
BOARD NOTES FROM THE MEETING HELD ON OCTOBER 13, 2020

Due to the coronavirus, the Board meeting was held virtually via Google Meet. Ms. Eckhardt served as chair and called the meeting to order at 6:00 PM.

1. The Board reviewed and noted minor corrections to the September 15 minutes, and then they were approved.
2. The Board reviewed the Superintendent's report and discussed recent activities in the Co-op.
3. Miss Eckhardt asked when NY Contracting will repair a hole in the ceiling in 78th Street basement.
4. The Board asked of management if Primo Construction is owed money. There is work not yet complete (power washing and fixing expansion joints on the slate walkway in the garden)
5. Miss Chin discussed that the Board should notify residents about laundry room renovations.
6. Mr. Leahy discussed the installation of gas dryers; Miss Prevost replied the installation requires exterior venting to the roof.
7. The Board discussed using the old super's apartment to comply with ADA requirements for the entrance to the laundry room on 78th Street.
8. Carlos will order two battery operated leaf blowers to replace noisy gas-powered ones.
9. The Board discussed holding Halloween outdoors using north garden gates on 77th & 78TH Streets as entrance/exit from 2pm to 4pm.
10. The Board discussed the bike room rental fee of \$5.00 per bike and decided to revisit the implementation of a bike fee in April 2021.
11. The Board discussed Cash on hand total \$6,17,943.25
12. The Board discussed and approved MIDCO's proposal for exterior work on the entrances of the three buildings.
13. Miss Chin discussed putting in a claim to the State to recover over \$51,000.00 (name of former board member still on accounts)
14. Miss Russell discussed the Admissions Committee's approval of 2 new shareholders. A31 (Jr. 4) in 35th Avenue sold for \$600,000; and B47 (1B/1B) in 78th Street sold for \$425,000. This sale was a sale of unsold shares. Therefore, we had no control over the sales prices, which was below recent sales for 1B/1B. However, it was noted that the apartment had not been renovated/upgraded in many years.
15. Mr. Leahy asked about and the board discussed holding a virtual annual meeting (management was asked how other Co-ops are dealing with this issue).

16. Miss Chin discussed notifying shareholders that they got copies of the certified financials yearly- in April. If there are any questions to submit them in writing to the Board.
18. The Board previously scheduled its' next regular meeting for November 17, 2020, at 6:30 p.m. There being no further business to come before the Board, at 7:45 p.m. Ms. Eckhardt accepted a motion to adjourn.

OTHER NEWS ITEMS

HALLOWEEN TRICK-OR-TREATING AT THE BERKELEY

Due to growing concerns regarding the risk of corona virus spread through door-to-door Trick or Treating, the activity within the three Berkeley buildings is prohibited.

As an alternative, there will be Trick or Treating in the garden for Berkeley residents only on Halloween day as follows:

Time: Saturday, October 31, from 2 pm - 4pm.
Place: Walkway at the North end of the garden between the 77th and 78th Street gates.
Activity: Tables will be placed along the walkway. Residents who wish to participate may place goodies on tables for children to pick up. **Treats must be individually wrapped or in bags.**

Guidelines:

- Trick or Treaters must be accompanied by an adult.
- All participants are required to wear protective masks. **Halloween masks alone are not considered protective. A protective mask must be worn over or under a Halloween mask.**
- Families are asked to **observe social distancing** while on the walkway. To facilitate social distancing as well as to protect the newly seeded garden, families are required to enter through the 77th St. gate and exit through the 78th St. gate. Parents are requested to avoid congregating on the walkway. Access by way of the walkways along the sides of the garden is prohibited.

Volunteers:

If anyone wants to volunteer to help set out candy or to monitor the activity, please contact Peggy at tpeg60@yahoo.com or Cindy Leahy at cindy.leahy54@gmail.com

Peggy Russell
On behalf of the Board

VIRTUAL ANNUAL SHAREHOLDERS' MEETING

Dear Shareholders,

The Board has discussed holding a virtual annual meeting on several occasions, and we've identified three problems. One, with nearly three hundred shareholders, it would be impossible to determine whether or not we had a quorum, and therefore could legally conduct business. Two,

with such a large number, there would be no way to take a vote in an orderly manner or even conduct an orderly discussion (on Zoom and other virtual platforms, the ability to mute specific parties lies with the individual and not the chair of the meeting). Three, not everyone is computer-literate or has internet access, and a virtual annual meeting would discriminate against any such shareholders by barring their participation. We have, therefore, ruled out holding a virtual annual meeting.

