

# SCOTT TOWER HOUSING CO., INC.

"A LIMITED PROFIT CO-OPERATIVE HOUSING COMPANY  
FORMED PURSUANT TO ARTICLE XII OF THE PUBLIC  
HOUSING LAW OF THE STATE OF NEW YORK"

## EXECUTIVE BOARD MEETING MINUTES

**Date: 06/13/2023**

**Location: Community Room**

**In Attendance:** Mike Byrne, Salvatore Lombardo, Francisco Martinez, Elizabeth Regaldo, Socorro Torres,

Anna Velazquez, Alejandro Fuentes, Rodoncic Ismet, Yvette Veras

**Minutes:** Board Minutes approved on 05/09/2023 motioned by Anna Velazquez , 2<sup>nd</sup> Socorro Torres.

### **Agenda:**

- Technical updates
- Painting
- Employee
- Parking
- Building issues

### **Topic 1: technical updates**

- 2 printers need to be replaced: super's office and board room
  - Motioned by Salvatore Lombardo, 2<sup>nd</sup> by Yvette Veras, all agree.
- Key fob system malfunction one solution suggested we replace it completely.
  - Further information requested.
- Security guard AC system not working.
  - \$1900 to replace with higher BTUs.
  - \$1300 to fix.

- 2<sup>nd</sup> opinion requested by board.
- Digital Bulletin for elevators suggested. To provide real time building updates.
  - NO-7, Yes-1

## **Topic 2: Paint touch ups**

- The community room needs to be repainted. We currently have white paint in stock.
  - Vote to paint the community room “white”, motioned by Salvatore Lombardo, 2<sup>nd</sup> by Yvette Veras, all agree.
- The gym floor needs to be repainted. Must see if paint is available or needs to be purchased.
- Parking lot lines and numbers need to be repainted.
  - Super quoted \$7000 for upper parking lot only.
  - Waiting for other proposals.

## **Topic 3: Employees**

- Super requesting board to pay his cell phone bill \$165. The board agrees to pay half until we can provide him with Scott tower cell phone.
- Manager requesting large window for door where shareholders can talk from outside office instead of always entering office to help with workflow.
  - Vote: No- 7, Yes-1
  - Manager to assist shareholders with building link sign up to decompress office.
- Porter meeting with Board President was postpone until 6/20 to discuss recent issues of not complying with work orders and misuse of work time.
  - Discuss that meetings should not be held without other board members present or knowledge.
- New part time porter, Alberto Cabrera was hired without board knowledge or approval. Superintendent and assistant manager processed hiring due to current porters decline to complete daily duties assigned.
  - Motion by Rodoncic Ismet, 2<sup>nd</sup> by Anna Velazquez, all agree.

## **Topic 4: Parking**

- Memo Informing Shareholders of new availability of temporary parking spots to be sent out.
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- Details with restrictions and price are being worked on.
- Suggestion to allow Cars to alternate in parking spaces as long as the vehicle and owners are registered and live at Scott towers.
  - Details and board vote to implement new rule to follow.
- The parking gate on the top lot is still not working properly, gate was hit by a car.
  - Follow up with company for repair.

#### **Topic 5: Building issues.**

- Roof needs replacement
    - Manager to start with Grant process ASAP.
  - The roof was vandalized on 6/7/23. Camaras to be reviewed by one solution to find responsible parties.
  - The playground temporarily closed due to recent injuries.
    - Manager/board to attain proposals for playground renovations ASAP.
    - A memo needs to be sent out regarding closure and a sign placed on playground door.
  - Memos of building of changes or issues need to be communicated more promptly to shareholders.
    - To be discussed with manager.
  - Currently 14 vacancies applications were not fully completed by previous manager. Ms. Rodriguez is working on completing to fill these vacancies ASAP.
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