

# **Berkeley Grapevine**

January 2020

Volume 80

## **BOARD NOTES FROM THE MEETING HELD ON DECEMBER 17, 2019**

Ms. Eckhardt served as chair and called the meeting to order at 6:30 p.m.

1. The Board reviewed and approved as written the minutes of the October 22, 2019 Board meeting.
2. The Board reviewed the notes from the November 11, 2019 meeting, at which a quorum was not present. After a general discussion, the Board ratified the actions taken at the November 11, 2019 meeting.
3. The Board discussed the purchase of the Bar-Gold storage bins. It was noted that the earliest we can proceed with the purchase is March 2020.
4. The Board discussed a proposal from Landmark to do design work for the garden South end, and pit. After a general discussion, the Board deferred the decision on this matter.
5. Primo Contracting has begun work on the extension of the bluestone pathways on the North end of the garden.
6. The Board reviewed the Superintendent's report and discussed recent activities in the Coop.
7. The staff holiday party has been scheduled for 12/20/19.
8. The Board discussed repair charges, which are now being levied against Shareholders. It was noted that Carlos needs to advise Shareholders that there will be a charge, prior to staff performing billable work.
9. The Board reviewed the Cooperative's cash position, collections, paid, and unpaid bills.
10. The Board previously scheduled its next regular meeting for January 21, 2020, at 7:00 p.m.
11. There being no further business to come before the Board, Ms. Eckhardt accepted a motion to adjourn.

End of Board Notes

## **BOARD NOTES FROM THE MEETING HELD ON JANUARY 21, 2020**

Ms. Eckhardt served as chair and called the meeting to order at 7:00 p.m.

1. The Board reviewed and approved as written the minutes of the December 17, 2019 Board meeting.
2. The Board reviewed the Superintendents' report and discussed recent activities in the Coop.

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## **BOARD NOTES - JANUARY 21, 2020, CONTINUED**

3. Carlos Rivera reported that he had one resume for the Assistant Super position. Several board members were available on the evening of January 28<sup>th</sup> to meet with the candidate. Carlos will confer with the candidate and confirm his availability on January 28<sup>th</sup> and report to the Board.
4. Mr. Koch reported that Douglas Lister, Architect, is working on the documents for the window replacement project. He is also preparing a report on apartments that he has inspected for water infiltration.
5. Mr. Yablonsky was asked to consult with Mr. Lister regarding proposed repairs at the bay windows.
6. Mr. Koch is working with AKA Architects on a design for the proposed gym area.
7. The Board discussed the laundry rooms. Mr. Koch reported that AKA Architects had prepared a drawing showing existing conditions. A plan needs to be developed to show a new layout and legalize the space. Mr. Koch agreed to speak with AKA and Lister regarding this project.
8. Ms. Eckhardt reported that a newsletter should be finalized for distribution within the week.
9. Ms. Eckhardt reported that the admissions committee had approved the sale of Apt. B45 (35<sup>th</sup> Avenue) and is reviewing a proposed sale of Apt. B32 (35<sup>th</sup> Avenue).
10. Wavecrest was asked to update the balances in the various reserve funds. Ms. Chin agreed to check when the Co-op's CDs mature.
11. The Board reviewed a proposed 2020 operating budget. The Board agreed to review the budget and place it on the agenda for the next meeting. Mr. Yablonsky was asked to check when maintenance charges were last increased, and by how much.
12. The Board discussed issues with package delivery to the buildings. The Board discussed and decided against looking into an Amazon Hub system in the garden.
13. The Board previously scheduled its' next regular meeting for February 18, 2020, at 7:00 p.m.

There being no further business to come before the Board, at 8:30 p.m. Ms. Eckhardt accepted a motion to adjourn.

End of Board Notes

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## ***OTHER NEWS ITEMS***

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### ***CAPITAL IMPROVEMENTS COMMITTEE UPDATE***

**Garden Pathway Project.** The work on the new flagstone pathways in the northern section of the garden and the installation of a Belgian block retaining curb along the northern slope is complete.

The repair of the pre-existing pathways, which includes the insertion of expansion joints, in the central and southern sections of the garden, was started, but as cold weather returned, the contractor suggested, and the Board agreed that this work should be postponed until early Spring. A portion of the contract amount has been held as retainage against this future repair work.

**Window Replacement / External Water Infiltration.** Douglas J. Lister, the architect for this project, has been focusing his efforts on investigating existing water infiltration issues on resident's exterior walls and completing a survey of all the windows in each of the three buildings.

As of January 15<sup>th</sup>, Mr. Lister and his team had inspected all of the units which have reported exterior wall moisture and moisture-related damages and is in the process of summarizing the results of his inspections and identifying the needed steps to be taken to remedy the situations.