Wavecrest informs us that only one out of all the co-ops they manage is even considering a virtual annual meeting, and that co-op consists of a mere 24 units.

As for the question of why board meetings can be held virtually but the annual meeting cannot, the answer is in the numbers. A group of 7 people, none of whom is excluded by having the meeting online, is manageable.

However, the Board will pursue the use of a virtual annual meeting for next May. Ed Leahy has volunteered to chair a committee to investigate ways in which we can hold a virtual annual meeting which would include determining if a quorum is present and collecting and counting votes. If you are interested in joining this committee, please email Ed at: edleahy35@gmail.com.

As to concerns regarding the financial statements, all shareholders should have received a copy of the 2019 financials in early April. If you have not gotten your copy or you have misplaced it, you can find it on our website at:

<https://www.theberkeleycoop.com/financial-statements>

Any questions you have about the financials can be addressed to the Board by emailing us at berkboard@gmail.com

Berkowners Inc.
Board of Directors

FINANCIAL STATEMENTS

There have been several questions asked regarding the financial statements. Please note that all shareholders should have received a copy of the 2019 financials in early April. If you have not gotten your copy or you have misplaced it, you can find it on our website at:

<https://www.theberkeleycoop.com/financial-statements>

Here are the responses to several questions that were asked:

Is the "Reserve" separate from the "Operating Cash"?

Yes, page 7 shows three categories of Cash: Operating Account, Reserve Fund, Tax, and Insurance Escrow.

Can you explain why/how the money in the operating cash section changed so dramatically from 2018 to 2019. It seems like it was moved from Cash to Tax and Insurance Escrow - what does that mean?

When you say "dramatically," I think you mean from \$493,312 to \$41,288. This is not necessarily something to be alarmed about. There are three parts of a financial statement that work together: Balance Sheet, Statement of Operations, Statement of Cash Flows. The Balance Sheet is a point in time, i.e. the amount that was in the bank account on December 31. Without a detailed analysis of the Statement of Cash Flow, I think that year end 2018 had a higher than historical amount

because of the mortgage refinancing that the corporation completed during 2018. In looking back at year ends 2017 and 2016, cash stood at \$-0- and \$150,991. It is all a matter of timing of when bills are paid. Tax and Insurance Escrow is cash/funds required by our mortgage lender to pay real estate taxes and insurance.

Does the Operating Cash go in part to "Ongoing expenses"?

Yes

Will we be taking advantage of J-51 tax abatement?

Yes, we will explore that. I am familiar with the city's various tax abatement programs, thanks for mentioning it.

Can we invest our cash in equity investment alternatives?

I personally would not recommend equity investments as a prudent investment for a cooperative corporation's reserve funds. I do think an investment policy should be drafted that outlines what investments are permissible, e.g. bank CDs, US Treasuries, money market funds.

Any further questions you have about the financials can be addressed to the Board by emailing us at berkboard@gmail.com

Wanda Chin, Treasurer
on behalf of the Board of Directors

LAUNDRY ROOM UPDATE

The Board has been diligently working on the status of the laundry rooms. There are many factors involved that require an enormous amount of investigation, planning, and approvals. We are trying to address all the obstacles that come along with undertaking this Project such as:

Certificate of Occupancy (CO):

Our Laundry Rooms are not listed on the CO; therefore, they are considered illegal. To legalize the laundry rooms, we have to file with the Department of Buildings (DOB), which requires that we meet all Code requirements, including ADA.

