

BOARD MEETING MINUTES

March 24, 2026 | Summary, Topic Breakdown & Action Tracker

Executive Summary

The March 24 board meeting addressed six critical areas: *financial management and transparency, collections and legal action, maintenance and insurance policy, government funding opportunities, apartment transfer procedures, and laundry and amenity issues*. The building faces a negative cash balance with \$191,000 in arrears and immediate vendor payment demands. The board agreed to aggressive collections escalation, equity account segregation into three dedicated accounts, and contingency vendor planning for essential services. Key longer-horizon items include pursuing city and state grants, formalizing a mandatory insurance resolution, and overhauling succession and transfer documentation.

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| URGENT — Act Now <ul style="list-style-type: none">• Send final arrears letters immediately• Begin 30-day legal notices• Onboard contingency vendors• Establish three separate bank accounts | NEAR-TERM — Schedule Soon <ul style="list-style-type: none">• Board vote on mandatory insurance• Submit HPD resolution if passed• Cross-reference HPD records for successions• Engage city council for grant funding |
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Topics by Area

1. Financial Management & Transparency

- Only \$600 transferred from prior management; access to previous accounts remains unresolved.
- Approval workflow to be formalized: treasurer reviews all bills with the super before payment.
- All invoices scanned and shared with board; \$7,000 Otis elevator bill under active investigation.
- Emergency authorizations limited to life-critical situations (e.g., no heat or hot water) only.
- Goal: three separate Chase accounts — operating, equity, and increased equity — to prevent commingling.

2. Collections, Legal Action & Arrears

- Arrears at approximately \$191,000 as of March 1; focus on residents two or more months behind.
- Escalation path: management letter → 30-day legal notice → dispossess proceedings.
- Residents are encouraged to seek payment plans or city/state one-shot deal emergency aid.
- Multiple succession and deceased shareholder cases now being systematized with clear documentation.
- Three-month liability rule post-apartment surrender clarified and being enforced going forward.

3. Maintenance, Insurance & Emergency Policy

- Building covers pipes inside walls; visible pipes and appliances are the shareholder's responsibility.
- Repairs limited to actual damage scope only — no full-room replacements beyond damaged area.
- Mandatory homeowners insurance for all shareholders debated; requires a formal board vote and HPD approval.
- Insurance premiums have risen sharply since 2019; contingency vendors secured for non-payment scenarios.

4. Government Funding & Political Outreach

- Management exploring city council and state assembly grants to cover operational costs.
- Board members encouraged to leverage personal political relationships proactively.
- Open engagement with local politicians now viewed favorably — a shift from prior board hesitation.
- Some previously promised funding unavailable due to past lack of engagement and follow-up.

5. Apartment Transfers, Equity & Internal Moves

- Internal transfers require full equity payment or difference, plus escrow for potential repairs.
- Historical equity commingling with operating funds identified; to be corrected going forward.
- Regular vacancy reports requested — including surrender status, rental offers, and waiting list progress.
- All transfers now processed with full HPD compliance; informal prior promises voided.

6. Laundry & Amenity Services

- Laundry machines are out of order; current vendor relationships are troubled.
- A new vendor bid from Hercules would double costs — transition paused pending repairs.
- Cash/low-fee payment system preferred due to fraud history and desire to avoid passing fees to residents.
- Legal counsel sought to enforce amenity fee collection; statutory limitations in housing court noted.

Action Item Tracker

18 action items identified across 6 areas. High priority items require immediate attention.

| Action Item | Owner | Priority | Category |
|--|------------|----------|-------------|
| Send final last-chance arrears letters to all residents behind on payments | Management | High | Collections |

| Action Item | Owner | Priority | Category |
|---|------------------------|----------|-------------|
| Begin formal 30-day legal notices for non-responding residents | Legal / Management | High | Collections |
| Onboard contingency vendors (LCD elevators, One International extermination) | Management | High | Finance |
| Establish three separate Chase accounts: operating, equity, increased equity | Treasurer / Management | High | Finance |
| Coordinate bill review/approval process: treasurer + super workflow | Treasurer | High | Finance |
| All board members review financial reports and provide approvals | Full Board | High | Finance |
| Investigate and resolve \$7,000 Otis elevator bill; share update with board | Management | High | Finance |
| Update legal counsel on all active collection proceedings; maintain ledger | Management / Legal | High | Collections |
| Continue scanning all invoices (approved and unapproved) and share with board | Management | Medium | Finance |
| Cross-reference shareholder, arrears, and deceased records with HPD | Management | Medium | Transfers |
| Systematize apartment surrender paperwork and enforce 3-month liability rule | Management | Medium | Transfers |
| Advise residents to maintain updated personal documents for succession readiness | Management | Medium | Transfers |
| Board vote on mandatory homeowners insurance resolution with minimum coverage | Board | Medium | Insurance |
| If passed, submit insurance resolution to HPD and communicate to all residents | Management | Medium | Insurance |
| Reach out to city council and state assembly for emergency grant opportunities | Board + Management | Medium | Funding |
| Engage personal political contacts proactively for funding opportunities | Board Members | Medium | Funding |
| Assess and select vendor for laundry machine repairs before any vendor transition | Management | Low | Amenities |
| Review contract and legal options for enforcing amenity fee collection | Legal / Management | Low | Amenities |