

**MINUTES OF THE  
SPECIAL MEETING OF  
THE BOARD OF DIRECTORS  
OF  
PORT CHESTER OBEDIENCE TRAINING CLUB**

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A Special Meeting of the Board of Directors of Port Chester Obedience Training Club ("Club" or "PCOTC" was held on February 12, 2020 at Panera Bread, 377 Tarrytown Road, White Plains, NY 10607.

Present at the meeting were the following Managers and Directors:

Barbara Napoli	President
Donna Fanok	Recording Secretary
Olga Kornienko	Corresponding Secretary
Morganna Menzel	Director
Jeanne Meldrim	Director

Special attending guests:

Matt Meldrim  
Greg Blankenship ?  
Laura Rollins  
Kathy Gregory

This Special Meeting was held in preparation for lease negotiations.

**Current Lease Checklist**

- Storage room pipes were leaking. Resolution a bucket was placed beneath them. This needs to be looked into.
- Check the sump pump
- Grout in the men's room has been replaced
- Air Conditioner has been replaced
- Windows on second floor have been replaced but not sealed
- We need to check windows on the back wall

- Windows on the side of building replaced but not sealed properly
- Concrete cracks in the floor of lower level have been repaired
- Floor needed to be pressure washed. Check with Megan if it was done,
- Patch of unfinished wood in vestibule has been removed
- Parking Spaces: Management acknowledged drainage problem but no resolution was made
- Mold problem near ladies room has been taken care of
- Fire door has been replaced on the lower level

### **New Lease Considerations**

- Request that parking spaces be changed to avoid flooded area
- Request the ongoing mold problem near ladies room be taken care of. Concerned that this ongoing mold problem can be a health hazard. Will look for the original report given to landlord.
- New air conditioner for second floor.
- Request for a safety data sheet from furniture company regarding paint fumes
- Attend to the maintenance of all leaks including those coming from melting ice off glass company's trucks.
- Safety and security issues regarding the front door being unlocked 24 hrs.
- Confirm that exit signs, fire extinguishers, fire doors are compliant with fire safety laws
- Ask landlord if they would consider a month to month lease until a new lease is signed
- Pricing for different lengths of times of leases (5, 7, 10 yr leases)

Meeting with landlord should take place in a couple of weeks. Meantime we will find with comps of other rentals in the area.

There being no further business, on motion duly made and carried the meeting was adjourned at 7:35 PM,