Dryer Exhaust:

During the course of talking to several professionals, we received mixed interpretation of the Dryer Exhaust Code Requirements

We were told that an exhaust with at least a distance of 10 feet to the next operable window was only required with gas-operated dryers and not with electric dryers

We were also told that the 10 feet exhaust distance is required for both the gas- and electric-operated dryer systems

We now received confirmation that we have to meet the Code Requirement having the exhaust at least 10 feet from any operable window, with both dryer systems. This can only be met by installing an exhaust duct up to the roof, either on the exterior of the building, or we can try and find a way to accomplish this on the interior.

Next Step:

We are awaiting the Architect's proposal for his services to prepare the DOB drawings and for filing the paperwork for all jurisdictions as required by law.

Once we have his proposal, we will be able to prepare a rough timeline for this project.

Pia Prevost
On behalf of the Board

INTERIOR GARDEN WORK

The Board realizes that our interior garden is an attractive amenity for current residents and has a positive impact on purchase prices for prospective buyers. During the past several years, the Garden Committee members have made a valiant effort to grow grass in our three interior lawn areas without much success. The Board decided to have our landscape company aerate the entire grass area, top dress the lawn area with 10 yards of compost, fertilizer, and seed lawn. Also, the Board decided to install a sprinkler system because it has been difficult to water the lawn areas during heat waves. The sprinkler system consists of 6 zones, 28 rotary heads, 6 solenoid valves, 2 valve boxes, 1 timer, 1 rain sensor, 2 shut-of-valves and 1 hose bib. The cost of completing this project is as follows:

Lanmarc Landscape Management	\$2,995
United Lawn Sprinkler, Inc.	<u>\$4,100</u>
Total	<u>\$7,095</u>

There will also be a nominal annual fee to maintain the sprinkler systems and fertilize the interior lawns.

Several people have asked why the Board chose October 2020 to do this work. The Board has an optimistic view of the COVID situation and is being proactive about the upcoming Spring season. The Board hopes that in March 2021 the lawns will be developing and ready for fertilization and watering with the systems we have put in place. The Board felt that this nominal expense now would ensure that our beautiful interior gardens will be available for our residents to enjoy in early May 2021. If we started this work in March 2021, our residents would not be able to enjoy the garden until June 2021 at the earliest.

Berkowners Inc.
Board of Directors

SAFETY & SECURITY

A big part of security is being careful when entering or leaving the building. Unwanted “visitors” may try to piggyback when residents enter or leave and we must avoid letting this happen.

Here are some suggestions on how to handle this and, we hope, reduce the risk of an ugly confrontation.

Firstly consider using the garden entrances when leaving, children & teenagers should always do this. If you don’t have garden keys, you can request them from Carlos. When entering via the lobby, if you notice someone you don’t recognize by the door, try any of the following- #1: bypass the lobby and use one of the garden entrances, #2: wait outside until the person is buzzed-in or #3: If you feel comfortable engaging the person and think they might be a resident, show them your key and ask to see theirs, if you think they’re visitors or making a delivery offer to buzz the apartment for them. If you have additional suggestions email the Grapevine at: berkownersnewsletter@gmail.com

THE GARDEN COMMITTEE

If you are interested in joining The Garden Committee, volunteering for garden workdays, adopting a plot, donating, or have further questions, please contact:

Katherine (howfelice@gmail.com) or Kayhan (kayhan@artista.org)

THE BERKELEY SOCIAL CLUB

Until further notice, all events have been postponed



SCHEDULED BOARD MEETINGS

The dates for the next Board meetings are on Tuesdays- November 17, and December 15. Due to the coronavirus, the Board will not be meeting with residents. If you have an issue you would like to discuss with the Board, please email the Board at berkboard@gmail.com

Contributors to this issue were Fred Fishel, Anne Eckhardt, Eric Koch, Marina Pomeroy, Peg Russell, Pia Prevost, & Wanda Chin. Anyone wishing to contribute an article or notice to the Berkeley Grapevine should contact the Berkeley Cooperative Newsletter at berkownersnewsletter@gmail.com

BERKELEY— IMPORTANT CONTACT NUMBERS

Carlos Rivera, Superintendent:.....718-424-0040

Emergency: 646-403-2558

Superintendent email: superberkeley@gmail.com

Board E-mail address: berkboard@gmail.com

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