

ST. JAMES TOWERS | WEDNESDAY, JULY 12, 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, Ms. Arlene Arrington, Ms. Yvonne Hilton, Mr. Claudio Jordan, Ms. Nicole McKnight, Mr. Rudy Moore

Building Manager: Nicole Duncan

A moment of silence was held in observance of Director Ronald Roxey's passing.

Ms. Duncan reported that shareholder Queenie Nowallo in 11B was found deceased in her apartment after the July 4th holiday.

Dr. Hosier reminded those directors whose terms are expiring this year (herself, Patrick Stennett, Rudy Moore) and those who were elected in the last annual meeting (Claudio Jordan and Yvonne Hilton) are required to complete the online board training before the next Annual Meeting in December. Incumbent board members are required to complete the training in order to be eligible to run for re-election and/or to remain in office.

FISP CYCLE 9

Dr. Hosier, Rudy Moore, Superintendent Troy James and Ms. Duncan had a preliminary with Vivek Patel of United Engineering, followed by initiating an inspection of the building starting with the roof and apartments performed by Messrs. Patel, Moore, James, and Ms. Duncan. A memo was distributed to the shareholders notifying them of the apartment inspection schedule. Apartments on the B and F lines require further inspection due to significant defects found, primarily cracks in the concrete; the condition of the bricks were found to be good.

BARGOLD STORAGE OFFER

Bargold Storage is offering in their proposal to install additional storage units in the Rainbow Room area plus bicycle racks at no extra cost. A survey was distributed to the shareholders to gauge their interest in having bicycle racks available and willingness to pay a nominal fee for bicycle storage.

Another matter concerning the Rainbow Room is insurance coverage. With an anticipated 10-15% increase in insurance in August with an upcoming renewal in September, the Rainbow Room should be included in the building's property insurance.

MANAGER'S REPORT

Vacancies:

21B- Closed on June 30, welcoming Adamilka Reynoso, daughter Amali and mom, Maria.

LC- Apartment restoration work is complete and unit is scheduled to close on Friday, 7/14.

18G- File was forwarded to HPD for approval. Apartment restoration work is in progress. Closing rescheduled for 7/24.

Income Affidavits:

A total of 3 households have not yet turned in their 2022 income affidavits and are being billed the monthly non-refundable 50% surcharge and \$150 noncompliance fee on their statement. After calculation of the submitted 2022 income affidavits, approximately 100 households are receiving a surcharge reaching 5 to 50 percent.

Legal Update:

As of 6/30/2023, there are 8 cases; 4 listed are succession rights denial, 3 non payment cases, 1 APS case. In addition, there is 1 in-house payment agreement.

Finances at a Glance:

May 2023 Finances at a Glance and other expense total explanation chart were distributed to the board.

Office PC Replacement:

Administrative Assistant Sadonia Bennett's computer hard drive crashed; a replacement was ordered at the cost of \$2,050.

Laundry Room:

Remaining punch list items to be completed: damaged/scratched tiles, bench removal, ceiling fan replacement. On Tuesday, 7/11/23 Hercules conducted the vent cleaning, and the laundry room reopened for full service at 3:00pm.

Dr. Hosier raised an issue previously discussed regarding the possibility of keeping the laundry room open 24 hours. Hercules Corp. is responsible for maintaining the equipment, but St. James is responsible for the security. Furthermore, the laundry contract states that Hercules must make the laundry room available from 6:30 AM-10:00 PM. If the laundry room hours are extended to 24 hours, the contract may need to be amended; St. James would need to consult its corporate attorney.

Ms. Duncan reported that Troy recommended installing corner beams on the pillars in the laundry room to protect them from damage caused by laundry carts bumping against the pillar surfaces. The beams have been ordered.

Playground/Seating Area:

Superintendent Troy and handyman Akash approached Ms. Duncan to ask the board to consider closing of the playground seating at a certain time in the evening by placing a heavy plastic chain and a sign stating "Closed". The private property signs are on order and will be installed upon delivery.

Dr. Hosier discussed the possibility of placing planters in the seating area that would be funded by donations from the shareholders. However, given the summer season when planting is usually done, it would probably be better to revisit this option sometime next year. There was consensus among the board to table discussion on planters.

BrightView Landscaping:

On Tuesday, 7/11/23 the landscaping crew conducted the trimming around the playground and building perimeter and removed some branches hanging over the parking lot.

Maintenance Items:

Painting of the compactor room, bulk room, supply room and gas pipes in the laundry room was completed by Troy and Akash.

Pending Maintenance Items:

- Replacement of 2 broken cameras - approximately \$1,800 (proposals to upgrade camera system are being collected)
- Trash chute cleaning/deodorizing and main compactor room vent – approximately \$2,500
- Boiler #1 – Replace/Repair refractory front wall and dry oven burner – reduced to \$10,980
- Boiler #1 & #2 – Removed and replaced corroded/leaking manhole covers - \$6,900
- Maintenance is requesting permission to remove items and clean out and paint the roof exhaust fan room.

Renovation Requests:

21B- Install new laminate wood flooring, replace kitchen cabinet w/countertops, replace ceramic wall/floor tiles in bathroom, sink, medicine cabinet and light fixture (**LES Construction – Munchy**)

11E- Remove & replace kitchen cabinet w/countertops, remove and replace ceramic wall and floor tiles, medicine cabinet, vanity and toilet (**PB Millennium Construction**)

10E- Remove & install new kitchen cabinets, countertops, backsplash, sink w/faucet, light fixture, range hood and ceramic floor tiles in kitchen (**KJJ Enterprises**)

Administrative:

Sadonia will be out of office on PTO from Wednesday, 7/12 through Monday, 7/17. Returning on Tuesday, 7/18.

SEATING BENCH

Shareholder Bill Hilton suggested the building order a seating bench to be installed in the lobby across from the security desk to accommodate those with limited mobility waiting for transportation (taxi, Access-A-Ride, etc.). The board agreed.

MEETINGS DURING THE SUMMER

Meetings during the summer will be held as needed.

AUGUST EVENT

Arlene Arrington reported that the August social event will be postponed until the fall or next year. Not many people have expressed interest in participating in the event at this time.

ESU CONTRACT

The board previously approved renewing the contract with Election Services United (ESU) to supervise the 2023 St. James election of the Board of Directors, but a formal vote was not conducted. The total cost: \$4800 (\$200 increase), which falls within the 4% cost of living increase. Patrick Stennett made the motion to renew the contract, Warren Harding seconded, and the vote was unanimous.

REPLACEMENT FOR RONALD ROXEY

Dr. Hosier suggested that Ronald Roxey's Director position remain open until the December board election, as had been done when Peggy Bowers' position was vacated upon her passing. The board agreed.

The meeting ended at 8:28 PM.

Minutes prepared by Warren Harding, Secretary

Warren Harding
Signature

8/21/2023
Date