

ST. JAMES TOWERS | WEDNESDAY, NOVEMBER 29, 2023

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

The Meeting started at 7:01 Via GoToMeeting Video Conference Call

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

Director Absent: Mr. Claudio Jordan

Building Manager: Ms. Nicole Duncan

MODERATOR FOR CANDIDATES NIGHT

Michael Luginsland from Metro Management will moderate the St. James Board of Directors Candidates Night on December 4. He sent introductory letters to the candidates and described the format of the meeting.

RAINBOW ROOM

Despite efforts from the Rainbow Room Committee to resume using the space, Bargold Storage has co-signed an agreement with St. James to renovate the area. Renovation work will begin January 2, 2024. Notices will be sent to the committee informing them when they may go to the room and collect items they wish to remove.

Dr. Hosier contacted the corporation attorney regarding the committee accessing the personal emails of board members for sending communications. Such information is part of the board's confidential documents and should not have been shared. The corporation attorney will draft a letter for Nicole Duncan to send to Ms. Michele Roxey (whose late husband Ronald served on the board) requesting that she return the documents.

INSURANCE LIABILITY

Insurance liability matters will be emphasized more to the shareholders given the current trend of increasing premiums and policy cancellations by insurance companies. Therefore, St. James must minimize the risk of losing their insurance or increasing its liability by exercising prudent practices.

COBBLESTONES

With the upcoming unexpected expense of repairing the cobblestone area of the sidewalk along the St. James side of the property, corporation attorney will explore funding options. Also, Nicole McKnight followed up with Council Member Crystal Hudson on identifying funding opportunities. An application for capital funding will be submitted in January.

An initial proposal was submitted by United Engineering of NYC for the engineering phase of the cobblestone repair project. Estimated cost: \$55,000-\$80,000.

A motion was made by Warren Harding to accept the 11/29/23 proposal from United Engineering of NYC DPC for consulting services for the cobblestone area on St. James Place; Patrick Stennett seconded. The vote was unanimous in the affirmative, with the absence of Mr. Claudio Jordan. The motion carried.

CYCLE 9

Dr. Hosier, Mr. Claudio Jordan and Ms. Duncan met with Vivek Patel of United Engineering of NY DPC to discuss the status of the Cycle 9 building probing project. Bricks from the building have been removed but will be replaced by December 22.

MANAGER'S REPORT

Vacancies

Apartment 8E has been assigned to an external applicant and filed at HPD, awaiting approval. External applicant for 22K declined unit due to finances to obtain purchase price. New letters were sent, currently scheduling interviews. Restoration work continues by the assigned contractors.

Arrears Report

The November 2023 arrears report for units currently in Landlord/Tenant court was distributed to the board. The higher arrears were predominantly from succession denials (four units), and it has been difficult to obtain eviction dates. In the meantime, no carrying charges are being collected.

Apartment 22I: the judge settled the case but use and occupancy must be obtained. The court date for this procedure is scheduled for January 10, 2024.

Finances at a Glance/Other Expenses

The October 2023 Finances at a Glance and Other Expense Totals were distributed to the board.

1ST Floor Lights

A personalized letter was sent to Michele Roxey of apartment 1N on 11/28 (following a series of letters sent previously to all residents on the 1st floor) detailing the danger of having electrical wiring plugged inside of the dwelling is an extreme safety hazard to of all of St. James' residents and staff while leaving it unattended 24hrs daily. Upon subsequent inspection on 11/29 the lights and decorations had been removed from the hallway common area wall. However, prior to this, the lights were on in the hallway between apartments 1M and 1N while Ms. Roxey was away on Thanksgiving holidays, Wed. 11/22-Sat. 11/25.. The lights were eventually turned off after calling several people but were back on upon Ms. Roxey's return on 11/25.

Ms. Roxey also contacted the Management Office asking for the maintenance staff to bring up the lobby display decorations (except for the trains used for the Christmas Village) but was advised to write a letter to the board for the request and specify what she intends to do for decorating.

Maintenance Items

The maintenance staff will begin decorating the lobby for the holidays starting the week of 12/4. They also requested Wednesday, 12/20 for the staff luncheon in the Community Room.

Elevator #4

BP Elevator started replacing the cables on elevator #4. The elevator will be out of service starting Monday, 11/27 and returned to service pending DOB inspection. Expected completion of repairs is Friday, 12/1.

DEAD/BROKEN TREE BRANCHES CHART

Ms. Duncan distributed to the board a comparison chart of vendor proposals to remove dead/broken tree branches and prune trees around the property. Evergreen offered the lowest price (\$5,250 plus tax), so the board agreed to select that company to perform the work.

Cycle 9 - FISP

Millenium Restoration will work on the L and B balcony lines starting Thursday, 11/30 with a follow-up inspection on Friday, 12/1. Starting Monday, 12/4 through 12/11 scaffold drops will be installed on the I, K and N balcony lines.

2023 Annual Election

The 2nd mailing to stockholders was received on Fri, 11/24. Items include: 1) Notice of Annual Meeting, 2) Candidates Statements, 3) Absentee Ballot. The Independent Auditors Report (July 1, 2022-June 30, 2023) was distributed on Friday, 11/17. The lock box is positioned in the lobby across from the security desk and will remain in place around the clock until the final pickup from ESU on 12/11.

Cobblestone/Sidewalk Repair

On 11/21, Millenium Restoration installed safety barriers as a temporary solution around the 3 cobblestone areas on St. James Place to be repaired at a cost of \$5,000.00. One of the three areas is where garbage from the building is placed for collection from the Sanitation Department; on garbage collection days, those barriers will be removed so that Sanitation can easily collect the garbage, and the barriers will be placed back.

Burner Contract for Boilers

The annual burner contract with Efficient Combustion and Cooling for the boilers expires on December 31. Renewal cost is \$4,300; terms of the contract to be discussed further.

Meeting Recordings

Corporation attorneys raised the issue of recording the virtual meetings with shareholders in terms of potential lawsuits. They recommended that shareholders should be made aware that the meetings will be recorded. After further discussion, the board agreed to stop recording at the Q&A segment, but that portion will still be entered into the written minutes.

Shareholder Correspondence

- Shareholder Susan Murrain (11J) wrote to the board regarding roach infestation in her apartment. Ms. Duncan discovered that the source of the infestation is from 11L (shareholder Curtis) during apartment inspection. Ms. Duncan sent Mr. Curtis letters addressing the issue and sent exterminators to his apartment. The apartment was cleaned following the initial inspection; however, his kitchen needs to be redone. As part of the lease agreement, St. James has the right to take the necessary measures to remedy the situation, such as replacing the kitchen cabinets, and can charge the shareholder for the expense.
- Shareholder Georgia Randolph (9B) complained about the Thanksgiving decorations by the elevators on her floor being a fire hazard. The corporation attorney recommended having standards written in the building Rules and Regulations.

E-Bikes/Other Lithium-Ion Battery-Powered Mobile Devices

Ms. Yvonne Hilton inquired about how to determine how many shareholders own e-bikes and electric scooters to ensure fire safety. This item will be added to the inspection sheet for the apartment inspections.

The meeting ended at 8:33 PM.

Minutes prepared by Warren Harding, Secretary

Warren Harding
Signature

12/3/2023
Date