

## WORKING SESSION

The Meeting started at 7:03 Via Zoom

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

Ms. Nicole Duncan, Property Manager

Absent: Mr. Claudio Jordan

## **Management Report**

### **1. VACANCIES**

Apartments 10F and 14H were surrendered in November 2024. Offer letters were mailed to applicants on the external waiting list, currently conducting interviews. Renovation of both apartments is completed and ready for closing.

### **2. ARREARS/LEGAL STATUS**

- Stockholders who are in arrears are listed on the monthly Finances at a Glance (December 2024). Total combined amount is \$147,783.
- Eight (8) households in arrears over 30 days totaling \$15,159.
- Eleven (11) non-payment eviction proceedings against shareholders with our Landlord & Tenant attorney, three (3) succession rights denial holdovers cases, awaiting legal possession of apartments totaling \$109,541.
- A total of \$5,840 remains outstanding for 1 shareholder for non-compliance of the 2021 income verification audit.
- The remaining outstanding balance of \$17,243 is within the 30-day period.
- Reminder letters are sent to households with outstanding balances on a monthly basis.

### **3. APARTMENT INSPECTION**

There are 9 apartments that haven't provided access and will be charged a monthly fee of \$50 until access is provided. Total billed is \$450. Spreadsheets are being updated, as well as letters being sent.

### **4. APT INSURANCE REQUIREMENT**

40 apartments haven't submitted proof of apartment insurance. \$50 is billed monthly until proof of insurance is submitted. Total collected \$2,000. Ms. Foote wanted to know why St. James hasn't purchased apartment insurance for shareholders who don't have it. Dr. Hosier informed the Board the fines go into St. James Operating Budget. Mr. Harding reminded us that an information session was given to educate shareholders on obtaining apartment insurance.

### **5. MAINTENANCE PERSONNEL UPDATE**

New maintenance Porters: Rommel Andries and Kotaro Salvador joined St. James Towers in January, 2025 to replace Marcus Rodriguez and Jackie Casper.

## **6. HPD TRAINING**

HPD is hosting a virtual training on Wednesday, February 19, 10:30-11:30am on Mitchell-Lama Applications Appeals Process for Sales Manager

## **7. 2022 MITCHELL-LAMA INCOME VERIFICATION AUDIT**

Management is currently reviewing the 2022 income verification responses from DTF. Residents whose surcharges will change will receive a 30-day notice of recalculated surcharges; and effective billing will be between March and April 2025. Submission deadline is 3/31/25.

## **8. ANNUAL ELEVATOR INSPECTION**

In accordance set forth by the Department of Buildings, category 1 inspection test has been scheduled for Monday, February 3, 2025, at 8:00am. Each car will be out of service for approximately 2-3 hours. They will be working on one elevator car at a time.

## **9. 9th CYCLE FISP**

Update: DOB granted 90 day filing extension until 2/24/25 which was filed by Engineer, Vivek Patel.

As per hearing on 11/20/24, the court decided and assessed fines in total of \$7,600 on violation # 035685425H which was issued on 8/14/24 for failure to maintain exterior building facade and appurtenances within the 60-day due date.

## **10. COBBLESTONE/SIDEWALK REPAIR**

Update: Waiting for HPD approval on the Emergency Waiver request. Dr. Hosier suggested removing it from the management report because it will be under HPD Loan Application.

## **Tracking the Budget**

President Warren Harding explains the electricity was high due to the shedding lights being on 24/7. The real estate taxes are at 69%. Dr. Hosier mentioned the increase in taxes is during the year and billed quarterly.

## **Finance at a Glance/Other Expenses**

Nothing was discussed.

## **Maintenance Staff Schedule**

There are no issues with staffing schedules. New maintenance workers were hired to replace two (2) who resigned.

## **Bylaw Amendment Notice/HPD Approval Letter**

Mr. Harding will insert an approval letter into the Bylaws. HPD approval will be put on BuildingLink.

## **2024 Tax Information**

Nothing was discussed

## **Election Service United**

Mr. Harding informed us there were problems with mailing and printing of ballots. Ms. Duncan stated the problems were printing, typos, mailing communication errors. ESU has poor communication at the time of election. Year after year ESU services is getting worse. She recommends the Board should start looking early for another service now prior to elections to get

pricing. Ms. Bennett will assist with research for another company. Dr. Hosier stated that they used Honest Ballot previously, and we changed to Election Services because of their cheaper price. The Board should revisit Honest Ballot.

### **Security Issues**

Mr. Harding informed The Board there were mishaps during Martin Luther King weekend. Ms. Bennett was covering the guard desk due to one guard having a family emergency. Allied doesn't communicate with Management when there are issues/emergencies with the guards. There is no supervision, no writing in the logbook. Dr. Hosier stated The Board voted to hire 7Secure to replace Allied, and we have documentation whereby a 30-day notice is not needed. Ms. Foote questioned negotiation for refunds due to no shows/no replacements. Mr. Harding stated this isn't in the contract; furthermore, collecting additional documentation on poor performance is time-consuming and would delay the process of bringing in the replacement company.

