

ST. JAMES TOWERS | MONDAY, MAY 31, 2023

BOARD OF DIRECTORS VIRTUAL MEETING WITH STOCKHOLDERS – UNOFFICIAL MINUTES

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, Mr. Rudy Moore and Ms. Nicole McKnight

The meeting was called to order at 7:04 PM.

WELCOME

Dr. Hosier welcomed the stockholders to the Virtual Board of Directors Meeting via Zoom, indicating that the meeting is a practice session to familiarize everyone with Zoom, and the presented information will be limited to specific topics. She also announced that the next and final Quarterly Board meeting will be June 21, 2023, at 7 PM and she read the agenda. The meeting was accompanied by a PowerPoint presentation consisting of reports prepared and discussed by various board members.

CORRECTION OF MINUTES

The minutes from the March 27, 2023 Quarterly Meeting were previously reviewed. As there were no corrections to the minutes, the directors voted to accept the posted minutes for the official record. Mr. Patrick Stennett moved to accept the minutes as posted; Ms. Yvonne Hilton seconded. The vote was unanimous in the affirmative with the absences of Mr. Jordan, Mr. Moore and Ms. McKnight; therefore, the minutes were accepted.

PRESIDENT'S OPENING REMARKS/UPDATES

Reopening Common Areas – Dr. Hosier commented that during the Board's March 27, 2023 quarterly meeting, the Board stated its intent to reopen common areas after May 11th to coincide with President Biden's plan to end the national COVID-19 emergency declarations. Meanwhile, plans to upgrade and/or repair the Community Room and Playground Area had already been implemented. Dr. Hosier then announced that the Community Room and Playground/Seating Area will reopen Saturday, June 3rd.

Community Room - Arlene Arrington presented an update on the Community Room as follows:

	Room Rental Fees	
	Rental Fee	Deposit
4 hours or more	\$600	\$200
4 hours or less	\$200	
Funeral Repast (maximum 4 hours)	\$200	
Funeral Repast for deceased St. James Shareholder (maximum 4 hours)	Waived	

- Only money orders accepted as payment
- Send room rental shareholder requests to the Property Manager via BuildingLink or in the lobby Management mailbox
- Request forms for using the Community Room are available on BuildingLink or in the Management Office.

Playground/Seating Area – Ms. Arrington provided the following information on the playground/seating area reopening:

Reopening Date: Saturday, June 24, 2023 (Reopening Ceremony) will consist of:

- Official Blessing
- New Stockholders Welcome
- Recognition of Stockholder Bench Donors
- Light Refreshments

Summer Event: Saturday, July 29 or August 5, 2023

- Ms. Arrington asked for volunteers to join a committee to plan the event
- Purpose of event: Community building and neighbors sharing
- Light refreshments will be served

Rainbow Room – Dr. Hosier prefaced the Rainbow Room presentation by stating that prior to the closing of the common areas, there were no plans to upgrade or assess the Rainbow Room located in the basement. No records indicated that in the last decade an assessment was made of the physical space, furniture and exercise equipment in the Rainbow Room. As part of the process for reopening of the building's common areas, the Board directors, building superintendent and handyman conducted a visual assessment of the Rainbow Room.

Patrick Stennett presented the condition of the Rainbow Room and exercise equipment with pictures that were taken, and concluded that due to the current poor conditions of the room and equipment, the Board will not reopen the Rainbow Room at this time as it will require substantial planning, work and cost. However, the Board has explored renovation plans that would be of no cost to the corporation as well as provide future increases to the corporation's operating income. Mr. Stennett invited input from the Rainbow Room Committee for suggestions.

Ronald Roxey, Board Liaison for the Rainbow Room Committee, began his presentation by acknowledging the two deceased shareholders who had maintained the Rainbow Room when it was in operation: Champlain Jones and Peter Grosvenor. Therefore, Mr. Roxey encouraged the Rainbow Room Committee to become more active in preparing the Rainbow Room to enable a possible reopening. Mr. Roxey then proceeded with outlining the following:

Administrative Requirements

- Membership dues
- Establish Rules and Regulations and member signoff
- Signed Injury Waivers

Planned Activities

- Weight training
- Step machine
- Row machine
- Treadmill
- Any other functional equipment
- Boxing (speed bag and heavy bag)
- Zumba
- Tai-chi
- Stretching
- Yoga
- Weekly game night (cards, dominoes, pool)
- Sunday Night Football
- Movie Night

Mr. Roxey also welcomed any other suggestions by submitting them to BuildingLink or placing them in the Management Office/Board of Directors mailboxes, and encouraged shareholders to donate items to restore the Rainbow Room such as paint, wood floor repair, window exhaust fans.

