

ST. JAMES TOWERS | MONDAY, JUNE 21, 2023

BOARD OF DIRECTORS VIRTUAL MEETING WITH STOCKHOLDERS – UNOFFICIAL MINUTES

Directors Present: Dr. Noreen Hosier, Mr. Patrick Stennett, Mr. Warren Harding, Mr. Ronald Roxey, Ms. Arlene Arrington, Ms. Yvonne Hilton, Mr. Claudio Jordan, Mr. Rudy Moore and Ms. Nicole McKnight

Property Manager: Ms. Nicole Duncan

The meeting was called to order at 7:07 PM.

WELCOME

Dr. Hosier welcomed the stockholders to the final Quarterly Virtual Board of Directors Meeting via Zoom, covering corporation business since the previous quarterly meeting on March 27, 2023. The meeting can be viewed on BuildingLink afterwards. A roll call of the Directors followed, and all confirmed their presence except for Mr. Claudio Jordan; however, records indicate that he was present. The meeting was accompanied by a PowerPoint presentation.

AGENDA

After Dr Hosier read the agenda, Ms. Yvonne Hilton made the motion to accept the agenda as read, was seconded by Ms. Arlene Arrington and was unanimously accepted.

REPORTS

Management

Property Manger Nicole Duncan delivered the quarterly management report as follows:

- Administrative Items
 - **STAR (School Tax Relief) Abatement Program:** St. James' stockholders as homeowners and are entitled to this benefit but must complete and submit a one-time application online to the NYC Department of Finance by March 15th. Anyone who received the NYC STAR Exemption in the 2015/2016 tax year or earlier, later lost it and have a total household income of \$250,000 or less can choose to either apply to restore their benefit with the City or apply for the STAR Credit with NY State. Management received the 2023 schedule of benefits from NYC Dept. of Finance for STAR tax credit and will distribute the money directly to eligible stockholders as a credit on their monthly statement. Stockholders who applied for STAR credit will receive their distribution in 3 equal monthly credits from June to August. NY City stopped accepting STAR applications at the end of 2015, and stockholders who applied prior to this date will receive the credit from the city via the co-op; those who applied for STAR after 2015 would be registered with the State and will not appear on St. James' annual schedule, as the State does not report this information out to developments because they directly handle their version of the STAR program. Ms. Duncan stated that STAR applications are available in the office but advised that applying online is faster.
 - **Income Affidavits:** the handful of stockholders who have not yet submitted their 2022 income affidavits have until June 30, 2023 at 5 PM. Anyone missing that deadline will be charged a monthly non-compliance fee of \$150 plus a 50% surcharge on their maintenance statement. These fees will only be removed going forward and not retroactively upon receiving the affidavit.

- **Arrears, Resales, Vacancies:** The following summarizes what Ms. Duncan reported:

Arrears: December 2022-May 2023

- Significant decrease-\$82,958

As of May 31, 2023

- 11 stockholders in arrears over 30 days: \$80,565
- 2 non-payment eviction proceedings
- 2 succession denials pending HPD approval

Two Apartment Resales: 21I (Kevin & Grace Chin) and 5J (Dulce Hidalgo and 2 sons)

Vacancies: There are three vacant units - 21B is scheduled to close at the end of this month; applications for apartments LC and 18G were approved by HPD, and the apartments are undergoing restoration and scheduled to close in July.

Vacancy Loss: \$582 for 21I and 5J due to their over 90-day vacancy status for which St. James cannot collect carrying charges.

