

ST. JAMES TOWERS | WEDNESDAY, SEPTEMBER 6, 2023

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

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

Directors Present: Dr. Noreen Hosier, Mr. Patrick Stennett, Mr. Warren Harding, Ms. Yvonne Hilton, Mr. Claudio Jordan, Arlene Arrington

Director Absent: Ms. Nicole McKnight

Building Manager: Nicole Duncan

SMOKE IN APT. 8F

Ms. Duncan reported that there was smoke emanating from apartment 8F due to the shareholder leaving the apartment unattended while he set her oven to self-clean. The Fire Department arrived, broke the lock to enter the apartment and turned off the oven. There was no damage in the apartment or any of the surrounding areas, except for the door that had to be forced open by the Fire Department and will be replaced. St. James is not liable because of the shareholder's negligence.

MANAGER'S REPORT

Vacancies:

6F- Application was forwarded to HPD awaiting approval. Apartment renovation work is ongoing.

Arrears Report:

Ms. Duncan distributed the arrears/legal report through 8/31/2023, listing nine households in legal. 4 succession rights holdovers and 5 landlord/tenant non-payment cases.

Office PC Replacement:

The Management Office received the external USB drive from WeRecoverData on Wed. 8/30 with 270GB of data recovered. The information is being reviewed and Lockman has confirmed a technician will be on site Tues. 9/12 to safely install the backup onto the new computer before programming any new key fobs.

Community Room Table Replacement:

The two large rectangular tables in the community are broken; maintenance was able to make minor repairs which did not last. Due to the urgency of the matter and to avoid potential injury, two replacement tables were purchased at the cost of \$511.

Laundry Room:

Hercules repairmen were expected to complete the punch list items (remove benches, replace floor tiles and damaged ceiling fans) on 9/5/23, but were unprepared to remove the benches and replace the floor tiles. The ceiling fans were replaced on 9/6. The date to complete the remaining items is pending.

Sidewalk Concrete Sinking:

Ms. Duncan provided photos of the walkway leading to DeKalb Avenue where water settles after raining. The porter usually sweeps the water away, but the area is sinking more, leaving the water to collect and sit for an extended time. Ms. Duncan suggested looking into getting prices to have the walkway repaired. Dr. Hosier suggested postponing the walkway repair until after the FISP

Cycle 9 probing and façade work are completed, which is expected to start in October, as there is potential damage to the walkway when the scaffolding is installed.

Rainbow Room Reopening Request:

The Rainbow Room Committee requested access to assess the room to create a plan of action before meeting with the Board members. Access was provided on Fri. 9/1/23 with board member Patrick Stennett, Ms. Duncan, and Rainbow Room Committee members Nilda Roxey-Jones (20M) & Francis Villegas (18F). There was no further communication from the Rainbow Room Committee afterwards.

After providing the Rainbow Room Committee considerable time to develop a plan for renovating the Rainbow Room, a letter will be sent to the committee advising them to prepare a plan for the board to review by Monday, 9/11 and the board can meet with them to discuss their plan on Saturday, 9/16 at 1 PM.

LEGAL MATTERS

Dr. Hosier discussed with the corporate attorney the following:

- **Board Vacancies as Stated in Bylaws:** The attorney stated that HPD wrote the bylaws, and not the law firm. Therefore, the language in the bylaws stating that the board can fill vacant seats remains intact, and the board can decide how to handle the seats vacated by Ronald Roxey and Rudy Moore.
- **Ryerson-apportioned Payment for Parking Lot Repairs:** On the matter of Ryerson Towers paying a portion of repairing the easement over the property of St. James, the attorneys are still working on the issue, and may take a long period of time.
- **Authorizing Contractors to Work in the Building:** Dr. Hosier asked Ms. Duncan to send her the renovation agreement for the attorney to review, and a plumber and electrician license must be attached to the agreement if those items are in the scope of work.

RENOVATIONS IN APARTMENT 11E

Ms. Duncan provided an update on the renovations being performed in apartment 11E by contractor Derek who had done unsatisfactory prior private work in other shareholder apartments. Work on the bathroom has not started; Ms. Duncan explained to resident Marlene Steele that coordination with Management and maintenance must be done before any work starts because a shutdown is required. Kitchen renovation has started and has yet to be completed. Installation of the ice maker has not been done; Ms. Steele was advised that the installation must be done by a licensed plumber, and she will make arrangements with Home Depot to perform the installation.

POLICE ACTIVITY

Ms. Hilton reported that police officers came to the 17th floor on 9/5. No additional information is known. Ms. Duncan will investigate further.

The meeting ended at 7:58 PM.

Minutes prepared by Warren Harding, Secretary


Signature

9/13/2023
Date