

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

Date: DRAFT December 1, 2020

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

Absent:

The meeting opened at 7:30pm. Minutes from the 11/10/20 board meeting were read and approved without correction.

Old Business:

1. The Coop property lease is expiring in 2053. Since many banks require a 30-year lease to issue loans, 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. Pending.
2. Community room update/gym. The Board has voted to preapprove a budget of no more than \$5,000 to create a completed and updated gym space. Niall is in charge of our new gym committee, shareholders who would like to help with planning the new gym can contact Niall. Pending.
3. A shareholder has requested a transfer of her shares into a Trust. The Board is reviewing the request in consultation with our attorney. MA informed the Board that our attorney can handle applications for putting apartments in trust to ensure paperwork is completed properly. The shareholder would incur the cost of the attorney review, which would then be submitted to the Board for final approval (\$450). In order to standardize this process going forward, the Board voted to have our attorney review the current by-laws as well as advise on language for adding a new by-law related specifically to trust transfers (approximate cost \$650-1,000). Pending.
4. The Chase Bank on 47th and Queens Blvd is closing. We have to move our safety deposit box to an alternate location before October 19th. Managing agent is following up and will be moving the box to the Woodside branch of Chase bank. Pending
5. The Board voted the community room under E building is unavailable for use by shareholders until further notice due to Covid.
6. An insurance claim was placed by our MA to cover costs for damages from the City tree that came down between B and C causing damage to our property. An adjuster has come and done a site inspection and MA will be submitting the full list of damages for reimbursement from our insurance company. MA will be handling this process and will update us. MA is also making a report to the city for other trees on our block to create a paper trail should any further issues happen. Pending.

New Business

1. There is a small leak in E36 reported on Nov 30th after a heavy rainstorm. Initial inspections show it may be coming through the pointing of the brick on the south east wall. The repair to the exterior and interior wall is pending.

2. There were two plumbing leaks from D 23 to D3. The lead bend to the toilet in D23 was leaking and was repaired. During this repair, it was noticed the hot water return line had a pinhole leak and was repaired as well. The total cost of the repairs was \$1500. Small repair of the wall is pending.
3. Metro Pest did not come as scheduled and have rescheduled with MA to make up the missed service on 12/5 between 11am-3pm. A notice will be posted.
4. The buzzers in E and C building have had some issues and MA is arranging for repair.
5. MA informed the Board that on the 24th of November, the department of sanitation did not pick up garbage. No fines were issued. REMINDER: Please be sure to ONLY place normal size garbage in the cans and sort recycling properly. We are still having issues with shareholders not sorting recyclables. Please do not place plastic bags in the recycling bins. Large bundles of cardboard or newspapers should be placed curbside after 5 pm on Thursdays. For items like TV/furniture etc. please double check with Maritza to verify that the garbage will be picked up to avoid having large items left behind due to scheduling changes you may not be aware of. Thank you!
6. The Board voted to continue tipping the garbage and recycling collection crews \$200 to be distributed by Rafael.
7. The Board voted to continue giving both the Super and his wife a Christmas bonus.
8. Please note: leaves in the backyard are being left in an effort to improve soil quality and reduce erosion over the winter. The front area will continue to be maintained by Rafael and the Garden Committee. The scuppers and leader hose of D building will be checked for blockages from any leaves or other debris.
9. FIRE SAFETY- The Board would like to remind all shareholders to check the batteries on smoke/carbon monoxide detectors. If you do not have a functioning smoke/carbon monoxide detector, please contact the MA. The Board also strongly encourages shareholders to purchase a small fire extinguisher and/or fire blanket to have on hand in case of emergency. The fire safety plan for each building can be found on the bulletin board of each building.
10. The Board voted to allow the shareholder Chelsea Raffellini in C25 to have a foster dog in addition to the dog she already has.
11. The Board reviewed the sale packet for E 35.

<u>Treasurer's Report</u>	<u>November 2020</u>
Income	\$ 24,127
Expenses	<u>\$7,636.28</u>
Net	\$16,490.72
Bal. Brought Forward	<u>\$55,010.28</u>
Balance	\$ 71,501.00
 Reserve Fund (Chase MM acct)	 \$52,586.98
(NCB CD's)	\$22,460.40

The meeting ended at 9:37 PM.

The next regular board meeting will be on 01/05/2020 at 7:30 PM.