefits of the IPNA and the scope of work was outlined.

The Board was in favor of the scope of work with the exception of windows, because our windows were installed 5 years ago. Mr. Cooper stated upon receiving this information from the Board, Management will request approval from HPD as the supervising agency and HDC as the mortgagee and the architects will proceed to solicit qualified contractors to submit bids to do the work.

Mr. Brown stated that we will have an open Shareholders meeting when we make that decision so that the shareholders can have their in-put on what is going on.

- **Vacant Apartments-** Mr. Cooper stated we currently have 31 vacant units, of which 12 are considered structurally damaged. 19 units are scheduled to be shown now and 3 of these units have assigned applicants with paper work review in the office before submitting to HPD for approval as he speak.

Mr. Pena-Merejo inspected all of the units, established a scope of work for restoration respectively and is currently seeking proposals to restore. The units that have been deemed uninhabitable and have been vacant for years, now Ms. Glandorf has recommended that we have these 12 units restored, because the conditions that cause the units to become uninhabitable years ago may have been corrected during the first round of façade restoration work. We can then closely monitor to see if there are any current signs of water penetration. The remaining 9 units must be cleaned out to make presentable enough to be shown. Over the next several weeks, we will work with in-house staff to finish the project of renting containers and emptying out these units.

- **Commercial Lease Agreement-** The commercial lease agreement between Arverne and Ms. Esther Obasogie has been reviewed by HPD. Ms. Obasogie has received a copy of the signed lease so that she can provide this to her insurance company and the city agency that will provide her with the license to operate.

Mr. Cooper stated that we are expecting to have our work completed by the end of the month unless there are any unforeseen conditions that exist. Everything will be checked and in good operating order before it is turned over to Ms. Obasogie.

- **Water Penetration into the Community Room-** Mr. Cooper stated that an ongoing issue we've had with periodic water penetration into the community room that is coming from an apartment above the community room became necessary to get the L&T attorneys involved due to the lack of cooperation from the unit owner in question. The shareholder has given the keys to management on 3/18/25. Now we have the ability to go into the apartment to determine where the water penetration is coming from.

- **Local 621 Collective Bargaining Agreement** -Mr. cooper stated that the Collective Bargaining Agreement (MOA) with Local 621, which is the maintenance staff union was through August 31, 2024. September, 2023—May, 2024 was approved. Management will review a proposal for a three-year renewal with the housing company's labor attorney, Mr. Rivituso and the auditor,

of their apartment in their files and a copy of this information. Mr. Brown stated we have alteration agreement forms in the Management Office to be filled out when shareholders have had altered work done in their apartment.

**Old Business: None**

**New Business: None**

**Follow-up Items: None**

**Motions: None**

**Adjournment: The Meeting was adjourned at 8:40 p.m. by Mr. Brown, President.**

**Respectfully Submitted**

**Katherine Hall  
Board Secretary**