Bargold Storage – Dr. Hosier discussed St. James' arrangement with Bargold Storage that started with a contractual agreement in 2010 to renovate two basement rooms that were in poor condition at no cost to the corporation. In addition, 21 storage units were installed, thereby generating additional operating income for St. James.

Since 2010, Bargold maintained a waiting list of 54 stockholders for a storage unit, and recently contacted them. Forty-two confirmed they were still interested in renting a unit.

Currently, St. James has a month-to-month agreement. Considering the poor conditions of the Rainbow Room and the extensive work required, the Board requested in early May a Bargold representative to assess the space and present a proposal for renovating Rainbow Room, with the requirement that a section of the room include an activity area.

The following is a summary of Bargold's proposal to restore the Rainbow Room and add more storage units:

At no cost to the Corporation, Bargold will:

- Provide a one-time dumpster to remove and cart away agreed upon items from the Rainbow Room
- Renovate the entire room, including removal of backroom brick wall divider, painting the walls and floor
- If agreed, install 2 Quest dehumidifiers in windows and 2 electrical outlets near windows for the sole purpose of dehumidifier use (electricity cost incurred by corporation)
- Add 17 storage units for stockholder rental
- If needed, upgrade room lighting and exit signs

Additional Clarifications to the proposal are as follows:

- In lieu of dehumidifiers, will Bargold install exhaust fans in the two windows?
- When will the extended agreement start date be?
 - Currently, St. James has a month-to-month agreement
- Option date to purchase storage units
 - Unit price mutually agreed by Bargold and St. James
 - Proposed timeframe: 5 years (includes current 21 units plus proposed 17 additional)
 - Increase corporation's operating income
 - Currently, St. James receives 25% of collected, monthly gross rent (\$4,623 for 21 units for Fiscal Year ending June 30, 2022)
 - Additional 17 units will increase number of units to 38
 - Annual operating income increase minimum: 55% (estimated amount of \$7,166 contingent upon unit sizes)
 - If St. James purchases the units after five years, the potential addition to annual operating income can be by 75%, contingent upon rental fees determined by the corporation.

Bargold also provided a diagram of the proposed layout of the Rainbow Room, indicating where the storage units and activity area will be located. Dr. Hosier presented this diagram during the meeting, and concluded the following:

- The Rainbow Room cannot be utilized due to its poor physical condition and needed repair
- The Bargold Storage proposal offers, at no additional cost to the corporation, a means to repair and upgrade the room, add more stockholder storage units and provide potential activity area space

- The Board is open to reviewing submitted alternative plans to repair and upgrade the basement room.
- The Board's final decisions will be based on strategic, fact-based plans that will repair and upgrade the room while not increasing the corporation's annual operating budget.

QUESTIONS AND ANSWERS

The following questions were submitted via chat:

Q: Are we going to have a director over the community room?

A: Director Arlene Arrington will be the liaison to the board for the community room.

Q: Not everyone is on BuildingLink. and we should consider answering questions on this platform that all who are here can see the responses.

A: Questions posted in the chat are being read and answered.

Q: Are we going to establish a floor liaison among the directors and floor representatives?

A: We did not have enough people who were willing to volunteer, but the board is open to suggestions.

Q: Is management considering contacting an Equipment company to see if they would consider furnishing the Rainbow Room?

A: The area cannot be considered a workout space because it would not be up to code.

Q: We need more facts about Bargold's arrangement and how much money do we receive from them now?

A: The question was answered previously during the slide presentation on the Bargold contract proposal.

Q: What does Bargold get from us?

A: The units are rented through Bargold; St. James gets 25% of the monthly collected gross rent. If we purchase the units, St. James would receive the full rental amount.

Q: Why not convert all the Rainbow Room space to storage?

A: We are looking for a compromise on the best use of the space.

Several shareholders gave positive feedback on how the meeting was run smoothly with Zoom.

One shareholder asked a question about one of the security guards, but since the questions for this meeting were to be focused on the presented topics, the shareholder was advised to submit her question to the Management Office.

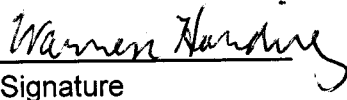
None of the shareholders joining by telephone asked any questions.

Anyone who did not get a chance to ask a question or thought of questions later were advised to submit their questions in the board mailbox.

The next Quarterly meeting will be June 21, 2023, at 7 PM.

The meeting was adjourned at 7:55 PM.

Minutes prepared by Warren Harding, Secretary with the assistance of Arlene Arrington.


Signature

6/12/2023
Date