

## MINUTES

The Shareholders and Board of Directors Meeting was held on May 20, 2025 in the Community Room.

### Directors Present

Jeff Brown, President      Loretta Parks, Vice President      James Crain, Treasurer  
Katherine Hall, Secretary      Lynette Cook, Activity Coordinator

### Directors Absent

Ruby Wilkerson, Board Member      Celia Brown, Board Member

### Management Present

Vernon Cooper, Property Manager

### Security

### Legal

Karol Robinson (ABSENT)

The meeting was called to order at 6:32p.m.

### Prior Meeting Minutes

The minutes for April 8, 2025 were tabled until the next Board Meeting, once the minutes has been approved, they will be put on the website. Mr. Cooper stated he will post the website sign on for the shareholders tomorrow 5/21/25. Mr. Brown stated the website will be a good informal source for us.

A shareholder asked Mr. Cooper is the coop on the community board email list? Mr. Cooper stated he doesn't know, but he will reach out to them. The shareholder told Mr. Cooper the contact person is Ms. Felecia Johnson.

### Financials: See Reports

### Legal:

Updates from Ms. Robinson:

- Metered Appliances: There was a court appearance on the Arverne/Metered Appliances matter on May 15, 2025, to submit Arverne's motion for summary judgment/demand for laundry arrears. The court scheduled oral argument for July 23, 2025 (earliest date offered). In the interim, Metered's attorney offered a payout of \$500.00 per month against the \$85,500 (171 months) base sum and requested that Arverne waive the legal and late fees. The Herrick attorneys rejected that offer and will try to negotiate a payment of the base sum plus legal fees.
- Lawless IPNA: Vernon and I called and spoke with Basil Taha of Lawless, who promised to provide an updated IPNA (without the windows) for the board's final review by

tomorrow. Once the revised IPNA has been issued, I will provide a draft resolution for board vote and submission to HPD.

- **Board Governance Binder:** It was completed after the last board meeting. I will make a final review and next week send hard copies by mail and email to those who only want electronic copies.
- **Commercial Lease:** I reached out to Vernon, who reported that there was a leak in the premises, requiring the coop to make additional repairs to the space.

Please let me know of any questions.

### Management Report

- Mr. Cooper stated that we have a New Site Manager, Ms. Khedda Hayden-Ryan (wasn't able to attend the meeting due to a conflict with another meeting). Mr. Cooper spoke on some of the things that she has been working on.
- Initial Assessment and Meetings with Maintenance Team- upon my arrival at Arverne, I conducted a preliminary survey of several buildings and observed that maintenance standards were not meeting expectations.
- I met with the maintenance union delegate to discuss the current challenges and expectations for maintenance operations.
- Action Plan- a daily work schedule has been established for the maintenance team. This schedule outlines specific tasks and responsibilities, aiming to clarify expectations and enhance operational efficiency. Repairs/Replacement of Equipment- during a meeting, it was recognized the necessity for effective equipment to perform a task efficiently. It is evident the majority of the equipment is either nonfunctional and needs repair.
- Next Steps- ongoing monitoring of maintenance progress will be crucial to ensure that the outlined expectations are met. Regular follow-up meetings will be scheduled to assess the effectiveness of the new work schedule and address and emerging issues. These initial steps are aimed at improving the maintenance standards at Arverne, ensuring that all buildings meet our operational requirements. Further updates will be provided as we progress.

Mr. Cooper went over the Management Report with the Shareholders.

- **Façade Restoration**  
We are expecting Rand Engineering to have the specifications and drawings together by the end of the month (May). Then Management will begin to solicit along with the help of the Architects and Engineers qualified contractors to submit bids. There will be a walk through so that the contractors will be clear about the scope of work and have bids come back by July. With the Board and H.P.D. approvals a qualified lowest bidder, will be selected so that work can commence hopefully in August. Mr. Cooper stated apartments that have water penetration issues, in the meantime the super and the handyman will address them by doing temporary work.  
A shareholder from (320-5A) asked what will be done? Mr. Cooper stated that the super and the handyman will take down the ceilings and secure it until the necessary

façade work will be done. Mr. Cooper stated that the monies to do this work is coming from the City of New York.

