

ST. JAMES TOWERS | WEDNESDAY, FEBRUARY 28, 2024

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

INFORMATION SESSION

The Meeting started at 7:05 Via GoToMeeting Video Conference Call

Directors Present: Dr. Noreen Hosier, Mr. Warren Harding, Ms. Arlene Arrington, Ms. Stacey Starke, Mr. Patrick Stennett, Ms. Yvonne Hilton, Ms. Nicole McKnight

Directors Absent: Mr. Claudio Jordan, Ms. Kalia Foote

Property Manager: Ms. Nicole Duncan

MANAGER'S REPORT

Ms. Duncan reported the following:

- **Vacancies:** 14F – Applicant has been accepted and file forwarded to HPD for approval. Restoration work has begun. 8E – Closed on 2/16/24, welcoming Kameica Brown, husband Jonathan Karakostas and 2 children Lorelei and Leon to St. James Towers.
- **Finances at a Glance and Other Expense** reports for January, 2024 were distributed to the board.
- **Arrears Legal Report** through 2/23/24 was distributed to the board.
- **Annual Income Affidavits** for 2023 are being prepared for distribution to all households on Friday, March 1, 2024.
- **Parking Lot Recertification** deadline is 2/23/24. Management is reviewing all submitted agreements and documentation to update the log.
- **Annual Apartment Inspection** spreadsheet update is completed. Management is reviewing and preparing letters to each household that requires repairs and/or billing.
- **Maintenance Items**
 - The repair technicians were on site and replaced the strike plate for the laundry room door on Thursday, 2/22/24.
 - The Dekalb Ave exit arm barrier was temporarily repaired by shortening it so that it could open and close. A replacement arm has been ordered.
 - The John Deere tractor was removed for repairs on Wed, 2/21/24. Due to its age, a trade-in option is being considered.
- **Elevator #1:** No update on the ordered parts.
- **M Line Leak:** Vivek Patel inspected the drop along the Lafayette Avenue side elevation - M line apartments on Thursday, 2/22/24. Areas were marked for Millenium Restoration to repoint and caulk between the 10th and 12th floors, and this work started on Monday, 2/26.
- **Bargold Storage:** Bargold competed basement storage room work and has started remote leasing. Only nine of the new 38 storage units are available.
- **9th Cycle FISP:** No update from DOB.
- **Cobblestone Repair:** No response from the Insurance Broker.

INSURANCE FAIR

- Due to concerns regarding language in the apartment insurance resolution that names "the Corporation, its shareholders, residents and management as additional insured parties," Corporation Attorney Andrew Brucker suggested adding the wording, "if

possible without additional cost” so that the full sentence would read **“If possible without additional cost, such policy or policies shall be in such form and from such insurance carrier as shall be reasonably satisfactory to the Board and shall name the Corporation, its shareholders, residents, and management as additional insured parties.”**

- A follow-up memo will be distributed to the shareholders announcing the insurance fair. Ms. Duncan and Administrative Assistant Sadonia Bennett will coordinate the details of operating the fair. The mandated insurance policy is targeted to take effect in May, after the energy surcharge is completed in April.

INFORMATION SESSION FEEDBACK

The board shared their feedback on the information session on February 21 was generally positive; some shareholders also expressed that the meeting was informative.

HYBRID SHAREHOLDER MEETING

The next quarterly meeting with shareholders on March 25 will be in a hybrid format whereby individuals may either join virtually via Zoom or attend in person in the Community Room. Warren Harding and Kalia Foote will coordinate with Ms. Duncan on preparing the Community Room for the meeting.

MOVIE NIGHT

Warren Harding and Kalia Foote (if available) will work with Stacey Starke and Arlene Arrington on preparing the Community Room for movie night. A trial run of the event is planned.

SHAREHOLDER FOCUS GROUP

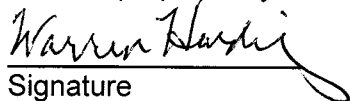
The board discussed creating an open forum for shareholders to discuss topics where they can express their thoughts. The tentative name for this group is “Neighbor to Neighbor.” More details to follow.

OTHER ITEMS

- **Quarterly Meeting with Shareholders:** Monday, March 25, 2024 at 7 PM
- **Laundry Room Extended Hours:** The board will announce at the March 25 quarterly meeting that the laundry room hours will be extended to 12 Midnight on a trial basis.
- **Meeting with Professionals:** Monday, March 11, 2024 at 7 PM. Midyear financial reports will be discussed along with legal and managing agent topics.

The meeting ended at 8:22 PM.

Minutes prepared by Warren Harding, Secretary


Signature

3/11/2024
Date