

ST. JAMES TOWERS | WEDNESDAY, APRIL 26, 2023

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

The Meeting started at 7:04 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- Application was approved by HPD on 4/24/23. Closing will be scheduled for 5/2/23.
- 21B- HPD approved.
- Interviews are being scheduled and conducted for the two upcoming one-bedroom apartments 18G and LC.

Personnel

- Conducted two interviews for summer relief; one candidate, Brian McLeod, was very experienced and is available to start after his part-time job ends this week
- Second interview with Patrick Stennett scheduled for Monday 5/1

Income Affidavits

- Deadline to submit is Monday 5/1
- \$50 fine imposed for late submissions
- Additional reminders will be posted over the weekend
- Ms. Duncan and Administrative Assistant Sadonia are reaching out to seniors who may need assistance with completing their affidavits

Income Verification Audit

- Management received the Income Verification Audit for 2020 from New York State Department of Taxation and Finance
- Information was due to be sent to HPD 4/30, but Management had just received the audit report. Ms. Duncan advised HPD of this and they will work on it but will not be able to meet the April 30th deadline.

Lobby Automatic Door

- Ms. Duncan previously reported that the outer lobby door is not closing properly.
- Company conducted an assessment and submitted a proposal in the amount of \$2876 to remove and replace a new custom manufactured saddle, bottom guide and top roller assembly, plus labor and travel
- There was a one-year warranty at the time of the original installation, which has now expired.
- Ms. Duncan will engage the company to proceed with the work

BrightView Landscaping

- The irrigation system was tested and turned on Friday, 4/21/23. Hours in use are 3am-6am.

Sidewalk Repair

- DV Contracting replaced the broken concrete by the driveway area across from the parking lot entrance

- Final walkthrough will be done Friday at 9:00 AM
- Ms. Duncan observed some areas of the concrete appear to be unfinished and will speak with DV Contracting during the walkthrough; other areas where she believed caulking was missing were not needed because it is applied only at the expansion joints.

Exterior Chain Fence Pole

- Reinstallation and repair started Tuesday, 4/25/23; work to completed Friday 4/28
- Suggestions were made to the contractor to install removable chains located by the lawn area to facilitate mowing the grass by the landscape workers and prevent potential damage to the chains. Ms. Duncan and Superintendent Troy James also spoke to DV Contracting about this; further discussion to be continued. Dr. Hosier advised the board to discuss with Management regarding any work done on the premises to avoid any confusion and maintain a coordinated method of communication.

Annual Category 1 Elevator Inspection

- The annual Category 1 elevator inspection was conducted on 3/24/23 and a report was sent.
- There are deficiencies found on all 4 cars such as bypass stop switch, traveling cable & junction and some door close buttons. All items listed are the responsibility of the elevator company.
- Ms. Duncan is awaiting a detailed explanation in a written report, a no cost proposal and schedule to cure the deficiencies.

Shareholder Issue

- APS approved to pay maintenance arrears for a senior shareholder
- Shareholder has diminished cognitive skills and initially refused to sign for the payment agreement, but Management was able to assist, and the shareholder signed the agreement
- Expected amount of payment: \$24,000

Laundry Room

- Laundry room upgrade will start 5/22
- Notices will be posted two weeks in advance in building and on BuildingLink immediately
- Discussion on removing the benches by the folding tables but keep the one against the wall
- Replace benches with additional chairs (approximately 4)

Meeting with Zoom Account Executive

- Warren Harding reported on meeting with Joni Yong from Zoom along with Dr. Hosier and Ms. Duncan
- Reviewed packages offered and agreed the Pro package best served the needs of St. James
- Option between monthly plan (\$15.99/month/user) and annual (\$149.90/year/user)
- Need only two users on the account: Ms. Duncan for billing purposes and Warren Harding to host Zoom meetings
- Annual cost would be \$300 annually/more expensive under monthly plan
- Some features: control waiting room to admit participants, record meetings and post online, enter comments in chat

- Storage space capacity is 5GB, but can purchase more, if needed, at a rate of \$10/month
- Decreased potential for technical issues during the meeting (freezing screens, dropped audio, etc.)
- Ms. Yong will do a demo of Zoom with the board next Wednesday at 6:30 PM prior to the regular board meeting
- Need to ask about getting written transcripts

Election Services United

- The board received a yearly proposal chart of the costs Election Services United charged for running the Annual Meeting since 2020
- The proposal cost for 2023 is \$4800, which is a 4.35% increase and within the 6% consumer price index limit
- Will need to determine how terminating service with Elect-US (which runs the virtual meetings) will impact Election Services United's contract

Community Room Air Quality: discussion tabled as the article on air quality was not sent. Dr. Hosier asked Ms. Duncan to investigate what measures other buildings are taking to improve the air quality in their Community Rooms

Financial Reports

- Treasurer Patrick Stennett reported the following highlights:
 - March Finances at a Glance:
 - Starting balance \$189,000
 - Arrears decreased to \$180,000
 - Rand Refund = \$14,000
 - Fuel/Heating Gas = \$58,000
 - Unpaid bills = \$164,000
 - Unpaid bill amount does not reflect actual
 - Ending balance = \$190,000
 - Ms. Duncan prepared a breakdown of Other Expense categories and is trying to work with Metro get more information on what other items, e.g. doctor's office, in addition to stockholders collected maintenance comprise the total collected monthly income
 - Tracking the Budget
 - Items over budget:
 - Vacancy Loss by \$10,000
 - Legal by \$20,000 (includes engineering; must be separated)
 - Admin
 - Admin & other fees (includes office supplies and equipment)
 - Gas (due to meter breakage)
 - Security: \$59,000 left in budget; may go over with three months left
 - 2022 Water bill = \$373,000
 - 2022 Insurance bill = \$213,000

Hallway Lights

- Ronald Roxey inquired into the reason for distributing a memo to the 1st floor residents to remove the Christmas lights by the elevators within 24 hours since the Christmas season has passed. This is to avoid the possibility of other floors wanting to place lights outside of the Christmas season and consume more energy.

The meeting ended at 8:15 PM.

Minutes prepared by Warren Harding, Secretary

Warren Harding

4/30/2023

Signature

Date