

ST. JAMES TOWERS | MONDAY, JANUARY 9, 2023

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

The Meeting started at 7:03 Via GoToMeeting Video Conference Call

Directors Present: Dr. Noreen Hosier, Mr. Patrick Stennett, Mr. Warren Harding, Mr. Ronald Roxey, Ms. Nicole McKnight, Mr. Claudio Jordan, Mr. Rudy A. Moore Jr., Ms. Yvonne Hilton

Director Absent: Ms. Arlene Arrington

Building Manager: Nicole Duncan

Manager's Report

- Carlos Rolando's last day at St James was 1/5/23. A collection totaling \$1340.00 from the shareholders was given to Carlos. Management Office received 4-5 resumes for Carlos' replacement; one candidate was interviewed but was not a good fit. One more candidate is scheduled to be interviewed on Wednesday, January 11.
- The maintenance staff has commenced removing the Christmas decorations in the lobby and front lawn.
- Metro Management & Shakti Construction have delivered their annual token of appreciation to the Board of Directors and can be picked up in the Management Office.
- Shareholder Figueroa (19L) donated 600 N95 masks which will be distributed to the shareholders next week. Because of the large quantity donated, two masks will be offered to the shareholders
- Vacancies: five apartments - 20H, 19B, 17A, 7K and 21I
 - 7K was surrendered; inspection of the apartment is forthcoming in preparation for contractors to refurbish
 - Pending vacancies: Apartments 1G (deceased Barbara Taylor) and 5J (deceased Bernie Myers) are expected to be surrendered in January 2023.
 - More details on the status of vacancies were reported in the vacancy summary.
- Elevator #1 was taken out of service for repairs; the door does not close shut, and the elevator does not go to the floor that corresponds to the button pressed for the selected floor. A replacement part was ordered on Monday the 9th and should be installed the following day. Warren Harding also reported that Elevator #2 is not working properly; it stops on each floor without the door opening.
- Legal case, Apartment 22I: Article 78 case was denied by the court. The judge has upheld HPD denial of succession rights to the unit. L&T Attorneys are moving forward with eviction.
- Playground update: On Thursday, 12/29/2022 Patrick and Ms. Duncan conducted a brief inspection of the playground construction (asphalt and concrete) as well as the shrubs, trees and lawn etc. Upon return of the contractors in January a thorough walk-through must be conducted with the Project Engineer from Rand to point out some deficiencies with the asphalt and concrete. The parts for the benches have arrived at the company and the benches are being assembled. Once completed, a delivery date will be scheduled. Ronald Roxey mentioned that he observed pooling in areas of the playground after raining. Since he could not identify a specific timeframe where pooling would be considered, Mr. Roxey will note the length of time when it rains again and will also report the issue at the next meeting with the engineers on Thursday the 12th.
- New Security Guard: Stanley Brown needs to be trained
- Arrears Report: Ms. Duncan provided the board with detailed information on arrears

- BuildingLink: On Wednesday, 12/21/22 Sadonia and Ms. Duncan attended a 2-hour training session conducted by a BuildingLink representative. It was noted that there are still significant missing email addresses.
 - Computers for Maintenance staff: Kash and Troy will be trained. A new computer will be ordered for the Management Office, and maintenance will use the one being replaced.

Confidentiality Agreement

Question from Yvonne Hilton regarding Item #12, which states: "Enforcement of the above stated policies and procedures may include removal of the Board Member who breached confidentiality in accordance with the Corporation's By-Laws," where she asked which bylaw does this item refer to. After consulting the corporate attorney, he found no such bylaw existed. Therefore, the attorney advised we could either revise the bylaws (which would be time-consuming and costly) or take any of the following actions:

- A censure by the board, which would be made public to the shareholders;
- Removal from their office (if they are an officer) but not removal from the board;
- If you have committees, removal from the committee for a one-year period.

After a brief discussion, there was consensus that the three actions should be adopted instead of revising the bylaws. The confidentiality agreement will be revised accordingly.

Laundry Contract

The board reviewed a chart summarizing the various terms for the laundry contract proposed by Hercules, and the possibility of an advanced commission was discussed (which was in the original 2012 contract). The proposal also includes new washers and dryers, new tiles, and painting the laundry room. Furthermore, Hercules will increase the cycle charges of its washers by \$0.25 and dryers by \$0.10. Options to consider are whether to accept a one-time \$15,000 payment or an advanced commission of \$174,000 upon installation of the new machines plus an additional \$174,000 in 42 months (about 3 and a half years). Monies received would go into the operating surplus account. Upon further discussion, most of the board agreed with the two-part advanced commission; however, Mr. Jordan suggested to meet with Hercules and negotiate further.

A motion was made by Patrick Stennett to accept Hercules' proposal with the following terms:

1. St. James Towers receives two advanced commissions of \$174,000 each; the first to be paid upon installation of the new equipment and the second in 42 months, totaling \$374,000
2. New washers and dryers will be installed, new floor tiles will be laid, and the laundry room will be painted.

Yvonne Hilton seconded the motion, and the majority voted in the affirmative, with Mr. Claudio Jordan abstaining and Ms. Arlene Arrington absent. The vote carried.

Applying for Grants

Deadlines for applying for grants in fiscal year 2024 are upcoming. Dr. Hosier and Nicole McKnight submitted a request to State Senator Jabari Brisport's office for capital funding of roof replacement in the amount of \$1.89 million.

Warren Harding stated that he will follow up with the discretionary funding opportunity offered by the City Council and Borough President's office. He also mentioned Local Law 97

("decarbonization") is on the horizon. Dr. Hosier stated that Mitchell-Lama developments were exempt, but Mr. Harding will investigate further.

Changing B38 and B52 Bus Service

MTA has proposed eliminating some bus stops on the B38 and B52 lines as well as limited service as part of their redesign plan. A virtual meeting will be held on Thursday 1/12 to address this issue.

Next Meeting: The next board meeting TBA, as the following Monday is Martin Luther King Day. A meeting with the professionals is planned for either 1/23 or 1/30.

The meeting ended at 8:35 PM.

Minutes prepared by Warren Harding, Secretary