

Topic	Details	Action Items
Date & Time	Tuesday, 8 January 2008 at 8:00 pm in Apt. 5C	
Participants	About 20 shareholders, and board members Vivian Ducat, Marty Birkenthal, Larry Chabra, Jon Esman, and Bill Way	
Board-Shareholder communications	There was discussion about the amount of communication between the board and shareholders prior to making decisions. Vivian and Bill said that these monthly informal meetings, plus periodic surveys (such as we did for the mailbox hallway) are designed to improve that.	Board: continue monthly shareholder meetings, and surveys on major decisions.
Children's/community room	What is the status? Larry & Bill explained we are now gathering costs for refurbishing the plumbing supply room.	Board: keep shareholders informed of costs, options, and decisions.
Cleanliness & maintenance	A shareholder announced she is forming a shareholder committee to help with cleanliness and routine building maintenance, and asked for volunteers.	Interested shareholders should call any board member, who will pass names on to Susan. The board will vote to establish this committee at its Jan. 14th meeting.
790 Friends Yahoo web site	A shareholder asked why the board does not respond to the sometimes "incendiary" postings there. Vivian and Marty replied that the site is not maintained by the co-op, and responding to provocative postings there in the past has proven somewhat fruitless. They urged shareholders with concerns about the building to call or email a Board member directly.	

Financials	A shareholder asked that any surplus from 2007 operations be applied against 2008 maintenance rates; Marty and Bill pointed out the need to gather funds to pay down the principal on our mortgage in 8 years, for long-term control of maintenance rates, as mortgage interest is the largest line-item in our operating budget.	Bill: follow up with the shareholder to get specific suggestions outlined, and present them to the Board
Gym	What is the status? Vivian explained we are looking into the children's/community room first, as it will likely be far less expensive to do. We are also looking to identify space for a gym, and will follow a similar procedure, I.e. identify options and costs, inform shareholders and solicit their input, then decide how to proceed.	
J-51 tax abatement	What is the status? Larry & Bill explained we met with the J-51 attorney and Orsid this week, and identified the remaining documentation needed to file the application. Also: 1) contracts we are including in this application must be completed by February 8th 2008 - not October 2007 as we thought; 2) after getting the application in, we need to make sure city hall (DOB and HPD) clear building violations they still have on record for us; 3) after the city hall files are cleared, the city will process the application, with payouts likely to begin in the 1st half of 2009, as expected.	Board: follow up with J-51 attorney and Orsid to make sure there is no delay in getting the application processed
Mailbox hallway	A shareholder argued strongly for a door separating the hallway from the hallway; Jeff Bogumil argued strongly against it.	Board: decide how to proceed at next week's board meeting.

Open doors	the 156th Street and Riverside doors are often left open	Don: please talk to staff about keeping these closed; Don: is it practical to issue one-day door cards for movers?
Package deliveries	A shareholder wants FedEx packages delivered to her apartment The whole question about the package delivery/receipt process was raised, with a suggestion that the porters would assist in this task to make sure packages are not left unattended in the doorman's vestibule.	The board will follow up with staff to make sure correct package handling processes are followed. Post-meeting note: if we ever start using a service such as BuildingLink, this kind of request can be accommodated automatically - when the doorman receives a package, the screen notifies him to call the resident.
Repairs	The door handle on 157th Street is taped over - we are waiting for the handle to be replaced or fixed under warranty. (JE is coordinating) The RSD door does not latch/close properly.	Don: Please follow up on the RSD door.
Roof deck	A shareholder asked for a shareholder committee to help with roof development plans	Bill: present this at January's Board meeting for a decision on how to proceed
Staff duties	A shareholder suggested posting porter, doorman, and super job duties, so shareholders know what they are supposed to be doing... and not doing.	Bill: circulate job descriptions among the Board, then post to the bulletin board and web site

Storage	A shareholder said there are many unused storage lockers	Larry & Bill: check all lockers and report back to the Board and shareholders
Storage	A shareholder wants storage space and didn't know there was a sign-up/waiting list.	Don: add her to the list
Sub-letting	A shareholder asked how the board keeps up with sublets in the building, as well as likely unlicensed daycare in some of our apartments. Vivian said we rely on shareholders to notify board members of any activities that are against the co-op's rules, and we are as aggressive as we can be to enforce them.	Shareholders: if you suspect any activity in the building that is against our co-op rules, please call a board member.
Super's Office	Vivian reported that the super's office is being moved to the mailbox hallway (1st door on the left), and we will pursue renting out the old office space to generate income for the building. If we do not find a tenant for that space, we will consider it (again) for another purpose, such as community room, gym, storage, etc.	
Next informal meeting	There was general positive response to this format, and it will be continued.	Scheduled for the 2nd Tuesday of each month, at 8:00 pm in Apt. 5C. The next meeting will be Tuesday, Feb. 12th.