Regarding the window survey itself, Mr. Lister and his team have indicated that as of January 15<sup>th</sup>, the three-building window survey and measuring is approximately 90%, that the building elevation drawings are about 75% complete and that they have begun work on the construction drawings which will be needed for the eventual presentation to Landmarks and for bidding.

At this point, the architect had not yet made any recommendations as to the type and design of the replacement windows and provided any detailed cost estimates. Mr. Lister and his team will be providing the Board with an updated project schedule by the end of this month, which will clarify the dates on which the Board can expect these recommendations and cost estimates.

**Renovation & Re-equipping of the Laundry Rooms** As was discussed in the November newsletter, a preferred renovation contractor and the equipment provider for the laundry room had been selected but has said that the Board must provide with plans for the work. Measured drawings of the three laundry rooms, the next step in the process, have been completed by the architectural firm of Allen & Kilcoyne, and this firm and others will now be asked to provide bids for providing the needed architectural and engineering plans for the contractor.

**Potential 78th Street Building Fitness Center.** As previously discussed, the Fitness Center Task Force has been charged with assessing the feasibility of converting some or all of old athletic space into a fitness center with the understanding that the rehabilitation and operating costs would be the sole responsibility of the users of the fitness center. The architectural firm of Allen + Kilcoyne was engaged to professionally measure all of the rooms in the old athletic facility, produce alternative layouts for review by the Fitness Center Task Force, complete a preliminary code investigation, make a presentation to the Board and develop a preliminary project budget on which the Fitness Center Task Force and the Board can determine the

feasibility of going forward. The firm recently completed its measured drawings and produced three potential design alternatives for review by the Fitness Center Task Force, and a meeting of the Fitness Center Task Force to review these design alternatives is in the process of being scheduled.

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### **PACKAGE THEFTS**

The Berkeley Board is taking package theft in our lobbies very seriously. We have been discussing installing systems such as Amazon Hubs for our lobbies, basements, or exterior garden. With three buildings, 288 apartments, and the current extreme amount of deliveries, this is not an easy fix.

So, as we continue to search for the best solution, we are asking the tenants to get proactive. The following are ways to curtail thefts:

1. If you work in an office where you are allowed to receive deliveries, and your package is small, consider having it delivered there.
2. Amazon has pickup locations with self-serve lockers or staffed locations. Here are the nearby locations currently listed with Amazon. You just need to designate this when you order.
  - Rite Aid 8213 37<sup>th</sup> Avenue
  - 7-Eleven 7814 Roosevelt Avenue
  - Chase Bank 3767 75<sup>th</sup> Street
  - GNC 7528 37<sup>th</sup> Avenue

Those of us who use Amazon Prime, know how it is tempting to use this service for every little purchase. But the packages are piling up in the lobbies. Please consider placing orders when you may be able to consolidate several items in one box.

When possible, shop local!

The Board will continue to explore building solutions.  
Thank you.

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### **ANNUAL SHAREHOLDERS' MEETING**

We need a new Chairperson for the Quorum Committee!! The responsibilities for this position entail all of the events concerning the Annual Board Meeting such as requesting shareholders to submit resumes to run for a board seat, preparing the annual meeting documents, coordinating the sign-in of shareholders at the annual meeting, determining whether there is a quorum, if there is an election tallying the votes with our accountant representative, etc. Please contact the Board at [berkboard@gmail.com](mailto:berkboard@gmail.com) if you are interested in taking on this responsibility.

The 2020 Annual Meeting will take place on Tuesday, May 12<sup>th</sup>. Four of the seven board positions will end their terms on that date and thus will be open for election. These Board positions are currently held by Eric Koch, Peggy Russell, Wanda Chin, and Bertine Lafayette. The corporation is seeking candidates to fill these positions. Responsibilities include regular

attendance at the monthly board meetings and volunteering to act as the liaison to at least one of the board sponsored committees.

We cannot lightly dismiss the time required. The work involves dealing with current issues as well as planning for the future of the corporation. This will demand a certain portion of one's time, but with the help of the volunteer committees, this can be kept to a minimum.

Shareholders who wish to run for the board may submit their resumes or letters of intent either by e-mail to [berkboard@gmail.com](mailto:berkboard@gmail.com) or by post to Bertine Lafayette 77-12 35<sup>th</sup> Avenue, Apt. B22, Jackson Heights, NY 11372. The deadline for receiving these is Friday, March 27<sup>th</sup>.

The Board hopes that all shareholders will either attend this year's meeting or submit a Proxy form if unable to attend so that an election may take place. Information on the Proxy form and other Annual Meeting details will be discussed in upcoming newsletters.

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*An important message from Carlos –*

**NEVER POUR GREASE, OIL, OR FOOD DOWN ANY DRAIN**

Household kitchen drains are for water disposal... not to dispose of fats, oils, grease, food remnants, and coffee grinds. Please make every effort not to use your kitchen drain improperly. The major cause of related overflows in kitchens is due to grease and food blockages that cause wastewater to back-up inside apartment dishwashers and sinks.