- A shareholder from (320-2A) stated that she has caught 20 mice, and that she will be calling 311, the Department of Health and the News about this issue. She stated she is done with this and it is affecting her mental health. None of us should have to live like this. Mr. Cooper stated that a search and seal was done before in her apartment. Mr. Cooper stated there is a number of openings in the Old Vacate Boiler Room in building 320. He stated that the exterminator has come to put down traps for this problem in the boiler room. He stated that a contractor is needed to seal up the holes in the ceiling in the old boiler room because the ceiling is very high. A proposal is set-up for the contractor. He stated that they will try to get them to come out this week. In-addition to patching up the holes we have to treat inside the walls and ceiling. Mr. Cooper asked the shareholders to please contact the management office so that they can continue to do the search and seal to help stop the mice from running from apartment to apartment.
- Shareholders are complaining from most of the buildings about the maintenance staff not keeping the buildings clean. He stated that it was Mr. Cooper stated they met with the maintenance union; the maintenance staff collective bargaining will be for 3 years. made clear to the maintenance staff that management can't ask the board for salary increases if they are not doing their work, taking care of the buildings. Mr. Cooper stated he will let Ms. Ryan know that the complaints she has were echoed by the shareholders as well. He stated that management will have this conversation with the union and they will closely follow behind the maintenance workers work. He stated people will be written up and disciplined which will lead to suspension or termination.
- A shareholder asked Mr. Cooper when will they repair the broken front door glass? He stated that it will be repaired by the end of the week.
- A shareholder asked when will the gates be repaired? Mr. Cooper stated that more shareholders have to pay their maintenance so that monies are available to pay for all these things that are needed to be done. We have numbers of shareholders in housing court and some people are on different programs and have been on these lists for years and you can't evict them.
- A shareholder asked the gas detectors. Mr. Cooper stated that they ordered them. The shareholders will be notified when they get them because management will have to set-up the appointments to go to each apartment.
- The shareholders stated that Management needs to do better at informing the shareholders about the shareholders meetings. A shareholder suggested that we should go back to holding building meetings in the buildings and having floor captains. This will help us to work together.

Mr. Crain (New Board Treasurer) stated that his goal is to report to the shareholders his findings, and to giving the shareholders clarity. He stated Nordack needs to move in a different direction and monitor the process and supervising of the corporate funds on how to help our community. I'm here to work with management and the board to et things done.

I'm here to try to get clarity to you and any questions you ask me I will try to get back to you as soon as possible.

- A shareholder asked what does the Treasurer do? A former board member stated that the role of treasurer according to H.P.D., management is supposed to have all the money for Nordack, so the treasurer is to help oversee in the best interest of the shareholders on what the management company is doing with the cooperative's money. The treasurer will look at our payables to see what needs to be paid. Management will pay the major bills and what's left over management will let the treasurer know and from that the treasurer will review the report and invoices. Mr. Crain stated he is working with Mr. Brown, Mr. Cooper and the rest of the board to find out what his position is. He stated just give him time and he will address the issues personally. Mr. Brown stated that 17% of shareholders aren't paying their maintenance, this causes the cooperative to have less money to take care of the things that we need done. We also have several hundreds of violations that have to be taken care of and then we also have to give them to H.P.D. for clearance before any discretionary monies will be released to Nordack (reminder that we Nordack has to put out the monies first before the discretionary monies are given to us. Mr. Brown stated that the board's primary concern is the plumbing system because we need to stop all the leaking which is causing us to have to spend so much money.
- A shareholder asked is there a way we can find out if the discretionary money is still available to us. A former board member stated yes, we still have that money available to us from the City Counsel, but when the money is released, it will be for things going forward from the time the money is released. She also asked how much was the intercom system and who will pay for it since we don't have any money? Mr. Cooper stated the intercom system was a priority we had to have the work done. Mr. Cooper believes the cost was between \$53,000 and \$57,000.00 for all 6 buildings to secure the buildings. Mr. Brown stated that the money used to pay for the intercom system came from the Ameriprise account which had over \$60,000.00 which was a longstanding account which Nordack finally received with the help of our Legal Attorney. Mr. Brown also stated we will be having 12 summer youth workers. They will be helping with the cleaning, etc. The maintenance staff will be doing lite painting, mopping, sweeping waxing the floor, etc.
- IPNA  
The Board has approved the scope of work with the exception of the windows. Lawless & Mangione will submit a revised IPNA that omits window replacements as part of the project by Wednesday, May 21<sup>st</sup> and the housing company's Attorney, Ms. Robinson will draft a Resolution for the Board to review and sign. Then it will be submitted to H.P.D. in order to have the agency assign a Case Manager to the project, meet with the architects and approve the scope of work. This could be done by next month. A shareholder stated that we should have a voice in what is repaired. The board has to come to the shareholders with the information so that shareholders are informed about things to be done. Mr. Brown stated the board has the data and the education to made decisions that will not require the shareholders say. The board will

