

Berkeley Grapevine

August, 2019

Volume 77

BOARD NOTES FROM THE MEETING HELD ON JULY 23, 2019

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

1. The Board reviewed, the minutes of the June 18, 2019 meeting of the Board of Directors of Berkowners Inc. It was noted that Randee Feldman, not Walter Chadwick, was elected as an Assistant Secretary. The minutes were approved as amended.
2. Carlos Rivera reported to the Board on recent activities in the Coop.
3. The Board discussed the Coop's alteration agreement and requested that it be modified to include a letter to adjoining apartments, notifying them of upcoming alterations. Mr. Yablonsky agreed to provide the Board with a sample letter.
4. The Board discussed fines imposed for violations of the House Rules. After a general discussion, and upon motion duly made and seconded, the Board unanimously voted to add a House Rule that "Violation of any other House Rule, which does not have a fine specified, is subject to a \$100.00 fine after an initial warning, and a \$500.00 fine thereafter. Ms. Eckhardt agreed to draft the revisions. (See schedule at this end of the newsletter.)
5. The Board reviewed a proposal for asbestos removal in the "gym" area. After a general discussion, Mr. Yablonsky agreed to obtain an additional proposal from JME Environmental.
6. Mr. Stuart reported that interviews for the assistant superintendent position are ongoing.
7. Ms. Lafayette reported on proposals that have been received for architectural services. After a general discussion, the Board agreed to schedule interviews with the 3 finalist firms, for August 14 and August 16, 2019.
8. The Board reviewed an e-mail from Frank Caminiti regarding exterior work at B23 (77), and interior repairs at B66 and B65 (78). After a general discussion, the Board agreed to proceed with the exterior work, but deferred decision on the interior repairs, pending retaining of a new architectural firm.
9. Ms. Russell reported that the admission committee had approved sales of Apt. B-65 (78) and B-11 (35).
10. Ms. Eckhardt reported that a new newsletter is being prepared.
11. A garden party / barbeque is being scheduled for 9/15/19.
12. The Board discussed circumstances in which staff members may do private work for individual Shareholders. After a general discussion, it was agreed that such work needs to be done under Carlos' scheduling and supervision, at a charge of \$15.00 per quarter hour, paid to Berkowners, Inc.
13. The Board reviewed cash balances, a schedule of paid items, accounts payables, and collections.

14. Garden Pathway Update – Capital Improvements Committee – The work has been postponed until October.

End of Board Notes

OTHER NEWS ITEMS

UPDATE ON THE WINDOW REPLACEMENT PROJECT AND ONGOING WATER INFILTRATION ISSUES

As was discussed at the Annual Meeting, late last year, the Board appointed a Task Force to screen and recommend architects and/or engineers to assist the Board not only in the planning, design and installation of new windows but also to assist us in identifying the causes of the water infiltration problems in more than a few of our units. The Task Force consisted of two Board members and two non-Board shareholders.

During the fall, members of the Task Force reached out to projects in Jackson Heights and to a more limited extent, immediately adjacent neighborhoods with similar buildings. Perhaps all but one of the projects which were contacted were in historic districts given that we will have to seek and obtain the approval of Landmarks for any window replacement work. We learned much from this exercise and came away with two potential architects for the project.

The Task Force then reached out to Landmarks for the names of architects experienced in window replacements and subsequently searched and reviewed the internet sites of all New York City area architects on the American Institute of Architects' website indicating experience in the areas of window replacements, water infiltration, and historic preservation. In the end, the Task Force selected four more potential architects in addition to the two discovered through our earlier reach out effort mentioned above.

To ensure competitive bidding, the Task Force developed a formal Request for Proposals ("RFP") detailing among other items, the scope of the work to be performed and the contents which we expected to see in any proposal which they submitted. The RFP was submitted both to Wavecrest and to our attorney for

review and after incorporating their suggested changes, submitted to each of the six selected architectural firms. Five of the six firms submitted proposals.

