

**Patrick E. Gorman, Monthly Board Meeting
Monday September 11, 2023**

Board Members: Mr. Wright, Mr. Campbell, Ms. Padmore, Ms. Fields,
Mr. Bender, Ms. Powell, Ms. Johnson

Staff: Ms. Gaines (Site Manager), Mr. Wagner Attorney), Tom Budija (Metro Rep.), Mr. Marque (Superintendent Excused)

Agenda: Motion to accept the agenda Mr. Campbell 2nd Ms. Powell
All Ayes Motion Carried

Superintendent Report- The report was given to the board as part of the management report. Ms. Padmore questioned if there was any different work that the super does during his workdays. Ms. Gaines stated that Mr. Marque performs various other duties during his workday, he puts in his report what he feels is important for the board to know. Ms. Gaines asked Ms. Padmore if she wanted anything else to be in his reports? Ms. Padmore stated she would like to see what other repairs or work the super does during work hours.

Mr. Wright asked if it was possible that the work tickets were stamped and dated when the work was finished. Ms. Gaines stated that wouldn't be a problem.

Mr. Wright asked if there was a machine in the office. Ms. Gaines said yes but they needed a new machine which will be ordered.

Motion: Mr. Campbell made a motion to accept the superintendents' report with directives, Ms. Powell 2nd the motion. Mr. Wright sustained Six Yes
Motion Carried

Minutes: Motion to accept the minutes from the previous meeting with corrections if there are any by Mr. Campbell 2nd Ms. Fields Mr. Wright Sustained Six Ayes Motion Carried

Management Report: Ms. Gaines sent each member an email with her report.

Damaged Floor-1381 7A Ms. Broughton, payment for her damaged tile has been taken care of with a reimbursement check.

Replacement Equity Check-1371 5A Wadell & 1381 9C Replacement Check for equity, Ms. Gaines explained why there was a need to make a replacement check. Mr. Wagner suggested both names should be on the equity check. Mr. Wright

stated the way it was done in the past, the check was made out to the estates of the shareholder. Mr. Wagner stated that isn't how it's done.

Apartment Inspection- Ms. Gaines asked if this was something the board would like to be done.

Legal Report: There were a few errors in her original report, she will email a detailed report by Wednesday September 13th. .

Tiles- 1381 13B/ Johnson- Ms. Gaines Ms. Johnson was given until today (9-11) to send in her attorney's contact information, which she has complied with, otherwise the contractor (XINOS) would have no other choice but to continue with the project.

Ms. Powell stated the shareholders did not have permission to install tiles on her terrace and cannot understand why we are waiting for a letter from her attorney before the work can continue

Ms. Fields asked if the shareholder received permission from the office to have the tiles installed?

Mr. Wright stated he spoke to the shareholder and was told she received permission from Ms. Phillips (Former manager) Mr. Wagner stated this kind of work must be given permission in writing from management and the board. Mr. Wright stated there are things written but not put into practice. Ms. Powell stated before any work that is to be done in an apartment by a shareholder has to receive permission from the board and management. Also Ms. Phillips is no longer here so we can't assure the contractor to come in to do the work. Mr. Wright stated they had an access pass to come into the apartment to do the work.

Ms. Padmore questioned if there is paperwork in the file stating that she was given permission to have this work done. Mr. Wright stated that this was done several years ago and doesn't know if there is one or not. There was also the question of whether there was cement placed on the terrace along with the tiles, Mr. Wright didn't know the answer to this question. Mr. Wagner asked if the present contractor had an issue with the work on the terrace. Mr. Wagner stated the policy on what work is acceptable to be done in an apartment and the use of an access pass needs to be changed by the board. Mr. Bender stated the board voted in favor of the shareholder having the tiles removed, at this point she wanted to contact her attorney. Ms. Powell stated she will find the law on

structural components and send a copy to the board in case this happens again. She feels the tile should also be removed for safety issues.