### **HPD Loan Update**

1. Document: Disclosure Form: Dr. Hosier mentioned there is 1 page that needs to be filled out for St. James; the remainder of the form refers to a sponsor review. Mr. Harding will discuss this with the corporate attorney Andrew Brucker to confirm. Mr. Harding informed The Board it may take up to one (1) year for funds to be distributed, but hoping St. James should receive something within six (6) months because a significant amount of documentation has been done by the engineer Vivek Patel for the FISP Cycle 9 project.
2. United Engineering/Vivek Patel: Mr. Harding and Dr. Hosier met with him, and he met all the requirements and has the experience to work on the façade project.

### **Priorities Meeting with Brucker and Mellina**

Mr. Harding and Dr. Hosier met with Andrew Brucker and Robert Mellina to get a sense of what our priorities were. The first discussion item was the Ryerson lawsuit involving them paying their portion of the parking lot repairs. Mr. Brucker stated that they will sever the original premise of the lawsuit, make a motion to find the ruling in our favor, and then let the court determine how much money is owed. We were advised that it will take some time for the court to respond. In terms of funding, we discussed the City Council grant from Crystal Hudson. St. James requested \$1.5 million, was awarded \$1 million, which will be on hold until St. James closes on the loan with HPD. St. James can request the rest in the new fiscal year.

### **Other Funding**

Dr. Hosier shared with Mr. Harding an email from Olanike Alabi regarding applying for discretionary funds from the Borough President for other projects such as soundproofing the Community Room. Dr. Hosier advised that these monies are funneled through HPD, and that the money is considered a loan that does not need to be paid back. Last year, David Baron put us in touch with the attorney Michael Reilly to assist with applying for funding, and we should contact him again for assistance.

### **Finance Midyear Reports/Meeting**

Mr. Harding stated Robert Mellina expects to have the midyear financial report within the first two (2) weeks of February. The midyear meeting with the professionals was tentatively scheduled for Monday, February 24 at 7 PM.

## Other

- Ms. Duncan would like to start the process and for The Board to consider hiring students through the Summer Youth Employment Program (SYEP) to shadow maintenance and office staff during the summer. This resulted in positive feedback from Board members.
- Compositing: Dr. Hosier informed The Board this must start on February 9, 2025. She suggested an incentive for shareholders: St. James to purchase the composting countertop bins for each apartment.
- Gas Detectors: the devices have been delivered, and Troy/Kash have the necessary tools and supplies to install the detectors. Will be installed during their work schedules. During the first two (2) weeks they will look at where they can drill into concrete. There will be a sign-in sheet once completed. They will start on February 10, 2025. There will be a memo to shareholders regarding the cost. This is billed back to shareholders.

## EXECUTIVE SESSION


- Corporation Transparency Act (CTA) Compliance: Ms. Starke, Ms. McKnight, Mr. Claudio Jordan, and Ms. Yvonne Hilton need to complete. They are waiting for email to adhere to this compliance.
- Arrears Report: Mr. Harding questioned the discrepancy in total arrears between the arrears report and tracking of the budget. Ms. Duncan explained that the arrears report reflects those shareholders who are in court. informed The Board it usually takes two (2) months for succession cases to move to landlord/tenant court.
- Stephanie Cox-Alston: Walk-in Tub: Mr. Harding asked Mr. Andrew Brucker to write a letter to Ms. Cox-Alston stating that the board agreed to her installing the tub subject to compliance with the engineer's requirements. Mr. Harding will follow up with Mr. Brucker.
- Darryl Holoman: Vacate Order: Case was settled to vacate. Ms. Duncan stated there isn't a time frame. A warrant has to be reordered, which can take anywhere from 6 weeks to two (2) months. Once the warrant comes in it has to be served, which is another two weeks to one month, the wait for an eviction date, Adult Protective Services (APS) is part of this case. Mr. Harding asked how soon does a case go to Landlord/Tenant court; it is two months.
- Patrick Stennett
  1. Resignation: Mr. Harding received the resignation letter on Tuesday, January 21, 2025, effective immediately. The Board has a vacant position, based on Art. 3, Sec. 2 of the bylaws, the vacancy can be filled by a majority vote by the remaining board members unless the number of remaining directors does not constitute a quorum, which would require a special meeting of the stockholders. Since the St. James board has a quorum, the special meeting of the stockholders is not needed. Dr. Hosier stated the shareholders need to be informed of Mr. Stennett's resignation. She suggested that Mr. Harding speak to Mr. Stennett and ask whether he wants to write an open letter to the stockholders and include it in the next board memo, or have the board inform the stockholders. Mr. Harding will speak to Mr. Stennett on the matter.
  2. Carver Bank Account: Mr. Harding informed The Board that Mr. Stennett made three (3) withdrawals totaling \$4,650.00 from the Community Room account, thinking that he had withdrawn from his personal account that he

has at Carver. He made two payments back to the Community Room account totaling \$1,800.00, balance remaining \$2,850.00. Mr. Stennett states he only owes \$2,200.00. Mr. Harding asked for documentation to show what was paid.

The Board-Professional Mid-Year meeting will be held on Monday, February 24, 2025.

The meeting ended at 8:33 PM.

Minutes prepared by Stacey Starke, Secretary

  
Signature

1/31/2025  
Date