The Task Force reviewed the proposals and scheduled interviews with each of the five firms with the intent of recommending three firms to the Board for the second round of interviews to be conducted by the Board. While Carlos Rivera, our new superintendent, was invited to participate in the initial interviews by the Task Force, we did not invite Wavecrest to participate in the initial interviews.

The Task Force completed the last of the five interviews on July 16th and informed the Board of the three firms which they were recommending for the second round of interviews on July 23rd.

The Board has since scheduled the second round of interviews with each of the three recommended firms and will be completing these interviews on August 16th. Wavecrest Management has been invited and will be participating in this second round of interviews.

With the Task Force having completed its assignment and the Board quickly moving forward with the final selection of an architect, I would first like to thank my fellow members of the Task Force – Bertine Lafayette, Tim Paul and Melissa Soltis for their dedication and all of their hard work in identifying potential architects for our water infiltration and window replacement projects. After spending evenings and weekends in the fall reaching out to other area projects, the Task Force started meeting on a weekly basis in January and continued to meet on a nearly weekly basis through the end of July.

I would also like to thank the Board and our shareholders, especially those experiencing water infiltration issues for an extended period, for your patience and understanding. The initial selection of architects took longer than we expected but after dealing unsuccessfully with our water infiltration problems over many years now, we thought that it would be best to do everything we could to identify people in whom we have a high degree of confidence and to ensure that we had a fair and competitive bidding process. It took time to draft the RFP, to have the RFP properly vetted, to ensure that the solicited firms had sufficient time to prepare a comprehensive proposal and to schedule evening interviews with the five competitive architectural firms. The Task Force believes that this was time well spent.

Eric C. Koch
Board Member & Chair of the Windows
Replacement Project Task Force

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. If you have not already done so, please complete the form at the end of this newsletter and give it to Carlos Rivera.

If you are a single individual and would like to indicate the name and contact information of someone to call in case of emergency, please use the Resident 2 contact information space and indicate that it is for emergency purposes only.

Thank you,

Board of Directors

THE BERKELEY SOCIAL CLUB



The BerkSocial Game Night events are back!!

Our next event is Friday, September 27th from 7:00 to 10:00 PM in the Community Room in the 77th Street basement. See our website page for more information at

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

or email questions to MyBerkSocial@gmail.com.

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

Marina and Stacey

CHILDREN'S CIRCLE

The next Children's Circle will take place on Saturday, September 21, 2019, at 11 AM in the 77th Street Meeting Room. All children must be accompanied by an adult. Look for notices on bulletin boards near mailboxes and in laundry rooms. All Berkeley children are invited to join us for:

- | | |
|---------------------------------|----------|
| ✓ Stories and Reading | ✓ Snacks |
| ✓ Music and Musical Instruments | |

The complete schedule for the year is on the Berkeley website using the following link: <https://www.theberkeleycoop.com/copy-of-activities> Please contact Peg Russell at 347-813-4842 or tpeg60@yahoo.com if you have questions.

ANNUAL B-B-Q AND POT LUCK

The annual BBQ and Pot Luck event will be held on Sunday, September 15th. Mark your calendars. Hope you are planning on joining your friends and neighbors for what is always a fun time. We have so many different cultures at the Berkeley. It would be great if you would prepare a side dish that our residents can experience.

The success of the BBQ has always depended on the support and help of our much-appreciated volunteers. Volunteers are needed to help with the following:

- * Pre-party Prep (making hamburger patties, slicing tomatoes and cheese)
- * Set up at 2:30 PM in the garden on Sunday
- * Bringing a dish - appetizer, salad, vegetable side, dessert, or your specialty.
- * And, especially, taking a turn at the grill during the party.

If you can help, please contact Peggy at 347-813-4842 or tpeg60@yahoo.com.

NEW GOOGLE GROUP – Let's try this again!!

The Berkowners Board has decided to set up a Google listserv to communicate with shareholders. Here are the rules of the new listserv:

Welcome to **THEBERKOWNERSCOOP** listserv. We want to ensure the best possible experience for all Listserv members. Therefore, we have established some basic guidelines for participation.

