

CAROLIN GARDENS COOP
BOARD OF DIRECTORS MEETING
www.carolingardens.info

Date: April 7, 2020

Present: Michael Almon, Jean Clancy, Doug Condon, Niall Costello, Suzette Salvati, Ying Yang, Dennis Butler (*managing agent /MA*) Beatrice Moreland, Chelsea Raffellini

Absent: Pat Flynn

The meeting opened at 7:35pm. Minutes from the 3/3/20 board meeting were read and approved without correction.

Election of the new board Members:

- President: Beatrice Moreland
- Vice President: Doug Condon (replacing Pat Flynn)
- Treasurer: Niall Costello
- Secretary: Chelsea Raffellini
- Assistant Secretary: Dennis Butler
- Website updates: Secretary (Chelsea) or President (Beatrice)

Old Business:

1. A Deputy Director from the Department of Sanitation was contacted regarding the garbage left out at Monroe Court. We were informed that they have a right to leave bagged garbage on their property on the day of or day before garbage pickup. They are in complete compliance. We will continue to monitor and file a report when garbage is left out before allowed time.
2. There was a report of a new roommate in A34. At the board's request, the shareholder and tenant appeared before the board on July 3, 2019. Based upon information obtained at the meeting, the board determined that the situation was one of sub-tenancy rather than of a roommate. Two letters and an email have been sent to the shareholder asking her to submit a sublet agreement, without response. The sublet expired on March 31, 2020, and the shareholder has not sought permission from the board for a second year. Consequently, it has been considered an illegal sublet. Additional letters stating the above will be sent to the shareholder by certified mail at her NY and FLA addresses. Awaiting her answer. Pending.
3. The shareholders in E5 have once again reported excessive dark water coming in through their bathroom fixtures. The board authorized work to replace the cold water riser in E5 (approx. \$1900). Work is pending until after Covid-19 Pandemic.
4. Radiator Valves- Managing agent will send out a notice with pricing and develop a schedule for another round of radiator valve maintenance at shareholder expense. A discounted group rate similar to the previous rate is expected. Work is expected to be scheduled for summer months. Pending.
5. Con Edison Smart Meter installation is on hold due to Covid-19. MA will address this issue once pandemic is over. MA has no issues with it in other buildings he manages, but shareholders have

heard horror stories where buildings have been forced to replace entire lines. We could opt out, but we would bear ongoing costs of meter readings and additional fees down the line. MA will further investigate.

6. Coop property lease is expiring in 2053. Since many banks require 30-year to issue mortgages, we will contact our lawyer now to begin the renewal process. This will require shareholder voting. Cost is estimated as \$1,000 for legal fees.

New Business:

1. Saturday April 4th, there was a leak in the ceiling of apartment D23. The water was shut off in the unit's kitchen Saturday and Sunday. A leak was found in the kitchen hot water return pipe of unit D43 and was repaired. Temporarily, there is plastic over ceilings and walls where holes were made. No repairs to sheetrock and plaster can be made until the pandemic is over. We do not have a cost estimate yet. Pending.
2. There is a leak in E building basement toilet tank. New flapper needs to be installed. Non emergency. The repair will be made. The water to the tank will be shut off until the repair is made to save water.
3. Regular monthly extermination will continue to occur in the building's common spaces and exterior areas, however they will not go into individual units. Shareholders can request traps be left outside their door so they can be placed by shareholders in their own apartments.
4. Cleaning supplies are running low. MA will try and provide our building with supplies from their bulk orders at cost. Board members will also continue to try and purchase supplies for hallways and laundry room.
5. A Garden Committee Facebook Page was created: "Carolyn Gardens Garden Committee". Interested gardeners can join the group to communicate regarding shared garden space and projects.
6. House rules regarding proper BBQ spaces have been updated to reflect the new spaces that were created. Barbecuing is now permitted in the designated backyard space behind E, C, AND B buildings.
7. Reminder: Air conditioners may be installed by the shareholder/residents as long as they do NOT screw into the window frames. It has been noted that several AC units have been installed with brackets without any prior permission by MA. Please check NYC requirements and recommendations regarding size and installation: www1.nyc.gov/site/buildings/homeowner/installing-air-conditioning-unit.page
8. The board voted to give the super a \$500 bonus as a thanks for his essential work and help during the ongoing Covid-19 pandemic.
9. A motion was passed by the board to have shareholders pay half maintenance for the month of May 2020 as partial relief due to the Covid-19 pandemic. The board will continue to monitor the situation and discuss maintenance at the next meeting.

Treasurer's Report	March 2019
Income	\$ 22,128
Expenses	<u>\$14,058.08</u>
Net	\$(8,069.92)
Bal. Brought Forward	<u>\$ 59,916.09</u>
Balance	\$ 67,986.01
Reserve Fund (Chase MM acct)	\$ 50,605.17
(NCB CD's)	\$22,076

The meeting ended at 10:09 PM.

The next regular board meeting will be on 05/05/2020 at 7:30 PM.