

ST. JAMES TOWERS | WEDNESDAY, JUNE 7, 2023

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

The Meeting started at 7:04 Via GoToMeeting Video Conference Call

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

Directors Absent: Mr. Claudio Jordan, Ms. Nicole McKnight, Mr. Rudy Moore

Building Manager: Nicole Duncan

MANAGER'S REPORT

Vacancies:

21B- Restoration is 80% complete; anticipated closing within the next two weeks

18G- File was forwarded to HPD for approval. Apartment restoration work is in progress.

LC- File was forwarded to HPD for approval. Apartment restoration work is in progress.

HPD Training

HPD has scheduled a virtual training on application rejection, preferences for external applications, digitized waiting lists and updated forms. The training is scheduled for the management staff on June 15, 2023 at 2pm. Sadonia and Ms. Duncan will attend the training and the office will be closed during that time.

Laundry Room

Hercules completed the upgrades to the laundry room; some punch list items are being addressed: touch-up painting (including half light and dark shades of blue on the walls), floor tiles, removing the benches by the folding tables, repair two washing machines.

Shareholders raised questions regarding keeping the laundry room open 24 hours, which led the board to consider a trial period for 2-3 weeks, monitoring the room for cleanliness and machine breakdowns. Between 10pm & 6am, when no porter is working, Troy would be contacted for emergency problems. Another suggestion was to start with a trial period of keeping the laundry room open for 24 hours, then change the closing time to 12 midnight if there are any issues. This trial period would start after the remaining Hercules' punch items are completed in the laundry room.

BASEMENT PAINTING

When the laundry room repairs are completed, Troy will schedule the repainting of the basement floor.

DRIVEWAY

The No Standing sign will be painted on the ground at the building's front entrance on Monday, 6/12/2023 (weather permitting). Troy and Kash will chalk an outline of the area beforehand so the board can view it before painting.

PLAYGROUND SEATING AREA

The playground seating area was reopened on 6/3. All security personnel have been informed of the rules governing the playground area. Periodically the on-duty security personnel will be walking around inspecting the area. Ms. Duncan distributed to the board pictures of the existing advisory signs for their review and input for updates. Other shareholders expressed interest in adding commemorative plaques in the area, and the idea of placing planters in the seating area with plaques was suggested.

BRIGHTVIEW LANDSCAPING

The summer flowers were planted on Friday, 6/2/2023. BrightView representative Fitzroy and Ms. Duncan toured the property and discussed plans to improve the grounds and trees. He provided a quality site assessment. Brightview will be seeding the bare grass areas, cutting dead tree limbs off multiple trees throughout the grounds, trim the hedges surrounding the playground and property area. Ms. Duncan provided the photos of the summer flowers and the quality assessment.

DEKALB AVENUE ARM BARRIER

It has been reported to Management that the Dekalb Avenue arm barrier wobbles uncontrollably when the arm opens/closes. Ms. Duncan videorecorded the arm movement and emailed it to Thompson Overhead Door, who responded on 6/5/2023 that the information was forwarded to the manufacturer's and awaiting the next steps. Ms. Duncan will also share the video with the board.

FISP CYCLE 9

Vivek Patel, United Engineering of NY DPC, would like to schedule an initial observation for July 11th or 12th (weather permitting) at 11am to perform visual observations and access any reported damaged balcony areas. He will also contact three companies for scaffolding proposals, which the board will review from a comparison chart that will be prepared by the Management Office. Dr. Hosier noted that the inspection will be paid out of St. James' funds (Merrill Lynch and/or First Sale account) because HPD cannot provide loans until April of 2024. There is an immediate need to have the inspection done in order to receive a rating, which ideally would be SAFE with a repair and maintenance program in place that would provide a five-year timeframe and no need to construct shedding around the building, which is costly.

DRAFT AGENDA FOR 6/21 MEETING

Dr. Hosier will facilitate the meeting while the other directors will give presentations with PowerPoint. She asked the board to send her something in writing by 6/13 so that she can prepare the slide deck. The board reviewed the draft agenda for the 6/21 meeting. An added agenda item is for the board to vote on accepting Election Services United to supervise the annual meeting; Elect-US, the company that video conferenced our meetings and provided tech support, was notified that St. James will no longer be using that service.

SHAREHOLDER RECEIVING PACKAGES

Hatcher (20C) reported an issue with accurate communication from security about deliveries. Dr. Hosier noted that there are instances of a language barrier between the delivery person and security, and the delivery men make multiple stops throughout the building.

There will be a practice meeting with the board on 6/20 at 7pm (no meeting on 6/14).

The meeting ended at 8:05 PM.

Minutes prepared by Warren Harding, Secretary



Signature

6/19/2023

Date