

ST. JAMES TOWERS | MONDAY, APRIL 19, 2023

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

The Meeting started at 7:02 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

Directors Absent: Mr. Rudy Moore, Mr. Claudio Jordan

Building Manager: Nicole Duncan

MANAGER'S REPORT

Vacancies

- 21I- Closed on 4/4/2023 Welcoming Kevin & Grace Chin to St. James Towers.
- 5J/21B - File was sent to HPD, awaiting approval; Ms. Duncan conducted moveout inspection of 21B with Superintendent Troy James and Board Member Patrick Stennett. Ms. Duncan reviewed the inspection sheet with the outgoing shareholder (Mr. Eggleston), advising him what work needs to be done in the apartment. The inspection sheet was forwarded to the contractor for them to develop their proposal for submission to St. James. Ms. Duncan will update the inspection sheet by adding space for signatures and dates for all participants in the inspections, as only Ms. Duncan and Mr. Eggleston signed the document. Including signatures of all who participated in the inspection, along with taking and filing photographs of the apartment ensure thorough documentation, thereby minimizing the added expenses to St. James by reimbursing the outgoing shareholder.
- Letters were sent to applicants for the two upcoming one-bedroom apartments 18G and LC.

Personnel

- The revised employee schedule with floor assignments was posted. Jackie Casper joined the maintenance staff on 4/10 as the new maintenance porter.
- Ms. Duncan received a resume from a candidate applying for summer relief; interview date is pending.

Income Affidavits

- Received approximately 50% of the household Income affidavits; more expected to be submitted due to tax form deadline.

Utility Passthrough

- HPD approved the Utility Pass Through request. HPD also indicated shareholders may be eligible for a Senior Citizen Rent Increase Exception (SCRIE) because of this charge. Applications for SCRIE were provided. Management received 7 inquiries from shareholders and applications were given.
- Some shareholders expressed opposition to the passthrough and were reminded of the justification for it, i.e., the increase in utility charges. Calls to the Management Office varied in nature from clarification of the passthrough to newer shareholders questioning why they need to pay when they do not consume a lot of energy/just moved in after the fact. Dr. Hosier reminded the board that the utility company St. James used went bankrupt, resulting in searching for a new company and signing a new ESCO contract for electricity and gas. Furthermore, nationwide decreasing utility supply led to a price increase by 50 percent. Therefore, the issue had less to do with the amount of energy consumption; however, we can tie conservation to utility expense and remind shareholders to conserve energy in order to meet LL97 requirements, which will improve coop annual energy score which is currently a D.

Request to Renovate

- 211 – Shareholder requested to laminate floor installation throughout the apartment. Contractor scope and Certificate of Insurance were submitted.

STAR Credit

- Management received the 2023 Tax Benefits Schedule (STAR Credit) to qualify applicants. Ms. Duncan noticed several households are not receiving this credit. When inquiring further, Ms. Duncan was advised of the following:
- The schedule of benefits is provided by the New York City Department of Finance. The City stopped accepting STAR applications at the end of 2015. Any shareholder who applied prior to this date would receive the credit from the city via the co-op.
- Shareholders who applied for STAR from 2016 and after are registered with the State, which handles STAR differently; they mail a physical check directly to the shareholder. State STAR recipients would not appear on the city schedule and does not report them to the housing company.

Lobby Automatic Door

- The outer lobby door is not closing properly. Upon inspection Troy discovered the saddle is not level. The original installer, Jenmar Doors was contacted to troubleshoot the issue. The repair technician reported the saddle was sinking and buckling and needs to be replaced. Awaiting scope of work and quote to replace.

BrightView Landscaping

- The turf application was completed on Thursday, 4/6/2023, along with grass seeding and installing new plants on the Dekalb Ave. side. The irrigation system is scheduled to be turned on Friday, 4/21/23. Shareholders will be notified of the scheduled times the sprinklers will be turned on.

Bulletin Boards in Basement

- Discussed adding bulletin board cases by the basement elevators due to increased notices posted in the area. Photo samples of the cases were sent to the board for review. Option of purchasing one case to be placed on the wall by the even elevator side since there is more space than the wall by the odd elevator. Ms. Yvonne Hilton preferred to have one on each side; since the rest of the board had no preference, it was decided to purchase two cases, one on each side.

BuildingLink Training: Dr. Hosier stated the need for holding a BuildingLink tutorial on navigating the application. Warren Harding recalled the representative from BuildingLink discussing offering training services by the company when he gave his presentation. Mr. Harding will check notes from that meeting.

Exterior Chain Fence Pole: A representative from Triangle Iron Works visited St. James to assess the chain fence poles on the property. He submitted a proposal to reinstall and repair the poles at a cost of \$4760. The option of pole sleeves will not be installed as it was not necessary. A motion was made by Patrick Stennett to accept Triangle Iron Works' proposal for the chain fence poles in the amount of \$4760; Warren Harding seconded, and the vote was unanimous with the absences of Rudy Moore and Claudio Jordan. The motion passed.

