

The Grapevine Newsletter

I heard it through the Grapevine...

Notes from the September 5, 2023 Berkowners, Inc. Board Meeting

Directors attending: Walter Chadwick, Wanda Chin, Cecilia Durbin, Liz Hollander, and William Walter. Absent: Ed Leahy, Peggy Russell. Also attending: Joe Doren (Metro Management), Douglas Lister, Carlos Rivera

The meeting was called to order via Zoom at 6:31pm.

The minutes of the August 8, 2023 Board meeting were approved, as amended.

1. Windows Replacement Project

- Doug Lister provided a preview of his presentation that is scheduled for the September 12th public hearing of the NYC Landmarks Preservation Commission (LPC). The 77th Street and 78th Street buildings are currently the second and third items on the agenda, which LPC will finalize on Friday September 8th.
- Mr. Lister said that he expects 8-10 of more than 60 drawings will likely be reviewed during the hearing. 35th Avenue drawings were just re-submitted and he will inquire about the status of approval tomorrow. He expressed that the current LPC staff members with whom he is working with are much more helpful than previous ones.
- There was discussion as to who would attend the hearing in person and who would attend via Zoom. Procedures for attendance in person and via Zoom will be circulated. Mr. Doren and Ms. Chin offered to attend in person.
- There was discussion that the submission of all three buildings is part of a master plan for the windows in all three buildings, and that the plan is believed to be valid indefinitely. Future window replacements, such as the glass blocks in 78th Street, would not need to get re-approval from LPC.

Mr. Lister left the meeting at 7:08 pm.

2. **Superintendent's Report**, by Mr. Rivera

- Installation of lower wattage and matching color temperature LED bulbs in wall sconces with LED lights in hallways and lobbies of all three buildings is completed, remaining are incinerator closets and rooms connecting certain apartments to the center stairwell in the 35th Ave building.
- Lighting fixtures in all elevator rooms have been replaced with LED lights as per the NYC DOB Category 5 inspection.
- Mr. Rivera and building staff have cleaned the base moldings in the hallways of 77th Street and 35th Avenue.
- The terrazzo floor in the 78th Street lobby is being cleaned and polished.
- The walls and the floor of the Seed Room are being painted per the request of the Garden Committee. Mr. Doren suggested a plastic cover that Mr. Rivera will research the cost to cover a 2 inch pipe running the length of the room.
- The Compost group has requested shelving in the Seed Room. There was discussion as to whether the coop should pay for the shelves given the limited number of users, that these users had themselves paid for the compost tumblers. The group will pay for the shelving from their budget (\$20-40) and Mr. Rivera will provide the labor to hang them.
- A&C Heating Services has provided proposals for annual maintenance of the three building boilers, totaling \$2614.50, which Mr. Doren has approved.
- Mail theft - recent break-ins of the A and B sides of 35th Ave appear to have been by a perpetrator who appears to have a master key that allows access to many buildings, not just our buildings. Shareholders have reported their incidents to the USPS via email. Mr. Doren will contact the US Postal Police, and suggested that shareholders notify the general manager of the Jackson Heights Post Office.
- HI-Tech Restoration is repairing the garden flagstones, and hoping to finish tomorrow. It was noted that there are two cracks at the top of the stairs, south end that should be attended to.
- Upper walkway in the north end—large tree roots are causing the damage, and it is likely the roots would have to be removed or shaved. Mr. Rivera will be meeting with the mason tomorrow and discuss pricing, to be followed with consultation with Urban Arborists.

Mr. Rivera left the meeting at 7:38 pm.

3. **Manager's Report**, by Mr. Doren

- Mr. Lister has submitted invoices for the windows and waterproofing projects dating back to 2022, totalling \$30-40,000. Mr. Doren has requested, received and is reviewing billing history.
- Xinos invoices totalling \$30,350 have been submitted and reviewed, all related to LL11 needed work that was completed earlier this year, to be paid from Board managed reserves.
- Relevant information was sent to Seth Sahr today, related to the demand letter that has been requested to be sent to Wavecrest regarding the recovery of fines that were paid for failure to comply with LL11 in 2018.
- NYC DOB records search has been authorized for all three buildings for plans for laundry rooms on file. Architect drawings have been sent to Sebco and Aces Laundry, who are laundry room vendors, who would give the coop a monetary allowance to do the proposed renovations; this allowance is calculated based on their forecast from laundry income from the machines. These vendors are not capable of completing a full renovation. Mr. Doren suggested obtaining proposals from 2-3 laundry room vendors, plus 3 general contractors.
- An Alt-2 permit was approved for the laundry room renovations, thus not requiring a new Certificate of Occupancy.