Move-Ins or Out- Ms. Padmore stated the new shareholders were moving in using a UHAUL truck, which is not allowed, they must have a licensed mover , which they must give a copy of the insurance to management before a move-in occurs. Ms. Gaines was not on the property when the move in occurs in the future she will schedule the move when she is present on the property. Mr. Bender explained to Ms. Gaines the board used to speak with the family before they moved in concerning the rules here at Gorman. Ms. Gaines stated the board can't screen the prospective shareholders; Mr. Bender stated we would meet with the family before they moved in, we didn't screen them for apartment approval. Mr. Campbell stated the administrative assistant has the responsibility to make sure the moving company brings in an insurance certificate. Ms. Gaines stated she would take the blame for this because she didn't alert the assistant of the need to secure the insurance certificate before the move in occurred. Ms. Padmore commented on the condition of the hall floors after the move in, as an issue.

Board Election – Honest Ballot will be conducting the board election and will be working with management .

CCCTV- Lawless & Mangione will be the consultant on this project. The vote was three for the lowest bidder, Four for Lawless & Mangione.
(Ms. Powell, Ms. Fields , Mr. Campbell- Lawless Ms. Johnson, Ms. Padmore, Mr. Wright- Lowest Bid Mr. Bender broke the tie voting for Lawless.

Security Phones- Ms. Gaines questions if the board was interested in obtaining Walkie Talkie for security and the staff. It was agreed it was a good idea so that the staff can communicate with each other during the day.

Eviction Notices- Security stated there have been notices put on shareholders doors. Ms. Johnson asked Ms. Gaines to explain why there are no evictions if the notices were given to certain shareholders. Ms. Gaines explained the process, further stated what was important was that the arrears are being taken care of .

Motion to accept management report with directives by Mr. Campbell 2nd Ms. Powell All Ayes Motion Carried

Old Business

CCTV& Local Law 87- CCTV & Local Law 87 was just received by Ms. Gaines and in the process of being taken care of.

Management Extension- There is an increase in the management fee.

Ms. Johnson questioned management about what can be done to get our arrears under control. Ms. Gaines outlines some steps that she will be taking to have the arrears taken care of in a timely fashion.

1. Revoking parking spots which is in our Policy & Procedures

2. Non- Renting of the Community Room

Mr. Wright asked if management is happy with the worked the attorneys are doing for the co-Op? Ms. Gaines stated all firms work differently, the company she worked for used Gotham & Mitchel, which is located within the five boroughs. But Rosenbaum has been with Gorman a long time.

Mr. Wright stated this isn't the norm management can't make the shareholders pay their arrears. Mr. Wagner stated he would like a status report on the shareholders in arrears and the amounts owed. Ms. Gaines will send him a report in the morning. Mr. Wagner stated there are several different firms that can handle the arrears with results. Mr. Budjia stated there has been some movement in the arrears in the past month. Mr. Wagner stated he would like the reports for the last two months which seem to be the issue.

Committee Reports

Event Committee- Ms. Johnson stated the Book Bag give away was a success, the children that received the bags were very happy and the parents were grateful.

Field Visit- This took place on March 20, 2023. Ms. Gaines is working on the correct the issues.

Ms. Padmore asked if Ms. Gaines could be excused, there were a few more directives and questions for Ms. Gaines.

Animals- Ms. Powell stated there are a lot of dogs seen on the property by shareholders, please issue a letter reminding the shareholders concerning the rule of no Dog are allowed here at Gorman. Also advise them of the consequences when the rule is broken.

Vacation- Ms. Parrish (Office Assistant) is on vacation this week.

Apartment Restoration- Mr. Wright asked what the scope of work was to be done for an apartment to be restored when it is given back to the cooperation. Ms. Gaines stated she would have to check because a transfer and move out require different scopes of work. Mr. Wagner explained that the apartment must be restored completely. Mr. Wright stated the apartment must be painted, refrigerator and stove removed, Ms. Gaines stated after looking at a couple of apartments upgrades might be needed, painting and removal of old appliances, but the floors are not touch unless missing tiles.

Mr. Wright asked if there is a need for an electrician is Mr. Marquee license as an electrician, yes, he is a license electrician. Ms. Gaines stated the cost to restore the apartment goes to the outgoing shareholder. Mr. Wright asked if it was possible for the incoming tenant to see the apartment before moving just in case, they want the apartment as is? Ms. Gaines stated we must tread lightly on the suggestion, but Mr. Wright said only the person that is approved should see the apartment. Mr. Wright stated this might keep us from having to do additional work that may not be needed.

Motion to adjourn by Ms. Padmore 2nd Mr. Campbell All Ayes Motion Carried