Playground Area Painting: During the planning phase of the playground project, there was discussion about painting designs on the surface of the playground, but it was subsequently excluded to reduce costs. However, this option is being reconsidered to brighten the playground area. Margaret Kim, Senior Architect at Rand, advised that the painting would be additional

work at a rate of \$255/hour to research and propose designs. There has been little interest from the cooperators in participating in a playground committee to develop ideas for the area. Therefore, Dr. Hosier recommended to table discussion on what to add to the playground area and proceed with reopening. Ideas for surface designs can be discussed post-reopening.

DV Contracting Proposal: DV Contracting submitted a proposal for repairing the Lafayette Ave. driveway at a cost of \$40,572. Since the area does not pose a safety risk and is not an emergency, it was decided to monitor the area for the time being.

Community Room Report: Arlene Arrington, Nicole McKnight and Autumn Lucas (5F) met and reviewed the Community Room contract. Ms. Arrington asked Administrative Assistant Sadonia Bennett to contact Ryerson and Pratt Towers and get their Community Room rental rates. They provided their fee information but are not using their Community Rooms. After reviewing St. James' fees during their meeting, the following price changes were suggested:

Function	Fee	Deposit
Wedding	\$600.00 (increased by \$175.00)	\$200.00
Party	\$450.00 ((increased by \$250.00)	\$150.00
Funeral	\$100.00 (stayed the same amount)	
Meeting (max 4 hours)	\$100.00 (stayed the same amount)	

Other items to finalize were:

- Decide whether to retain the clause in the contract prohibiting guests in the Community Room from entering the playground area during the event
 - Dr. Hosier stated that this was always the case; the room is being rented and not the playground area
- When to hold a playground area reopening event (tentatively late June)
 - Blessing the area by Debbie Deshong
 - Serving refreshments
 - Inviting newer shareholders
- Community Room capacity: use Dept. Of Buildings maximum or St. James set its own capacity

Virtual Meeting Technical Support:

- Discussion on the video of the quarterly meeting posted by Elect-US; consensus was that it was poor quality: freezing, segment of meeting was cut
- Warren Harding provided a chart of prices for various Zoom plans, and reported the following summary:
 - Four premium plans: Pro, Business, Business Plus, Enterprise
 - Differences in plans based on maximum attendees and number of licenses; each license is tied to one specific user's email address
 - Can pay monthly or annually, but cheaper annually
 - Technical support: submit ticket (24-hour turnaround), live chat with support representative on the website, telephone support
 - Telephone support requires having a plan totaling at least \$200/month; can access technical support 24 hours a day

- Support forums also available
- Billing cycle
 - 24-month contract (industry standard), but can be extended
 - Start at 12 months but can go up depending on business needs
- Other features
 - Recording
 - Recording transcripts
 - Co-host and alternate host
- The Sales Representative from Zoom mentioned that an Account Executive is available to discuss more details; meeting to be scheduled between Zoom and Dr. Hosier, Ms. Duncan and Mr. Harding.

HPD Board Training: Dr. Hosier forwarded to the board a letter from Warren Weiss at HPD regarding requirements for board training. The letter implies that the training requirement is for incumbent board members seeking re-election. However, Dr. Hosier viewed the training modules, which indicated that the training is also for first-year board members. She recommended that all board members review the training modules.

OTHER ITEMS

MTA Events: Warren Harding announced the following:

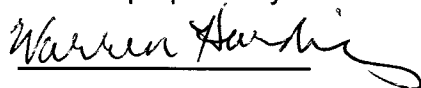
- Saturday, 4/22 10-11 AM: Join Rev. Trufant for a Zoom meeting with Prime Time regarding the proposed DOT & MTA changes in the community (e.g., parking, bike lanes, moving spots for loading and unloading for Access-A-Ride). Zoom link TBA
- Brooklyn Bus Network Redesign Pop-Up Events: Classon Ave. G train station 5/10, 3-6 PM. The redesign team will be there so we will have an opportunity to voice our opinions. Details at <https://new.mta.info/project/brooklyn-bus-network-redesign>

Senator Brisport: Nicole McKnight reported that Senator Brisport checked in with HPD about funding opportunities for St. James, and HPD stated that St. James is on the agency radar for HDC/HPD financing as the agency's housing attorney reached out to him in January. However, it was reported that St James did not submit a preliminary application. Dr. Hosier asked Ms. McKnight to forward the communication to her for further investigation, as St. James did submit the IPNA application.

Laundry Room Renovation: Ms. Duncan discussed the laundry room project schedule that was distributed to the board. Hercules sent paint and floor tile samples. They also sent a link to view paint colors. Meeting scheduled for Friday at 4/21 at 12 Noon to select paint and tile colors.

The meeting ended at 8:49 PM.

Minutes prepared by Warren Harding, Secretary



4/23/2023

Signature

Date