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**CHILDREN'S AND BABY CIRCLE**

**The next Baby Circle is currently scheduled for Saturday, February 8<sup>th</sup>.**

Baby Circle begins at 10 am in the 77th Street Meeting Room. All Berkeley babies are welcome for interactive play, music, and picture books. Knowing babies work on their own schedules, please feel free to arrive late or leave early!

**The next Children's Circle is currently scheduled for Saturday, February 15<sup>th</sup>**

Children's Circle begins at 11 am in the 77th Street Meeting Room. All Berkeley children and families, including children related to Berkeley residents, are welcome.

Activities are geared toward toddlers, preschoolers, and kindergarteners. Most kiddos begin at age out at about 7, but they are welcome if they want to come. (some kids stay on; one family's granddaughter was still coming at 11!).

There will be book reading, music, finger play, and games, musical instruments, sometimes scarves play or puppets, arts and crafts and, always, a special - sort of healthy- snack.

If you have any questions, please contact Peg Russell at [tpeg60@yahoo.com](mailto:tpeg60@yahoo.com)

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## **THE GARDEN COMMITTEE**

The Garden Committee is on hiatus until the Spring. The next scheduled meeting is Sunday, March 8, 2020, at 4:00 PM.

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## **1099's – TAX INFORMATION**

The 1099's are expected to be mailed by January 31<sup>st</sup>. Wavecrest outsources this process. In the past, we have gotten our 1099's during the first week of February.

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## **THE BERKELEY SOCIAL CLUB**



The next Game Night is Friday, January 31<sup>st</sup>, from 7:00 to 10:00 PM and is held in the Community Room of the 77th Street basement. See their webpage for more information at:

<https://www.theberkeleycoop.com/berkeley-social-club>

Games Available: \* Bingo \* Cards \* Scrabble \* Spinner Dominoes \* Mexican Train Dominoes \* Uno \* Backgammon \* Sequence

The Club is still working on hosting an adult “Movie Night.” The TV will be installed shortly, and we are still working out the sound system – any donations would be greatly appreciated. If you'd like to contribute or have questions about the club, you can email them at:

[MyBerkSocial@gmail.com](mailto:MyBerkSocial@gmail.com)

Marina and Stacey

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## **EMERGENCY CONTACT LIST**

We are still missing a lot of contact information for our residents. It is important that we are able to contact you in case of an emergency and keep you abreast of any issues happening in the buildings, i.e., water and elevator shutdowns, common area repairs, etc. If you have not already done so, please complete the **Contact Information Form** that can be found on our website using the following link: <https://www.theberkeleycoop.com/copy-2-of-documents>. Completed forms can be given to Carlos Rivera.

If you are living alone, this form can also be used to indicate the name and contact information of someone to call in case of an emergency.

Thank you,

Board of Directors

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## **BERKELEY GOOGLE GROUP LISTSERV**

Last July, the Board set up a Google Group Listserv that it uses to communicate with residents. The name of the listserv is **TheBerkownersCoop**. The instructions for joining the Google Group can be found on our website using the following link: <https://www.theberkeleycoop.com/berkeley-google-list-serve>

The Board no longer responds to issues/discussions on the old Google Group.

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## **SCHEDULED BOARD MEETINGS**

The dates for the next Board meetings are on Tuesday, February 18<sup>th</sup>, March 17<sup>th</sup>, and April 14<sup>th</sup>. All the meetings begin at 7:00 PM. Between 6:30–7:00 PM, all shareholders/tenants may come to the Boardroom in the basement of the 77th Street Building to discuss issues with a Board member. The Board asks that you send an email in advance (**[berkboard@gmail.com](mailto:berkboard@gmail.com)**) to let it know the nature of your issue and that you be succinct in your presentation. If you are not a resident of 77th Street, you may contact the Board at the above email address to gain entrance.

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*Contributors to this issue were Fred Fishel, Anne Eckhardt, Eric Koch, Walter Chadwick, Marina Pomeroy, Peg Russell and Stacey Zaretsky. Anyone wishing to contribute an article or notice to the Berkeley Grapevine should contact the Berkeley Cooperative Newsletter at [berkownersnewsletter@gmail.com](mailto:berkownersnewsletter@gmail.com)*

### **BERKELEY — IMPORTANT CONTACT NUMBERS**

Carlos Rivera, Superintendent: **718-424-0040**  
Emergency: **646-403-2558**  
Superintendent email: [superberkeley@gmail.com](mailto:superberkeley@gmail.com)  
Board E-mail address: [berkboard@gmail.com](mailto:berkboard@gmail.com)  
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**Management Company:**  
Wavecrest Management Team Ltd.  
87-14 116<sup>th</sup> Street  
Richmond Hill, NY 11418  
Main Office Phone — **718-463-1200**  
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