

# ST. JAMES TOWERS | MONDAY, JANUARY 23, 2023

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

The Meeting started at 7:04 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, Ms. Arlene Arrington

**Building Manager:** Nicole Duncan

## **Manager's Report**

- Ms. Duncan worked on a revised porter schedule with input from the maintenance staff to comply with the Sanitation Department's new rules for placing trash outside starting April 1. Per 32BJ union rules, members must receive written notice of schedule changes three weeks before the effective date. Since the new sanitation rules begin on April 1, the maintenance staff will receive notice in sufficient time. The revised porter schedule will start March 1. Any questions or concerns among the Board regarding the schedule may be forwarded to the Management Office.
- One of the applicants for porter to replace Carlos Rolando was interviewed, and he had plumbing experience, which makes him a strong candidate for hire. A background check is being conducted.
- Legal Cases: more are being settled in favor of St James Towers, which will result in more apartments available for sale and occupancy.
- Playground Update: waiting for benches to be assembled and delivered. DV Contracting returned to finish residual work to be done.
- Hercules Laundry Service: following Ronald Roxey's inquiry about installing an additional large washing machine, Hercules has agreed to replace one of the 2.8 cu ft washers with a 6.3 cu ft. The vendor has also agreed to install Wascomat machines (currently used at St. James) as requested, instead of changing to Speed Queen.
- BuildingLink: a new PC will be delivered to the Management Office for installing the application, and the computer being replaced in Management will be used by maintenance (Troy and Kash)

## **Confidentiality Agreement**

- The corporate attorney suggested additional revisions to the confidentiality agreement. Motion was made to accept the revised confidentiality agreement as of 1/23/23; Patrick Stennett moved; Rudy Moore seconded. The vote was unanimous.

## **Virtual Town Hall**

- Virtual town hall sponsored by The Cooperator: "Complying with Fannie Mae and Bank Guidelines for Funding Your Next Capital Project" to be held on January 26. The correct link to register for the event was provided.

## **Ryerson Towers Contribution to 2019 Parking Lot Repairs**

- A letter was drafted by corporate attorney to Ryerson Towers' Board of Directors regarding their portion of responsibility for repairing the easement (via St. James' parking lot) over the property of St. James Towers. Supporting case law was cited. The total cost of the repair needs to be finalized to calculate the proposed amount to be paid by Ryerson Towers.

- Motion was made to have St. James' attorney submit the letter to Ryerson Towers requesting them to contribute their share toward the 2019 parking lot re-pavement; Nicole McKnight moved, Arlene Arrington seconded. The vote was unanimous.

### **Shareholder Letter**

- Letter from shareholder Linda Bryant of 8J notifying the board that her nephew will be living with her starting February 1, 2023, and requested a key fob. Per St. James' rules and regulations, key fobs are not issued until the guest is in the apartment for at least 90 days and added to the income affidavit.

### **Tracking of the Budget**

- As this marks the midpoint of the fiscal year, Dr. Hosier asked the corporate accountant when a mid-year review meeting can be held with the board. Target timeframe: mid-February.
- Along with the budget tracking document, the board also reviewed a summary of operating expenses containing each item's percentage of the budget for the first six months of fiscal year 2023.
- Most of the expenses listed have used approximately 50 percent of the budget. Gas and security were the highest percentages, 57 and 59 percent respectively.
- Dr. Hosier noted that the board should explore ways to generate money to offset the projected operating deficit.

### **Utility Pass-Through**

- One of the ways of offsetting the anticipated operating deficit is to consider a utility pass-through, which is an energy surcharge to the shareholders. Given increasing utility costs by 50 percent, the corporate accountant Robert Mellina is exploring St. James' eligibility for implementing this pass-through.
- Mr. Mellina provided data on utility costs between 2021 and 2022 and demonstrated an increase of gas and electricity by \$400,157.
- Mr. Mellina also prepared a chart showing the pass-through charges for the board of directors' apartments as a sample based on the number of rooms at different timeframes, ranging from 6-12 months.
- The process for implementing a pass-through is to submit a request (which will be prepared by the accountant) to HPD, indicating the length of time in months to impose the charge, the cost per room, and demonstrate St. James' need for implementing the pass-through. The request must be accompanied by a Certificate of Resolution affirming that the board voted to request the utility pass-through. Furthermore, the board must notify the shareholders of this request. HPD will most likely accept the utility pass-through request.
- The per room cost lowers as the number of pass-through months increases (i.e., monthly charge for 12 months is lower than that for six months)
- Given the expected \$174,000 advanced commission from Hercules, Dr. Hosier proposed that the board consider the lowest cost schedule of 12 months.
- The board discussed the possibility of a 24-month pass-through (which coincides with the length of the utility contracts), but the accountant recommended the 12-month plan.
- Motion was made to request the utility pass-through from HPD for twelve months. Yvonne Hilton moved; Warren Harding seconded. The vote was unanimous.

### **Security Issue**

- Mr. Jordan cited three incidents where security did not announce to him that an incoming guest had arrived before admitting the guest into the building. Ms. Duncan has been searching for other companies.
- Rudy Moore suggested an alternative to addressing the issue by moving the buzzer that admits visitors to a different location, thereby forcing the security officer to go from the desk to the buzzer to admit the guest. Ms. Duncan will investigate this.

The meeting ended at 8:27 PM.

Minutes prepared by Warren Harding, Secretary