

**CAROLIN GARDENS COOP**  
**BOARD OF DIRECTORS MEETING**  
[www.carolingardens.info](http://www.carolingardens.info)

**Date:** November 5, 2019

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

**Absent:** Jean Clancy

The meeting opened at 7:39 pm. Minutes from the 10/8/19 board meeting were read and approved without corrections.

**Old Business:**

1. A \$300 fine was received from DOH for rat holes. MA is contesting it, showing attestations from our pest control company. Pending.
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. 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 will expire on March 31, 2020, before which time the shareholder would need to seek permission from the board for a second year. If that is not done, it will be considered an illegal sublet. Letters stating the above were sent to shareholder by certified mail at her NY and FLA addresses.
3. According to our new accountant, the amount in our NCB account has fallen below our requirement; the board voted to move approximately \$3,000 from the Reserve Fund to the NCB account to be in compliance. NCB has been contacted multiple times to arrange a transfer but has not replied. Pending.
4. The city did not receive the coop's tax abatement request for the past 2 years. We have submitted forms to reinstate the abatement and our MA is requesting a follow up meeting. Pending.
5. The MA is requesting bids for the painting of front and back doors, awnings, bay windows and fire escapes. Pending.
6. The board began a discussion about replacing the fence in the back garden between C & D buildings. Pending.
7. To install guards around tree trunks in front of building, we would either have to file for a permit with the Parks Dept or pay a donation to NY Tree Trust Tree Guard Program, who would install the guards. The costs of both options are comparable (around 1k). Pending.
8. The B building south leader was cleared and snaked.
9. A fall clean up will be organized on Saturday, November 23<sup>rd</sup>.
10. The board will hold a holiday party on Saturday, December 7<sup>th</sup> from 5 to 9 PM in the Community Room.

**New Business:**

11. There have been reports of overly hot temperatures in apartments closest to the boiler. The MA will make adjustments to our heating system.
12. The MA has arranged to have monthly chemical service for our steam boiler to maximize its efficiency, for an annual fee of \$400.
13. Noises were reported from the boiler room. A hot water return pipe pump has shorted out and was replaced. Upon further inspection, it was also discovered that there is a problem with the hot water mixing valve, which is also making noise. Until the valve can be replaced, we will lower the temperature of the water heaters and wrap the valve to muffle the noise.
14. The shareholders in E5 have once again reported excessive dark water coming in through the bathroom fixtures. The line was flushed and rained, which improved but did not fix the situation. We will attempt to run cold water in the 3 units using the same cold water riser to see if that will flush any additional sediment from the line. If that does not work, we will need to consider replacing the pipes.
15. There was a reported leak report coming from the bathroom of B25 into the bathroom of B5. The MA will investigate.

<u>Treasurer's Report</u>	<u>October 2019</u>
Income	\$ 17,567.61
Expenses	\$ 16,609.20 <sup>1</sup>
Net	\$ 958.41
Bal. Brought Forward	<u>\$ 26,156.42</u>
	\$ 27,114.83
Reserve Fund (Chase MM acct)	\$ 49,145.47
(NCB CD's)	\$ 22,076.15

<sup>1</sup> *insurance = \$3632; water =3798.81*

The meeting ended at 9:46 PM.

The next regular board meeting will be on 12/3/19 at 7:30 PM.