

Highview Condominium II
Board of Directors – Meeting Minutes
February 22, 2022 – 7:00 p.m.

The twentieth regular meeting of the 2019-2020 Highview Condominium II Board of Directors was called to order at approximately 7:00 p.m. by Madalina Rauscher, President. The meeting was conducted remotely by Zoom. Board members in remote attendance: Robert Boynton, Joseph Cann, Marjorie Cannon, Christine Chun, Kathleen DeVaynes, Lauren Esposito, and Madalina Rauscher. Board members absent: David Cutler and Sindhu Mathew. Marissa Zinnanti attended from CRM Management.

- 1) Minutes: Minutes of the 01/25/22 meeting were previously approved by email.
- 2) Financial Report:
 - a) Account balances: As of 01/31/22, checking account balance is \$36,618.49. Additional savings in the Citibank account totals approximately \$43,000.
 - b) A \$70,000 water bill was recently received. The bill had been received by Carriage House and never turned over to Andrews. Marissa is arranging a payment plan with the City.
 - c) Foreclosure, Liens, and Arrears:
 - i) Foreclosure: Marissa Zinnanti will be in contact to assure that everything is in order for foreclosure 03/01/22 court date.
 - ii) Arrears: Discussed.
 - d) FY2020 Audit: Completed. Will be mailed to all unit owners.
 - e) FY2021 Audit: The Board voted to approve engagement letter with Louis Picaro of Joseph Sciarrino, CPA, authorizing FY2021 audit. Noted that completion of this audit would be needed soon for any proposed building loan. No update as to when completed audit anticipated by auditor.
 - f) FY2022 Budget: Marissa confirmed that the 5% Common Charge increase to cover increase in general operating expenses will appear on March 1, 2022 Common Charge billing.
 - g) Capital Reserve Engineering Study: Becht Engineering has completed draft of Capital Reserve Study. The Study represents an update to the previous 2010 and 2003 reports. Board discussed. Noted that estimated boiler replacement cost has increased from \$200,000 to \$500,000, reflecting compliance upgrades by 2030 to meet NYC's new Climate Mobilization Act.
 - h) Special Assessment: Special Assessment to begin restoring the Capital Reserve Fund commenced with 03/01/22 invoices. Will increase the Reserve Fund by approximately \$7,000 per month towards the Reserve Fund's minimum balance of \$250,000. Fund was depleted by replacement of the elevator in 12/2018 and facade repairs in 03/2019 for which unit assessments were not made.

Going forward, it was agreed that any Capital Replacement expenditures will require an immediate special assessment to replace the emergency funds. Currently projects in process of engineering investigation and bidding include: exterior facade/brick repairs, garage ceiling and foundation cracks, and boiler replacement
- 3) Legal Report:
 - a) Lease violations: No update at this meeting.
 - b) NYC Building violations & fines: Cohen, Hochman & Allen representing Highview as expediter in resolving the open NYC DOB (5) and NYC ECB (1) violations. They will be going to court on March 1, 2022. Marissa will contact them to assure everything is on schedule.
 - c) Maintenance contracts: CRM continuing to review with service providers.

- d) Records of insurance compliance by unit owners: No update.
 - e) Local Law 11 - Cycle-8: Salomon Engineering has resubmitted paperwork to NYC DOB for Cycle-8. Previous paperwork for the submission was improperly handled by Carriage House Management. No update at this meeting.
 - f) Local Law 11 - Cycle-9: Salomon Engineering is in the process of bidding out the work required by their recent Local Law 11 Cycle-9 inspection. No update at this meeting.
 - g) Vendors and contractors insurance: No update.
 - h) Reimbursement for awning damage: No update.
 - i) Emergency unit owner and tenant contacts: No update.
- 4) Building Repair & Maintenance:
- a) Laundry dryer exterior vent: Not discussed.
 - b) Boiler maintenance: Boiler continues to fail environmental emissions inspection. Marissa Zinnanti reported that Champion Combustion would like to repeat cleaning and immediately perform emissions test. Board approved \$800 fee.
 - c) Foundation crack: Salomon Engineering progressing with investigation.
 - d) Roof leak: Roof leak has been repaired as supervised by Salomon Engineering. Although has been inspected with water from hose, Salomon suggested a final inspection after a heavy rain. No update at this meeting.
 - e) Local Law 11 - Cycle-9: Salomon Engineering is in the process of bidding out the work required by their recent Local Law 11 Cycle-9 inspection. No update at this meeting.
 - f) Elevator fan repair: No update.
 - g) Roof exhaust fan (k-line): Boynton discussed fan specs with Luis.
 - h) Parking space line repainting: Line repainting of both exterior lot and indoor garage planned for last fall now scheduled for summer.
 - i) Projects on hold (funded by 2015 Capital Assessment):
 - i) Electrical back-up - generator system: Salomon Engineering completed design work. On hold.
 - ii) Elevator Cab Renovation: On hold.
 - iii) North sidewalk: On hold.
 - iv) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
- 5) Other items
- a) Maintenance schedule: Zinnanti will review and share with board at next meeting. No update.
 - b) Website: New Highview website was created by a Carriage House vendor, but vendor was not paid on time Zinnanti will investigate status with Boynton.
 - c) Underground fuel tank: Question raised as to when the building's 10,000 underground fuel tank was last pressure tested. No record in boiler room. Zinnanti will discuss with Joe Cann. No update.

The meeting was adjourned at approximately 8:30 p.m. Minutes submitted by Robert Boynton, Secretary.