- **HPD Increased Maximum Income Limits:** Effective March 2023, HPD increased the maximum income limit allowed for new applicants to 125% of median income reported by HUD. This increased income limit will potentially allow approving over-income applicants and apply a surcharge at the start of occupancy.
- **Annual Apartment Inspection:** Between September and early October 2023, Management will resume annual apartment inspections. Additional details such as dates and times will be forthcoming. Stockholders will be charged retroactively to October 2019 (the date of the last annual inspection) for unreported air conditioners and/or freezers that are identified during the 2023 apartment inspection.
- **Maintenance Items**
 - **Maintenance Personnel:** Personnel updates were as follows:
 - Jackie Casper was hired temporarily on April 10, 2023, but became permanent to fill the open porter position after demonstrating outstanding performance.
 - Brian McLeod was hired on May 2nd as the summer relief porter to cover maintenance staff on vacation between May and September.
 - **Superintendent/Handyman Vacation:** Replacements are not hired when the superintendent or handyman goes on vacation; when the superintendent is on vacation, the handyman assumes his duties. Superintendent Troy James is on vacation from June 17th-25th, during which time Handyman Akash Ramdath assumes the superintendent's duties. Since he is working alone, only emergency work tickets will be performed on weekends. In case of an emergency, stockholders should call the security desk at (718) 789-1631.
 - **Property Maintenance and Repairs:** Maintenance repairs are ongoing; the superintendent and handyman painted the basement floor and the No Standing signage in the driveway. They will also paint the playground/seating area and order upgraded signage.
 - **BrightView Landscaping:** The summer flowers were installed on June 2 and the hedges surrounding the playground/seating area were trimmed last Tuesday. In the coming weeks BrightView will seed the bare grass areas, cut off dead tree

- limbs from multiple trees, and trim additional hedges and trees around the property.
- **Laundry Room:** Hercules completed the upgrades to the laundry room, but punch list items remain to be completed such as replacing damaged/scratched tiles, removing wooden benches and replacing ceiling fans. During the next few weeks Hercules staff will continue the repair work in the laundry room. Shareholders who have questions about reporting malfunctioning washers/dryers and cash/credit card machine and refund requests should contact the laundry company (Hercules) directly.
 - **Reminders as Stated in the St. James Towers' Restated Rules & Regulations**
 - Air Conditioners: Shareholders must notify Management prior to purchasing new air conditioners or freezers to ensure the appliance meets building requirements. Effective July 1, 2022, the monthly fee has increased to \$22 per unit for air conditioners and \$15 per month for freezers.
 - Terraces:
 - Please refrain from throwing lit cigarettes and/or fireworks from your terraces or windows. This can cause personal injury and property damage. It is a fire hazard that can be detrimental to yourself, your neighbors and anyone in the path of these objects. Furthermore, fireworks are illegal in New York.
 - Cooking and/or barbecuing on the terrace is prohibited and against NYC Law. Terraces must be used in a manner that will not disturb your neighbors.
 - Dogs: Dogs must be curbed. Shareholders who allow their pets to relieve themselves in the building or anywhere on the premises are subject to a \$75 fee for each occurrence.
 - **Good News Items:** Ms. Duncan congratulated the graduates of 2023 and invited anyone who wanted to share their good news items on St. James Towers website to email the Management Office.

Corporation Finance

Treasurer Patrick Stennett delivered the St. James finance report, summarized below:

Corporation Account Balances: May 31, 2023

First Sale Reserve	\$ 157,872
Merrill Lynch Investments	923,149
Operating Reserve	247,942
Capital Assessment	20,575
Escrow	590,459
Application	89,551
Community Room	68,957
Total balance, Corporation Accounts	<u>\$2,098,505</u>

Highlights, May, 2023 Finances at a Glance

Beginning of the month balance	\$183,000
Total Collected Income	
\$423,000	
Expenses	\$368,000
End of Month Balance	<u>\$238,000</u>

Open Unpaid Bills	\$75,000
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Finances at a Glance Comparisons between April and May, 2023

- Total unpaid bills, end of April: \$119,000
- Total unpaid bills, end of May: \$75,000
- End of the month balance, April: \$183,000
- End of the month balance, May: \$238,000

Overbudget Line Items

Gas	\$100,136
Maintenance & Repairs	33,877
Legal	28,930
Admin & Office Expenses	16,931
Insurance	230
Total	<u>\$180,104</u>

Utility Surcharge: HPD approved a utility pass-through (surcharge) for 12 months due to increasing utility costs by 50% and was implemented on May 2. The surcharge adds \$33,000 to the monthly operating budget.

