

ST. JAMES TOWERS | MONDAY, APRIL 29, 2024

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

The Meeting started at 7:04 Via GoTo Meeting

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

Directors Absent: Mr. Claudio Jordan, Ms. Nicole McKnight

Property Manager: Ms. Nicole Duncan

MANAGER'S REPORT

Ms. Duncan reported the following:

- **Vacancies:**
 - 11B/22I – Both apartments are under renovation; applicants have been assigned and paperwork filed with HPD for approval.
- **Arrears/Legal Report:**
 - The Arrears report was emailed to all Board members with an effective date 4/26/24. Information on the Good Cause Eviction Bill was also sent to the board. Although the bill does not directly affect St. James because it applies to leases, housing court cases that are heard on these issues delay the process for St James' cases for nonpayment.
- **Insurance Declaration/2023 Income Affidavit:**
 - Received 58 proof of insurance declarations.
 - Received 150 income affidavits.
- **Postage Machine**
 - The postage meter is no longer working. St James has a contract with Pitney Bowes for a rate of \$33.59/month that expires on 6/30/25. USPS will decertify these machines effective 6/30/2024 because they are now noncompliant. There is now a new IMI-compliant standard. The upgraded machine with a 60-month contract will be at a decreased cost of \$29.90 per month, which will be selected.
- **Maintenance Items**
 - Community Room Soundproofing – Ms. Duncan discussed with Troy and Kash Kalia Foote's suggestion of noise reduction panels. However, the panels are not effective for the areas needed; the wall adjacent to apartment LD is the Community Room rest rooms, and the one adjacent to apartment LC is the Community Room kitchen. Regulations require that walls in commercial spaces must be fireproof. Therefore, proper soundproofing should be recommended by an engineer. In the meantime, Troy and Kash recommended using sound absorbing floor mats on which speakers can be placed.
 - 7N/8N Kitchen Cabinet Damage: due to a cracked waste pipe inside the walls of these apartments, the kitchen cabinets were damaged with mold and were removed from the apartments. No mold was found in apartment 8N, but was found in 7N, and is being removed. Total cost of mold removal and cabinet replacement: \$6250.

- Porter Summer Relief - Winston Jacobs was rehired as this year's vacation relief porter effective Tuesday, May 7, 2024, covering Alex for 3 weeks. Winston was previously employed as the summer relief in 2022.
 - BrightView Landscaping - Mulch installation, spring compost, aerate and seeding were completed on 4/29/24.
- **M Line Leak:** Despite the heavy rain for the past few weeks, no reported leaks. Spray bar testing to be arranged.
- **FISP Cycle 9:** No update from DOB.
- **Cobblestone Repair:** On Monday, 4/22/24 Management received an email from the insurance broker requesting an update on the progress of the cobblestone repair and send photos of any completed work. Ms. Duncan informed of the costs spent to date on placing barriers, the engineers' report/plans to replace the cobblestones in a realistic timeframe, and that St. James is awaiting funding for the repair. Dr. Hosier also responded to the broker explaining that the funds St. James requested won't be available until 2025. The broker responded that "we are all on the same page," which is open to interpretation.

PRIORITIES

- **Building Insurance/Budgeting for Capital Projects:** Dr. Hosier discussed St James' priorities as the end of the fiscal year approaches and budget planning for next year will begin. The first priority is the building insurance renewal on September 15 each year. Also, Millenium inquired about a timeframe for using the barriers around the cobblestone areas that they provided and requested a meeting. Dr. Hosier replied that a timeframe has not been set given the pending status of funding. Millenium stated that they are willing to start working on the cobblestones at any time and are also willing to provide a loan.
- **Board Committee Assessments:** Dr. Hosier asked for updates from the board on committee accomplishments this year and what to look forward to/plan for next year. Warren Harding mentioned from a technology perspective upgrading the Community Room with Wi-Fi and reaching out to other shareholders to revamp the technology committee. Dr. Hosier mentioned that the board had also discussed plans to have educational sessions with the shareholders to develop their technological skills, which ties into communication efforts.
- **Compliance with Local Laws:** The decision from DOB on whether St. James safe is still pending for the FISP Cycle 9, followed by the roof replacement project and Local Law 97 compliance, which could be funded with a NYSERDA grant for a feasibility study. Dr. Hosier urged the board to research any funding opportunities that can be used for these programs.
- **Security:** The security company St. James uses is looking to hire more experienced officers, which would require increasing the rate of pay. Details on these items are pending; Allied is working on revised contract wording, which St. James' attorney will need to review and approve. The specific contract language will allow St. James to roll back the rate if the officer does not perform satisfactorily after a certain probationary period. Once the contract language is finalized, the anticipated budget increase for security would be approximately \$30,000. Dr Hosier also mentioned the idea of a Security Committee that could assist the security company.

COMMUNITY ROOM CLEANING

Carlos Rolando and his team cleaned the windows and blinds in the Community Room.
Cost:\$900

COMMUNITY SERVICE RECOGNITION AWARD

Dr. Hosier suggested following recipients:

- Midge Stallworth (18A) for caring for the lobby plants
- Alboa Sosa (12G) and Shawn Watts-Bey (21L) for the lobby Christmas tree decorations

Other nominations are welcome.

SHAREHOLDER ISSUES

- **John Roberts (1L), unauthorized guests living in apartment:** per Mr. Roberts, the two individuals living in the apartment are taking care of him, and requested they remain for another 90 days. Ms. Duncan discussed the guest policy verbally and in writing with Mr. Roberts and what is required. Mr. Roberts indicated that he would not adhere to the policy; therefore, Ms. Duncan forwarded the information to the corporation attorney for advice.
- **Police presence:** police were observed on the premises; Ms. Duncan reported that the situation was a succession case at apartment 1G, and the police were there to monitor.
- **Succession:** HPD does not approve stock; anyone approved for succession of an apartment from a deceased shareholder must go to surrogate court to obtain a Letter of Administration naming the individual as executor of the estate to have the stock transferred. In cases where the outgoing shareholder is alive, a notarized letter is required. Anyone occupying an apartment without such documentation is not a voting shareholder. Due to HPD's changing succession rules, arrears have accumulated to approximately \$40,000.
- **Tira Randall-Figueroa (19L), proposing St. James Flea Market:** shareholder submitted a letter proposing a flea market to be held in the playground circle. Requirements needed: police need to be informed, and one-day event insurance may be required, which can be further explored by one of the building committees. The board approved of the proposal as more details are investigated and encourages Ms. Randall-Figueroa to recruit other shareholders to participate in the event. Announcements calling for shareholder participation can be posted via BuildingLink/flyers.

SMOKING SIGNS

The board agreed to have a sign simply stating "Smoking is prohibited within 25 feet of all building entrances. Thank you for not smoking." Placement of the ash tray is to be determined; Stacey Starke will survey the property to identify the best location and notify the board.

CADMAN TOWERS

Cadman Towers voted to convert from an Article II to Article XI development with City Council approval to grant them a tax exemption. Dr Hosier shared two articles with the board on this issue, and suggested to discuss Article XI with Council Member Crystal Hudson when the board meets with her to collect more information, as she is on the Committee of Housing and Buildings and voted to grant Cadman Towers the tax exemption.

The meeting ended at 8:43 PM.
Minutes prepared by Warren Harding, Secretary

Warren Harding
Signature

5/7/2024
Date