

# ST. JAMES TOWERS | WEDNESDAY, MARCH 18, 2024

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

INFORMATION SESSION

The Meeting started at 7:06 Via Zoom

**Directors Present:** Dr. Noreen Hosier, Mr. Warren Harding, Ms. Arlene Arrington, Ms. Stacey Starke, Ms. Nicole McKnight, Ms. Kalia Foote

**Directors Absent:** Mr. Claudio Jordan, Mr. Patrick Stennett, Ms. Yvonne Hilton

**Property Manager:** Ms. Nicole Duncan

## **MANAGER'S REPORT**

Ms. Duncan reported the following:

- **Vacancies:**
  - 14F – Approval received on 3/18, closing to be scheduled. Munchie is completing renovations, expected to be done before the end of the month.
  - 11B/22I – pictures of apartments were sent to board; Management is working on getting apartments assigned and renovated. Bid from Arturo Robles to clean out both apartments were higher than Munchie - \$3500 per apartment compared to Munchie's \$3266. Therefore, Munchie could work on the cleaning out 11B and renovation to be determined. For 22I, Munchie's bid was under \$4K for cleanout. Suggestion was to ask Arturo to lower price to \$2800-3000 to clean out 22I in an effort to use various contractors.
- **Annual Apartment Inspection** Spreadsheet update was completed. Management is reviewing and preparing letters to each household that requires repairs and/or billing.
  - Retroactive charging for unreported air conditioners: St. James has customarily done this for many years, but inspections were suspended during the COVID pandemic following the October, 2019 inspection. Furthermore, a succession of managers had worked at St. James that resulted in lost inspection reports. Therefore, the most recent inspection in October, 2023 will be the baseline to retroactively charge shareholders for unreported air conditioners going forward, starting April, 2024. Since this relates to shareholder responsibilities, Warren Harding will discuss some items in the Occupancy Agreement and the Rules and Regulations as part of the Administrative report at the 3/25 shareholder quarterly meeting.
- **Lobby Monitor** The monitor at the security desk has power but no picture. The camera technician came onsite 3/16 and 3/18 and replaced the monitors and cable boxes. The monitors are back in service.
- **Maintenance Items**
  - The Dekalb Ave exit arm barrier that was damaged by a moving vehicle was replaced at the cost of \$1,250. The camera aimed at that location did not produce a clear picture to identify the vehicle. Ms. Duncan will investigate further about the camera's functionality.
  - The John Deere tractor repairs were completed at a cost of \$990. Awaiting return delivery date.

- **Elevator #1:** Some of the ordered parts were delivered and repairs performed 3/11-3/14. Repairs will continue as more parts arrive. Following repair completion, an elevator inspection from the city will be scheduled.
- **M Line Leak:** Vivek Patel inspected the drop along six apartments on the Lafayette Avenue side M and N lines. No leaks were found from the walls, but water collection on the window tracks was observed. A water spray test is scheduled for the week of March 25, weather permitting, for the M line repairs.
- **Bargold Storage:** Only 4 storage units are available. Flyers will be posted in the building and on BuildingLink notifying shareholders of the available storage.
- **9<sup>th</sup> Cycle FISP:** No update from DOB.
- **Cobblestone Repair:** No response from the Insurance Broker.

### **CAPITAL FUNDING**

As a precaution against potentially losing insurance coverage, Dr. Hosier advised notifying Management if anyone notices whether the barriers surrounding the cobblestones are out of line. Also, grant applications to fund these projects are in progress, but the monies won't become available until 2025. Nicole McKnight is working on the City Council grant application to be submitted to Council Member Crystal Hudson. A meeting between the Council Member and the Board is tentatively scheduled for the first week of April. The HPD loan is on track, but no further information is available. Dr. Hosier will initiate an application for a Congressional Directed Funds grant, and the loan from Habitat for Humanity is still pending. Funding information will be reported at the quarterly shareholder meeting on 3/25.

### **BRIGHTVIEW CONTRACT RENEWAL**

Since capital repairs will not start until next year, grounds maintenance will proceed for the spring and fall with BrightView Landscaping, whose contract is due for renewal. Their proposed price increase was 10% but was negotiated down to 7%, resulting in a price increase of \$1100. Landscaping services will include weekly service, not the seasonal flowers.

A motion was made by Nicole McKnight to accept BrightView's 2024 service contract at a 7% increase; Stacey Starke seconded, and the vote was unanimous in the affirmative. The motion passed with the absences of Mr. Claudio Jordan, Mr. Patrick Stennett, and Ms. Yvonne Hilton.

### **MEETING WITH RYERSON TOWERS BOARD**

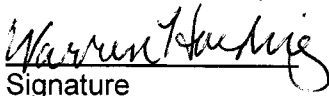
On Wednesday, March 20, 2024, Dr. Hosier, Nicole McKnight, and Warren Harding will meet with three board members of Ryerson Towers to discuss the possibility of reaching a settlement instead of pursuing the lawsuit against them to pay their share of St. James' parking lot repair project.

### **MOVIE EVENT**

Stacey Starke and Arlene Arrington reported that the movie event on 3/16 was a success for both the children and adult shows with minimal technical issues. Both groups enjoyed their movies and would like these events to continue. Ms. Starke and Ms. Arrington thanked those who helped make the event a success.

The meeting ended at 7:51 PM.

Minutes prepared by Warren Harding, Secretary

  
Signature

3/21/2024  
Date