4. **President's Report**, by Mr. Chadwick

- Building Link - need to ask super to try it.
- Marquee repair for 78th Street - hard to find a GC.

5. **Treasurer's Report**, by Ms. Chin

- Reserves managed by Board: \$5.74 million
- Chase Bank - checking and savings balances total \$100,092.64 (a/o 8/31/23)
- HAB Bank - MMA \$151,204.19 (a/o 7/31/23)
- RJFS account - Balance a/o 8/31/23 was \$5,495,511.37, comprised of:
 - \$889,943.12 Cash (spread among four banks)
 - \$2,750,000 CDs (11 banks),
 - \$1,875,000 US Treasuries (five, full value shown)

During August, one bank CD and one USTreasury Note were redeemed.

- From September 7 to September 15, 2023, \$550,000 USTreasuries will mature. After these two redemptions, we will have \$1.43 million in cash.
- An additional \$750,000 of three bank CDs will mature during October.

We will determine ongoing investments and maturities as the window project progresses. Treasurer recommends investing \$500,000 for 30-60 days.

- Reserves managed by Metro:
 - \$200,525.27 in window assessment account (as of 7/30/23)
 - \$45,635.51 in beautification fund (as of 7/31/23)

Timing of amount and timing of future investments dependent on likely changes in Tindel contract price, likely do not need to disburse funds until mid-October.

6. Admissions Committee, prepared by Ms. Russell, presented by Mr. Chadwick

- Apt #A21 & A22 / 77 combined two apartments, \$1.1 million purchase price; we will see if the seller's offer of a transfer fee will be real

7. Communications, by Ms. Durbin

- Jerry Waters of LEDNext will provide a separate proposal for LED lights for the ceiling dome lights, so as not to further delay the update of lighting in the basement, lobby chandeliers, and breezeway areas. We are getting occupancy sensors for all appropriate rooms in the basement for lights to turn off if no one is present. LEDNext will provide the Seed room with a 24 hour timer instead of an occupancy sensor. We are exploring putting occupancy sensors in the basement hallways that would lower the level in the hallways when no one is present, but not turn off completely. The lights in resident hallways will always stay on, as they do now.
- LEDNext's proposals for all three buildings total \$26,871; the Board unanimously approved this expenditure. LEDNext will submit the application to participate in the Con Edison multifamily program which provides monetary incentives for the installation of these LED lights, approximately 30% of the costs.
- Con Edison will do a pre- and post-installation inspection.
- There was discussion about revising the sign-up sheet format for the laundry rooms given several complaints from shareholders. The Board voted 3-2 to adopt the revised format proposed by Ms. Durbin.

8. Garden Committee, by Ms. Hollander

- Issues already discussed were lighting in the Seed room and the buckling of the walkway due to the tree root in the north end of the garden.
- Additional lighting for safety reasons for stairs; the Board requested the Committee submit a proposal.

The annual Garden Party will be on Saturday, September 9th, at 3:00 pm. Rain date will be Sunday, September 10th. Budget for the party is less than \$1,000.

The next meeting of the Board is scheduled for Tuesday October 12th, at 6:30 pm.

The meeting was adjourned at 8:50 PM.

THEBERKELEYCOOP Listserv Guidelines

We want to ensure the best possible experience for all Listserv members. Therefore, we have spent some time looking at the Listserv Guidelines as they were originally created. These will also be added to the website shortly, so they are easier to find in the future.

1. General Purposes of the THEBERKELEYCOOP 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. It is managed by the Communications Committee.
- This is also a great medium from which residents can benefit from the experience of their neighbors when it comes to finding a contractor, cleaning service, babysitter or pet sitter, offer household items they no longer need, 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 email immediately.
- Treat the listserv as a professional setting: discussions should refrain from posting any defamatory, abusive, profane, threatening, offensive, or illegal materials. Degrading comments regarding race, religion, culture, sexual orientation, gender, and identity will not be tolerated. Impact matters more than intent.
- The Listserv is not a medium for marketing/advertising of services or for 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 email, some special considerations apply to listservs:
 - Avoid using caps (It feels like shouting).
 - Avoid emotional responses.
 - It is particularly important to wait before ever replying to an email that makes you angry or offended. If something affects you emotionally 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.

