

ST. JAMES TOWERS | WEDNESDAY, OCTOBER 11, 2023

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

The Meeting started at 7:05 Via GoToMeeting Video Conference Call

Directors Present: Dr. Noreen Hosier, Mr. Warren Harding, Ms. Yvonne Hilton, Mr. Claudio Jordan, Arlene Arrington, Ms. Stacey Starke, Mr. Patrick Stennett

Director Absent: Ms. Nicole McKnight

Building Manager: Nicole Duncan

2023 ANNUAL MEETING

The Annual Meeting will take place on Monday, December 11, 2023 instead of Wednesday, December 13.

ANNUAL MEETING DOCUMENTS

The board reviewed and revised the following documents pertaining to the annual meeting and board election:

- Notice of Annual Meeting
- Attendance/Voting instructions
- Notice of Candidates Night (Date: December 4, 2023 7-9 PM)
- Question forms for Candidates Night and Annual Meeting

The board also reviewed the Annual Meeting timeline to anticipate when key action items were due (HPD approval, mailings, declarations of candidacy, question forms)

MANGER'S REPORT

Vacancies:

- Apartment 6F closed on 10/10/23. Alexis De Jesus, her sister, husband, and son will occupy the apartment.
- Arrears Report was distributed to the board. Units with high arrear amounts were all succession denial cases.
- Apartments 22K and 8E are expected to be surrendered in October. Awaiting confirmation
- to schedule walk through inspection.

Personal Injury:

On 10/3/2023 St. James received a summons from the Corporation's Attorney regarding a non-resident's alleged slip and fall in the hallway on 8/26/22. The summons was immediately forwarded to the liability carrier. St. James insurance carrier spoke to the attorney representing the complainant. who stated that the client fell on the 17th floor where there was allegedly a slippery substance.

Apartment Inspections:

A total of 266 apartments were inspected and a new schedule will be made for inspecting the remaining 60 units.

Income Verification Audit:

The requested income verification audit documents submitted to management by 10/1/23 deadline are being prepared for submission to NYS Department of Taxation and Finance by 11/10/23 for verification.

Lockman (key fobs):

Once the key fob data system was restored, the vendor recommended purchasing a dedicated computer for the key fob system as it requires a large amount of data storage. Lockman submitted a proposal of \$3,750.00 for the computer with a monitor. Warren Harding will work with Ms. Duncan on investigating a favorable cost.

Maintenance Office Phone:

Troy and Akash have expressed the need for a landline phone stationed in their office, which will help with contacting shareholder/residents without constantly disturbing the security desk, management or using their personal cell phones as well as discussing maintenance issues at the security desk. Ms. Duncan reached out to Verizon and received a quote for a phone to be stationed in the maintenance staff office. This will be at a 1-time charge of \$85.00 which will be added to the monthly bill. All agreed to move forward with the request.

Maintenance Staff Uniform:

The maintenance staff has complained about the current uniform supplier and the quality of the uniforms. Ms. Duncan will look into another uniform supplier for the maintenance staff.

Exterminator Service:

Some shareholders have complained about the current exterminator service provider, Broadway Exterminator. Management is also having trouble with their communications, and problems with understanding new company policies regarding how they treat the apartments. Ms. Duncan will research new exterminators.

FISP Cycle 9:

Update: On 10/5/23 Vivek Patel advised the CD-5 drawings were submitted to DOB on 10/3/23 and awaiting DOB review/approval. Once the drawings are approved by DOB, estimated dates for the scaffolding installation will be provided to St. James.

HPD ML Training:

Ms. Duncan distributed a FAQ regarding the Mitchell-Lama rule changes as it relates to the admissions process. Training was conducted on 10/4/23 to go over the FAQ and answer any additional questions regarding the Mitchell-Lama applications process and waitlist management.

