

## **ST. JAMES TOWERS | MONDAY, MARCH 6, 2023**

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

The Meeting started at 7:01 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, Mr. Claudio Jordan, Ms. Yvonne Hilton, Mr. Rudy Moore

**Building Manager:** Nicole Duncan

#### **Meeting with Professionals**

The meeting with the professionals has been rescheduled for Monday, March 20 at 7 PM. Capital Projects Financing will be the main topic.

#### **Six Month Report Summary**

Robert Mellina, Corporation Accountant, submitted a letter summarizing the six-month auditor's report (7/1-12/31/2022) that will be distributed to the shareholders with a memo announcing the quarterly meeting on 3/27. Patrick Stennett highlighted the main points in the letter.

#### **Loan Options**

A document summarizing loan options available for St. James is forthcoming. Dr. Hosier summarized the following:

- HPD and HDC could not entertain the possibility of a loan to St. James until November, 2023, but would not oppose the corporation to explore private funding
- Andrew Brucker, Corporation Attorney, contacted Wells Fargo about securing a \$7 million loan for façade, roof, and window work; the lender stated that a 14% maintenance increase would be required.
- David Baron, Metro President, contacted the mortgage brokerage firm Meridian Group about a \$12 million loan; they estimated a maintenance increase ranging 19-35%
  - Short-term loan: 10-15 years (pay interest only, then pay principal in full when loan matures- "balloon loan")
  - Long-term loan: 24-36 years (pay interest and principal – amortized loan)
- External issues impacting city agencies (HDC) ability to provide loans (Ukraine situation, immigration influx, etc.)

#### **Meeting Night Change**

The board will meet on Wednesdays for ten weeks starting the week of April 10 as Nicole McKnight will be taking a class on Monday evenings for that length of time.

#### **June Quarterly Meeting**

The quarterly meeting with the shareholders scheduled for June 21 has to be rescheduled as U.S. Elect is not available on that date. A new date is to be announced.

#### **Shareholder Survey/BuildingLink**

Due to technical limitations with BuildingLink, surveys are accessible only on the website and not the app. In the meantime, more shareholders have been registering for a BuildingLink account; approximately 59% of the building population have registered. Dr. Hosier suggested

holding off on posting the shareholder survey online to allow more time for shareholders to register. The board will continue to revise the survey.

### **Manager's Report**

- Vacancies
  - Welcome Internal applicants Ronnie & Tammy Eggleston and family to apartment Apt. 17A on Fri. 3/3.
  - Interviewing applicants for apartments 5J and upcoming 21B, LC and 18G.
    - 21B and LC will be surrendered soon
  - HPD granted verbal approval for internal applicant for apartment 19B; approved application is forthcoming.
  - Apartments 7K and 21I are 75% completed with renovation. Applicants have been approved and awaiting closing.
- Other Expenses Report: Ms. Duncan included the January, 2023 Other Expenses Report in the packet distributed to the board.
- Bus Route Petition: To date 12 pages of signatures were collected for the petition against removing limited service and bus stops on the B38 and B52 routes. The final count will be given on the day following the deadline date of Thursday, 3/9.
- Elevator Floor Repairs: Elevators 1 and 2 floor replacement was completed on Wed. 3/1. Full elevator service was restored. The floors have a dull appearance; this was brought to the attention of the contractor, who explained that the floors will be dull for the time being while they are still setting.
- Income Affidavits: delivered to all apartments; deadline to return completed affidavits is 5/1. Some affidavits have already been returned to the Management Office.
- Landscaping Contractors: Four alternate landscapers have been contacted to walk through the building property and submit proposals. Response has not been good because it is late in the season.

BrightView (the current landscaper for St. James) has drawn up a maintenance contract with a lower price that fell within the Consumer Price Index of less than 6%. Because of the lateness of the season (maintenance usually starts 4/1) and the lower proposed price, Dr. Hosier suggested we accept BrightView's contract. Furthermore, BrightView reduced the number of termination notification days from 90 to 30. Patrick Stennett moved to accept BrightView's landscaping service contract from April 1, 2023 to November 30, 2023 at the price of \$15,648; Arlene Arrington seconded, and the vote was unanimous in the affirmative. The motion passed.

In order to reduce costs, Dr. Hosier suggested to forego planting flowers this year, except for select locations, e.g., DeKalb Avenue corner, front of building, St. James Place side of the building and by the Community Room. Other suggestions from the board were using artificial flowers and the reddish mulch in lieu of flowers are some locations, e.g., in front of doctor's office. The board will need to finalize flower order by mid-April.

### **Other Items**

- Hearing on HPD proposed amendments on 3/14; information was provided to the board, and anyone may participate.
- Hercules laundry contract: Andrew Brucker, Corporate Attorney, was able to finalize the licensing agreement. St. James will receive an advanced commission of \$348,000 payable in two installments: \$176,400 and \$171,600 that will go into operating surplus.

Mr. Brucker was also able to change the license termination so that St. James can terminate the contract, but Hercules cannot terminate St. James. Also, Mr. Brucker was able to have Hercules remove the condition that they may request a refund if the laundry room's monthly income decreases below what they agreed to for paying the advance commission.

Given these changes, a motion was made by Patrick Stennett to revise the previous resolution that would accept the updated changes in the contract as of a date to be determined; Rudy Moore seconded, and the vote was unanimous in the affirmative. The motion passed.

- Yvonne Hilton reported that on Sunday, a U-Haul truck was parked in the driveway across from the building front entrance and was left unattended
- Ronald Roxey suggested that shareholders who made donations to the playground benches should be recognized via an announcement in a building memo.
- Patrick Stennett reported that the mat at the front entrance was curled up, which is a potential trip and fall hazard.
- Dr. Hosier reminded the board to report any issues that they observe to the Management Office immediately so Ms. Duncan and Sadonia can follow up.

The meeting ended at 8:15 PM.

Minutes prepared by Warren Harding, Secretary

Warren Harding

3/9/2023

Signature

Date