

ST. JAMES TOWERS | WEDNESDAY, MAY 3, 2023

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

The Meeting started at 7:15 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, Ms. Yvonne Hilton, Mr. Rudy Moore

Directors Absent: Mr. Claudio Jordan

Building Manager: Nicole Duncan

ZOOM DEMO

Ms. Joni Yong, Account Executive from Zoom, was scheduled to demo the Zoom product at 6:30 PM, but did not attend the meeting. Warren Harding will follow up.

Dr. Hosier proposed that St. James purchase Zoom and terminate the contract with Elect-US, for which there was a consensus among the board. This is separate from the contract with Election Services United, the election company which runs board elections and the annual meeting. However, if terminating the Elect-US contract impacts Election Services United, there is ample time to find another election company. Dr. Hosier asked Ms. Duncan to review the contract for Elect-US to see how much prior notice is required to terminate. A board vote to terminate Elect-US and accept Zoom will be held at the next meeting.

MANAGER'S REPORT

Vacancies

- 5J: was scheduled to close; applicant did not receive the full funds from the bank, appointment to be rescheduled.
- 21B: application was approved for a new applicant; spreadsheet for the restoration charges from three contractors (Shakti, L.E.S., and JS Construction) attached. As none of the three contractors are currently working on any apartments, the board agreed to go with the lowest bidder, which was Shakti.

Personnel

- Brian McLeod was hired as summer relief to cover Alex who is out on vacation for three weeks.

Income Affidavits

- The Management Office is continuing to compile the income affidavits for submission to HPD. Several affidavits need corrections or are missing signatures; Sadonia has been reaching out to those shareholders whose affidavits need corrections.

Income Verification Audit

- The Management Office is working on recalculating and inputting data of the 2020 Income verification audit for submission to HPD by the end of May.

Lobby Automatic Door

- Repairs were done on 5/2 to prevent hard slamming that could potentially cause the glass to shatter. Work will continue on 5/4 to replace the saddle.

BrightView Landscaping

- Ms. Duncan received the proposal at the end of business and therefore did not have a chance to review it; she will add it in the next report.

Dr. Hosier noted that one of the six trees surrounding the playground circle is dying. She researched the paperwork on when the trees were planted, which was in fall of 2021 with a one-year warranty; therefore, the warranty coverage has expired. However, she is checking back further to find out when issues with the tree were first reported to BrightView to determine whether the warranty was still in effect. Another concern was the tree located near Lafayette Ave., where Dr. Hosier, Ms. Duncan, and one of the BrightView landscapers observed a shareholder letting his dog urinate in the area, which affects the growth of the grass.

Sidewalk Repair

- Final walkthrough was conducted with Rand on 4/28; Rand Engineering will be submitting the payment schedule for the final payment.

Exterior Chain Fence Pole

- It was reported to Ms. Duncan that the chain fence was incorrectly installed by the driveway side entrance to the playground circle. The poles were removed, and the holes were filled with cement but did not match the area. Ms. Duncan did a walkthrough and an inspection with Nelson from Triangle Iron Works, who took full responsibility for the error. Another worker from Triangle who does cement work inspected the area and will find cement to match. If a match cannot be found, Triangle will take responsibility for replacing those flags in the area. Ms. Duncan advised Nelson that before any work is done, she must be notified with written information and a schedule so that she knows in advance what work will be done, and the board must approve the work.
- Dr. Hosier suggested leaving the poles as they are so as to deter non-residents from entering the playground circle. Some board members stated that leaving the poles is potentially a safety issue because people could easily trip while trying to step over the chain.

Annual Category 1 Elevator Inspection

- Management received the no cost proposal for deficiencies found from the annual Category 1 inspection on 3/24/23, which were:
 - Car 1, 2, 3 and 4 – Stop switch not on bypass
 - Car 3 – Travel cable & junction needs replacing

The elevator company will provide Management a schedule of when the work is to be done.

SHAREHOLDER ISSUE

- Childs (16A): asking permission to have a caregiver reside in her apartment. Ms. Duncan will contact the shareholder to advise her that caregivers do not live with the shareholder; Ms. Childs may request to have the person who has been living with her (companion) added to the affidavit.

REOPENING COMMUNITY ROOM

- Dr. Hosier expressed the need to finalize the language for the community room contract and announce the reopening of the community room. Arlene Arrington, who has been working on revising the contract, will have it ready this week.

SECURITY ISSUES

- **Officer attire:** Dr. Hosier questioned whether the security officers' attire had changed because she observed one of the officers wearing a polo shirt instead of a jacket and tie. Ms. Duncan will inquire about this.
- **Rover's radio:** it was reported that the radio used by the rovers was not working, but they just needed recharging.
- **Changing security companies:** Rudy Moore asked whether St. James is still looking into changing security companies; Dr. Hosier stated that we will revisit this once some of our other projects are completed.

COOPERATOR EXPO

- The Cooperator Expo will be held in person tomorrow (5/4). Anyone who is available is welcome to attend.

RAINBOW ROOM

- Dr. Hosier asked Ronald Roxey to provide Ms. Duncan with the list of volunteers on the Rainbow Room Committee tomorrow (5/4/23) and for Patrick Stennett to write up his ideas for an activity center in the Rainbow Room space.

E-BIKE FIRE SAFETY NOTICE

- David Baron, Metro Management President, sent notices to all building managers that they are required to distribute the notice from the NYFD regarding e-bike fire safety. Hard copies will be distributed throughout the building as well as posted on BuildingLink.

LAUNDRY ROOM

- Rudy Moore reported that there was a violation at Cooper Square where a shareholder complained that the fan was making too much noise. DOB went to the property to investigate and noted other violations. Mr. Moore was concerned that St. James could possibly face the same situation, and we should carefully consider any changes made in the laundry room. Dr. Hosier asked Ms. Duncan to speak to Mark Lubin from Hercules about any violations from DOB about the exhaust fans in the laundry room, and, if so, should be addressed immediately.

The meeting ended at 8:04 PM.

Minutes prepared by Warren Harding, Secretary



5/19/2023

Signature

Date