Completed Capital Projects

Parking Lot

Project Cost	\$1,654,651
4 yr. (48 months) Millenium Loan	
Final Payment: Aug 2023	
<u>Funding Sources</u>	
Capital Assessment:	\$1,300,486
First Sale Account:	213,000
Operating Reserve Account	<u>141,166</u>
	<u>\$ 1,654,166</u>

Playground/Seating Area

Project Cost:	\$326,879
Final Payment June 2023:	\$32,688
Funding Source: First Sale Account	

New Capital Projects

- Façade Inspection Safety Program Cycle 9: July 2023
- Scope of Work: Façade & Terrace Inspection, File Report to DOB
- Project Cost: United Engineering of NY DCP Fee: \$27,500
- Funding Sources First Sale Account
- Cost Not Yet Available
- Scaffold: To Be Determined by 3 Proposals Received
 - (Estimate \$100,000-145,000)
- Sidewalk Shedding: Estimate \$94,000
- Repair Work Cost: To be Determined by Inspection Report Results
- Potential Funding Source: HPD Mandatory Capital Reserve Account: \$923,149
 - HPD will only allow usage: \$599,000
 - Potential to cover Scaffold & Shedding costs
 - Only \$360,000 left for Repair Work

St. James applied for FDC and HPD capital improvement loans but was advised not to expect any response until 2024.

Façade Inspection Safety Program

Mr. Rudy Moore delivered a report on the Façade Inspection Safety Program (FISP Cycle 9) summarized below:

- Program consists of buildings, facade, and terrace railing inspections
- DOB law requires every five years all buildings taller than 6 stories to conduct inspections of facades and terrace railings to identify hazardous conditions
- Cycle 9 deadline date 2/24/2024; penalties imposed if deadline is missed
- Board contracted United Engineering of NY DCP, to complete inspections, generate a report and file findings with the Department of Buildings (D.O.B.) as to the status/condition of façade and terrace railings.
- Mid-July projected start date for inspections
- Inspection timeline: 3-5 months (includes filing the report)
- Scaffolding may be required; United Engineering is obtaining three proposals for the board to review

BENCH DEDICATION EVENT

Dir. Arlene Arrington announced that St. James will have a bench dedication event on Saturday, June 24 at 1 PM at the playground seating area. Refreshments will be served. Shareholder Bishop Ronnie Eggleston will bless the benches for the dedication.

QUESTIONS AND ANSWERS

One question was submitted via chat:

Q: What are the plans to complete the playground?

A: We are considering painting ground games such as hopscotch, boxball and skelly as well as painting designs. The board is researching companies that can do this work. Playground equipment would be an option for the future due to its expense (approximately \$60,000). There was a low survey response from the shareholders. Also, anyone is welcome to form a committee to raise funds for playground equipment. Dirs. Patrick Stennett and Arlene Arlington will be available to serve as liaisons to such a committee. Another option is to have planters in the area that would be funded by shareholder donations, similar to what was done to purchase the benches.

None of the shareholders joining by telephone asked any questions.

Anyone who thought of questions later was advised to submit their questions via BuildingLink or in the board mailbox.

CLOSING REMARKS

The Board extended its sincere condolences to the families of 3 long time stockholders who passed away since the March quarterly meeting. Without consent from the deceased stockholder's family, the Board will not identify the deceased stockholder and apartment.

Deceased Shareholders

Betty Tulloch 15L, and Geraldine Webster 6F

Next Board Virtual Quarterly Meeting with Stockholders will be in September 2023 Date: TBA

The meeting was adjourned at 7:55 PM.

Minutes prepared by Warren Harding, Secretary

Warren Harding
Signature

7/3/2023
Date