1. General Purposes of the THEBERKOWNERSCOOP Listserv

- This listserv is a formal channel for the Berkowners Inc. Board of Directors to communicate with shareholders and residents of our apartment complex to inform them of issues that are pertinent to their well-being, and it will be managed by the Communications Committee. The Board has an email address at berkboard@gmail.com; and, residents are welcome to visit us in the Board Room at 6:30 PM on the date of our monthly meetings to discuss any issues that are important to them.
- This is also a great medium with which residents can benefit from the experience of their neighbors when it comes to finding a contractor, cleaning service, babysitter, etc.
- Members may also inform residents of upcoming special interest events in the Jackson Heights area.

2. General Guidelines for Postings

- Postings to the listserv should address the readership at large rather than individuals specifically. If a discussion develops into an exchange between two parties, the conversation should move to private e-mail immediately.
- Treat the listserv as a professional setting: discussions should refrain from posting any defamatory, abusive, profane, threatening, offensive, or illegal materials.
- The Listserv is not a medium for marketing/advertising of services as well as expressing political views.

3. Listserv Etiquette

- Include a signature tag on all messages, which means you need to include your name and email address.
- State concisely and clearly the topic of your comments in the subject line.
- Long message postings are inappropriate for this list. Because we lose verbal and gestural clues when communicating via e-mail, some special considerations apply to listservs:
 - Avoid using caps (IT FEELS LIKE SHOUTING AND IS ANNOYING).
 - Avoid emotional responses
 - It is particularly important to wait before ever replying to an e-mail that makes you angry or offended. If something gets you emotionally upset on the list, please do not reply immediately. And, if you do feel compelled to respond, direct your response to the person privately and not to the entire listserv of subscribers.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals – not to the entire list.

4. Procedures for Removing Subscribers

We are providing you with these listserv guidelines as a reminder of their purpose, which is to provide a communication tool for our community. We appreciate your adhering to these guidelines. Subscribers who do not agree to follow the guidelines may, of course, unsubscribe themselves. Subscribers who post to the list in ways that violate the guidelines will be given a formal warning from the Communications Committee advising them of their misuse of our listserv, and identifying the specific guideline(s), the subscriber has neglected to follow. If the subscriber persists in such misuse of the listserv following the formal warning, the subscriber will be removed from the listserv.

The Communication Committee reserves the right to terminate access to any user who does not abide by these guidelines.

Yours sincerely,

Berkowners Inc.

Communications Committee

5. Procedures for Joining THEBERKOWNERSCOOP listserv

1. To apply for membership to the googlegroup THEBERKOWNERSCOOP you must have a googlegroup username and password. Then
2. Go to GOOGLEGROUPS.COM
3. Search in the “groups” search bar for THEBERKOWNERSCOOP and click on it. It will say you must sign in to view this group. Sign in.
4. When you see the group page, apply for membership. Include your name and address at The Berkeley in the textbox provided
5. The administrators will be accepting members on a daily basis.

MISCELLANEOUS

1. Quiet time in the garden is from 9:00 PM to 9:00 AM with quiet time extended to 10:00 AM on Sunday mornings. Please limit all activities in the garden during these times, so as not to disturb other residents.
2. We still have issues with residents handling of trash/garbage:
 - Cartons/bulk newspapers and magazines **MUST** be brought down to the basement
 - Recyclable items **MUST** be **WASHED** before putting them in the recycling bins (residents must explain this to their visitors, care providers, and housekeepers)
 - All trash **MUST** be tied up properly prior to putting it in the garbage chute

SCHEDULED BOARD MEETINGS

The dates of the next Board meetings are the Tuesdays of August, 20, and September 24. 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.

