

ST. JAMES TOWERS | WEDNESDAY, MAY 10, 2023

DIRECTOR'S MEETING OF ST. JAMES TOWERS, INC.

The Meeting started at 7:03 Via GoToMeeting Video Conference Call

Directors Present: Dr. Noreen Hosier, Mr. Patrick Stennett, Mr. Warren Harding, Mr. Ronald Roxey, Ms. Arlene Arrington, Ms. Nicole McKnight, Ms. Yvonne Hilton, Mr. Rudy Moore

Directors Absent: Mr. Claudio Jordan

Building Manager: Nicole Duncan

MANAGER'S REPORT

Vacancies

- 5J: the approved applicant for apt 5J is having difficulties with the bank releasing the funds to do the closing and will update Management tomorrow (5/11).
- 21B: renovation work has started, and the applicant is ready to pay for the apartment; once restoration is finished the closing will be scheduled.
- LC: removal walkthrough is scheduled for Monday 5/15.
- 18G: shareholder has not yet scheduled a move-out date but is paying for maintenance on both apartments.

Dr. Hosier asked Ms. Duncan to share the move-out form with the entire board so that everyone is familiarized with the document and knows what kind of things to look for during a walkthrough.

Co-op Board Training from HPD

Dr. Hosier reminded those board members serving the first year of their current term (Ronald Roxey, Claudio Jordan and Yvonne Hilton) and incumbents deciding to run for another term this year (Dr. Hosier, Patrick Stennett and Rudy Moore) to complete the series of required co-op board training videos offered by HPD by the Annual Meeting on December 12.

Personnel

- Handyman Akash is scheduled for 1 week vacation the week of May 15.

Income Affidavits

- Management is generating the list of shareholders who did not turn in their affidavits to be submitted to Metro for the June 1st statement that will reflect late fees. Many affidavits were submitted; however, some have not yet been returned to the Management Office. Reminder letters were sent, and phone calls made especially to the seniors, offering them assistance with completing and submitting their affidavits on time.

Lobby Automatic Door

- The lobby automatic door repair was completed last Thursday 5/4, and the door opens and closes without an issue.

BrightView Landscaping

- BrightView Landscaping submitted a proposal for four planters for the playground circle. Ms. Duncan also asked them to submit other proposals so that choices for other samples are available and a decision can be made.

Exterior Chain Fence Pole Update

Today (5/10) Triangle Iron Works repaved the area where the chain fence poles were erroneously installed and removed. After the area dries (approximately one week), the board may inspect and advise.

Arrears Payment Received

- The corporation received payment from social services in the amount of \$24,389 for arrears owed from August 2021-February 2023 from apartment 21F (Rogers) who is becoming more mentally impaired. Ms. Duncan is working with APS to secure more services for her.

Security

- Management provided a list of responsibilities to all security personnel assigned to St. James. The list was also distributed to the board for their input.

Shareholder Requests

- Stokes (8M) requested to borrow 12 chairs from the community room for Sunday, 5/14.
- Mr. & Mrs. Johnson (22B) requested to add their cousin, Darrell Hunt, to the income affidavit as he has been residing in the unit for over 8 months.

OTHER ISSUES

Revised Community Room Rental Fees/Reopening

- The board reviewed the revised rental fees for using the Community Room. Wedding receptions, parties, and repasts will be charged the same amount, and meetings will be a separate charge. Dr. Hosier recommended reopening the Community Room. With respect to Ms. Stokes' chair request, the board agreed to grant her request one more time, but going forward she will have to reserve the Community Room at the meeting rate.
- The new Community Room rental fees are as follows: wedding reception/party/repast for non-St. James cooperators: \$600; meeting (4 hrs. Max): \$200; repast fee for St. James cooperators is waived.
- The capacity number in the Community Room was discussed; further work on the contract terms is needed.
- Tentative Community Room reopening is June 5, but more work is needed to finalize contract terms.

Playground Circle Reopening

- Reopen week of May 22 contingent upon completion and drying of concrete work.

Annual Apartment Inspections

- Due to HPD approving the reinstatement of apartment inspections last fall. St. James plans to restart inspections. David Baron requests a building representative accompany the inspector (which is a member of an inspection team from Metro) to insure against any potential incidents. However, it was decided that Ms. Duncan and Ms. Bennett (Office Admin) will conduct the inspections, which will take place 9/25, 10/2, and 10/9.

Rainbow Room

- Ms. Duncan reported that the Bargold representative informed her that installing dehumidifiers is optional; the agreement indicates that it is required. The agreement needs to be revised accordingly.
- The plumber (Hausman) suggested installing exhaust fans since there are windows. Electrician (Safetech) would have to assess the space for installing fans. Dehumidifiers can cause drainage issues in cold weather by way of freezing water and pipe breakage. Ms. Duncan will ask Bargold whether they would be willing to pay for exhaust fan installation.

- Hausman and Safetech will have to submit proposals.
- There was a question as to whether exhaust fans will improve air quality as dehumidifiers would. Further discussion needed.
- Exercise equipment: Patrick Stennett and Ronald Roxey will inspect the exercise machines to determine which machines are still functional before the next meeting on 5/24 (no meeting on 5/17).

Zoom

- Joni Yong from Zoom was away last week and was unable to do the Zoom memo as scheduled. She returned today (5/10) and sent the contract in the amount of \$300 annually for two licenses.

Community Service Awards

- Awards have been presented in June in the past, but Dr. Hosier suggested to postpone until September when the trophy store that designs the awards is less busy.

The next meeting will be held on 5/24; no meeting on 5/17.

The meeting ended at 8:10 PM.

Minutes prepared by Warren Harding, Secretary



5/19/2023

Signature

Date