include the shareholders when we can. Mr. Brown also stated this is a coop and the shareholders need to purchase Renters Insurance.

- **Building 324 Electrical Panel Water Damage/Shortage**  
A defective section of pipe in the vacant commercial space, caused damage to an electrical panel servicing sections of the public hallway and utility rooms in building 324. Daven Electrical was called in to inspect the condition and make the appropriate repairs and replacements. The plumbers replaced the piping and then the electricians redirected the electrical service.
- **Commercial Space Leasing**  
The Day Care Center applicant has attempted to submit her application to PSE&G in order to have the electrical service restored. Unfortunately, due to the length of time that the space has been vacant, according to PSE&G the electricians must request a reconnection permit with the Department of Buildings. With the D.O.B. approval, the utility company will re-activate the electrical meter.
- **Vacant Apartments**  
There are 32 vacant apartments, among these 12 units are offline due to structural damage. The remaining units are in various stages of readiness with some requiring contractor work to complete and others still filled with furniture from previous tenants. We need to assess the apartments that are nearing readiness so that we can prepare to fill these vacancies and begin generating revenue for the property.

The HPD has recently launched the new Mitchell Lama Income Affidavit Portal. This new digital solution is expected to enhance the efficiency and accuracy of income affidavit management within the HPD frame work.

The deadline for submitting income affidavits was April 30 2025. A total of 54 residents failed to submit their affidavits by this deadline. The names of these residents have been forwarded to the accounting department of Prestige Management and they will be billed a late fee of \$50.00 on their statement. Additional fees of \$150.00 will go into effect July 1, 2025 for non-submission of income affidavits.

- A shareholder asked are we responsible for composting? Mr. Cooper stated that the situation with composting it's on hold. A shareholder for the garden across the street from the coop stated they are a composting site. You can bring your compost to them.
- A shareholder asked about the Spectrum Plan. Ms. Parks (Vice President) stated Spectrum sent out letters to people who had spectrum before and to people who may want to get Spectrum. If you had Spectrum before they automatically changed your plan. Ms. Parks will reach out to Spectrum and find out what is going on. She will get the letters out to everybody when she gets the letters from Mr. Kang (Spectrum Representative). Mr. Brown stated, Ms. Parks will set-up a separate meeting with Spectrum representative so that the representative can give more information about the plan.

- A shareholder asked about the cutting of the grass. Mr. Cooper stated when the landscapers come back this week, they will seed the grass around the entrances and then we will use oscillating sprinklers to help the grass grow in those areas. Also, they will trim the hedges and the owner of the landscape company will be here with them.
- A shareholder asked about the parking system. She stated she has been on the parking list for a long time. Mr. Cooper will speak with the shareholder privately.
- A shareholder asked about shareholders who have dogs who allow their dogs to go on the grass and the pavement. She suggested that a notice should be posted, please pick up after your dogs. Mr. Brown stated we need to have a fining system.

**Committee Reports: No Reports**

**Finance Committee: No Report**

**Preservations Committee: No Report**

**Resale Committee: No Report**

**Old Business: None**

**New Business: None**

**Follow-up Items: None**

**Motions: No Motions Made**

**Adjournment:**

A motion was made by Ms. Parks to adjourn the meeting and seconded by Ms. Cook. The meeting was adjourned at 8:30 p.m.

**Respectfully Submitted**

**Katherine Hall  
Board Secretary**