Homeownership Lending Information Package:

An applicant reached out to the UHAB organization in search of financing to purchase an apartment at St. James Towers. Homeownership Lending offers a loan product for purchasers in Mitchell-Lama co-ops. Ms. Duncan shared the documents with the board. Dr. Hosier expressed concern about anyone who is unable to meet the purchase price for purchasing the apartment and needs a loan; it may indicate their ability to pay the monthly maintenance. Since no one disagreed with Dr. Hosier's concern, no further action was considered.

RAINBOW ROOM

The board had never formally taken a vote not to reopen the room, but it was generally agreed that the Rainbow Room space should be converted into a storage area since there was inadequate feedback from the Rainbow Room Committee. Shareholder Beverly Faison (12A) wrote a letter asking to gain access to the room to assess its contents in order to help facilitate donating items and clearing the room. Dr. Hosier contacted corporate attorney to apprise him of the latest, and he responded that the stockholders did not lend the equipment but donated; therefore, St. James has no legal obligation to deal with the items. Dr. Hosier suggested sending a notice to the shareholders asking them to collect any items that they want from the room on a specific date. Any remaining items in the room after that date will be discarded by Bargold,

APARTMENT RENOVATION AGREEMENT/MANDATED APARTMENT INSURANCE

The board will need to discuss previously distributed the draft apartment renovation agreement. The board will need to discuss and make a decision. In addition, a mandatory apartment insurance policy for the shareholders must also be discussed and decision made.

HALLOWEEN DECORATIVE LIGHTS IN HALLWAY

There were decorative lights on the 1st and 3rd floor elevator areas for Halloween. Letters were sent to the shareholders advising them lighting is not permitted outside of the Christmas holiday season and must be removed. Ms. Duncan and a maintenance staff person went to the 3rd floor and removed the lighting. When they went to the 1st floor, Ms. Duncan spoke to Michele Roxey, who acknowledged that she received the letter, but stated that she would call the police if the lights were removed. Ms. Roxey refused to remove the lights and the maintenance person removed the lights. Later, Ms. Duncan observed six police officers leaving the building and was informed that the officers were looking for the maintenance person (Marcus). Ms. Roxey reported that her property was stolen and wanted to press charges. The police asked Marcus to return the lights to Ms. Roxey. After consulting the corporate attorney, Dr. Hosier indicated that the board has the authority over the common areas and was therefore within its right to have the lights removed.

TRICK-OR-TREATING IN BUILDING

Trick-or-treating in the building that included posting pumpkin signs on apartment doors indicating an invitation for visitors to collect treats was suspended at the start of the COVID pandemic and had not yet been reinstated. Following discussion on whether to reinstate the practice and other options, a vote was taken on whether to reinstate trick-or treating in the building. Four voted in favor (Harding, Hilton, Starke, Jordan), two opposed (Hosier, Arrington) and one abstained (Stennett); Ms. McKnight was absent. Therefore, the trick-or treating will be reinstated. Pumpkin signs can be obtained from the Management Office.

LOBBY CHRISTMAS DECORATIONS

The Christmas Village initiated by the late Louis Gonzalez was continued by Ronald and Michele Roxey. With the passing of Mr. Roxey, it is uncertain whether this tradition will continue. If the Christmas Village will not be set up this year, Dr. Hosier suggested that the Christmas tree usually located behind the security desk area be placed in the area where the Christmas Village was set.

COMPOSTING


Yvonne Hilton discussed the issue of the upcoming composting requirements for the city, and whether St. James should consider advanced planning. Due to the numerous current mandates requiring timely compliance, the Board and in particular the maintenance staff has a lot to deal with at this time. Therefore, Dr. Hosier suggested there is time to plan for composting in the future.

LOCAL LAW 97 DISCUSSION

Next week, 10/18/23, Rosy Tavares, Senior Consultant with Kinetic Communities Consulting will join the meeting to discuss Local Law 97 compliance.

The meeting ended at 8:55 PM.

Minutes prepared by Warren Harding, Secretary


Signature

10/15/2023
Date