REVISED HOUSE RULE SCHEDULE OF FINES/CHARGES

HOUSE RULES - SCHEDULE OF FINES/CHARGES

1	Move-in/Move-out security deposit - \$550 of the security deposit is refundable after the move, upon the building manager's verification that no damage has been incurred to the building.	\$750
2	Move-in/Move-out - In violation of the move-in/move-out time frame - See House Rule #1	\$1,000
3	Sublet Fee - House Rule #2 - The sublet fee is 2 (two) months maintenance, per annum, payable upon approval of a sublease and any renewals thereafter.	Various
4	Sublets - In violation of House Rule #2. Please refer to the Sublet Application for full details concerning sublet procedures.	\$5,000
5	Maintenance/Rent late payment fee - Penalty will be assessed to each Shareholder's/ Renter's account for late payment of maintenance/rent. See House Rule #4	\$75
6	Bounced Checks - Penalty plus any and all bank charges incurred by Berkowners. See House Rule #4	\$75
7	Carpeting - In violation of House Rule #11	\$500
8	Washing Machines - In violation of House Rule #44	\$2,000
9	Lobbies/Common Areas - In violation of House Rules 36 to 43	\$250
10	Renovations - Without prior approval of the Board of Directions in violation of Proprietary Lease. See House Rule #13	\$1,000
11	Renovations - Without prior approval of the Board of Directors in violation of Proprietary Lease. See House Rule #12	\$5,000
12	Air Conditioners - In violation of House Rule #14 (for each air conditioner).	250
13	Apartment Doors - In violation of House Rule #5. In addition to the penalty, the shareholder will also be responsible for any fines imposed by the FDNY, as well as the replacement of the door.	\$500
14	Hall / Compactor Rooms - In violation of House Rule #35	\$250
15	Garden - House Rule #49 - The first violation of any garden pet rule - fine + barring from garden. The owner resident of any prohibited pet will be subsequently fined each time the prohibited pet enters the garden.	
	First violation	\$300
	Additional violations	\$1,000
16	Litter - In violation of House Rule #48	\$250
17	Pets Violation - In violation of House Rules 19, 24, and 26	
	First violation	\$500
	Second violation	\$1,000
	Third violation - Pet must be removed from premises	
18	Pets Violation - In violation of House Rules 20, 23, 25, and 27	
	First violation	\$300
	Additional violations	\$600
19	Smoke-Free Policy Violation - In violation of House Rules #30, 31, 33	
	First violation	\$300
	Additional violations	\$600
20	Vandalism - In violation of House Rule #34	\$1,000
21	Fines for all other violations of House Rules:	
	First violation	Warning
	Second violation	\$100
	Any additional violations for the same offense	\$500

Contributors to this issue were Esta Fisher, Anne Eckhardt, Eric Koch, 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 berkeleynewsletter@msn.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
Newsletter E-mail address:
berkeleynewsletter@msn.com
Berkeley Google Group/Listserve:
berkeleycoop@googlegroups.com
theberkeleycoop@googlegroups.com
Berkeley Website: www.theberkeleycoop.com

Management Company:
Wavecrest Management Team Ltd.
87-14 116th Street
Richmond Hill, NY 11418
Main Office Phone — **718-463-1200**
FAX — **718-850-2798**
Jay Yablonsky — **718-412-3749**
Yolanda Cuadrado — **718-412-3755**
Email: Berk052@twmt.net
Emergencies (Eves., Wknds. & Hols.): 718-692-7178

Memo

Date: June 21, 2019
To: Berkowners Inc. Residents
From: Board of Directors
Subject: Emergency Contact Information

We are in the process of updating our resident contact list. Recently, we have found that we do not have current telephone numbers for our residents to use in case of emergency. Please complete the form below and return it to Carlos Rivera, Superintendent, as soon as possible so we can update our records.

If you are a single individual and would like to indicate the name and contact information of someone to call in case of emergency, please use the Resident 2 contact information space and indicate that it is for emergency purposes only.

Thank you,

Board of Directors

Return to: Carlos Rivera, Superintendent

Address: ☐35th Avenue ☐77th Street ☐78th Street **Apt.:**_____

Please Print Clearly

Resident 1 name: _____

Email address Resident 1: _____

Cell phone # Resident 1: _____

Other phone # Resident 1: _____

Resident 2 name: _____

Email address Resident 2: _____

Cell phone # Resident 2: _____

Other phone # Resident 2: _____