○ Before sending, ask: Is this how I would state this if we were speaking in person? How will my email sound if the reader misinterprets my tone? What do I hope to get out of sending this response?

- Only send a message to the entire list when it contains information from which everyone can benefit.
- Read the entire email thread before replying- someone may already have made the same point you want to communicate.
- Send messages such as "Thanks for the information" or "Me, too" to individuals – not to the entire list.
- Everyone has different experiences. Your perspective on a particular topic may not be the same as that of your fellow residents. Speak for yourself; let others speak about their own experience. Be mindful of the subjectivity of your voice. Understanding experiences outside of your own requires active work- listen; ask questions; have empathy.
- Our residents are not all equally conversant and comfortable in the etiquette and standard practices of email, mistakes will inevitably be made. Be understanding if your fellow residents slip up. Be understanding if your fellow residents point out that you've slipped up.

4. Procedures for Removing/Reinstating Subscribers

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

- 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 continues to misuse the listserv following a formal warning, the subscriber will be removed from the listserv.
- After a 1-month period off the listserv, the former subscriber is welcome to request to rejoin the listserv as long as they do not again violate the guidelines.

5. Procedures for Joining Theberkeleycoop Listserv

Joining the theberkeleycoop Listserv can be accomplished in, at most, two easy steps.

1. You must have a Google Account to access and contribute to the Listserv. You can use any email address you like to sign up for a Google Account. It does not need to be a Google-affiliated email account. If you DO have a Google Account,

sign into your Google account and skip to Step 2. To log onto your account, type your account ID and password in the fields labeled “Email” and “Password.”

These fields are located in the upper right-hand corner of the screen. If you do not have a Google Account go to the following website to register for one:

<https://www.google.com/accounts/NewAccount><https://accounts.google.com/b/0/AddMailService>

You create an account by clicking on the link labeled “Create a new Google Account.” This will take you to a screen labeled “Create an Account.” Complete the required fields and click the field labeled “I accept. Create my account.” An email will be sent to the address you entered. When received, follow the instructions in the email, and your Google account will be validated. Use the account information to log onto the bulletin board as specified in Step 2 below.

2. Go to [GOOGLEGROUPS.COM](https://www.google.com/accounts/NewAccount)

3. Search in the “groups” search bar for [THEBERKOWNERSCOOP](https://www.google.com/accounts/NewAccount) and click on it. You will get a message that 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 as efficiently as they can. If you do not get accepted within 48 hours, feel free to email berkboard@gmail.com to check in.

6. Once your request has been received and activated, you are all set to contribute Emails and will begin receiving Emails from the group. You can opt to have a daily or weekly digest sent of all E-mails by changing your membership preferences on the [theberkeleycoop](https://www.google.com/accounts/NewAccount) site.

OCTOBER CHILDREN’S CIRCLE

Saturday October 21 , 2023

11 am

Community Room

All Berkeley families are welcome.

Hope to see you there.



HALLOWEEN TRICK OR TREATING AT THE BERKELEY

Come Trick or Treat at the Berkeley on Halloween night

October 31, 2022

from

6 pm

The Jackson Heights Halloween Parade is scheduled for 5 pm and many families attend the parade before trick or treating so don't be alarmed if you have no customers before 6pm. Each apartment will receive a pumpkin cutout. If you choose to distribute treats, attach the pumpkin to your door. Children are instructed to only knock on those doors with pumpkins.

If you would like to help with distribution of pumpkins cutouts, please contact Peggy at tpeg60@yahoo.com

BERKELEY ARTIST PROFILE

The Artist Profile is on hiatus this month and will return in November.

SCHEDULED BOARD MEETINGS

The next Board Meeting is scheduled for November 14, 2023. The remaining Board meetings of 2023 is December 12th. If you have a topic you would like to discuss with the board, please email them at berkboard@gmail.com.

A REMINDER: Residents are always welcome to address board meetings about anything about the co-op they feel need addressing. Please give the Board 24 hours notice that you'd like to attend and you'll be invited to the zoom meeting starting at 6:30pm.

Contributors to this newsletter were Walter Chadwick, Cecilia Durbin, and Peggy Russell. If you'd like to contribute content to the Berkeley Grapevine, please email bconwayb34@gmail.com.

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