

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

The twenty-first 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, Sindhu Mathew, and Madalina Rauscher. Board member absent but represented by proxy: David Cutler. Marissa Zinnanti attended from CRM Management.

- 1) Minutes: Minutes of the 02/22/22 meeting were approved.
- 2) Financial Report:
 - a) Account balances: As of 01/31/22, Empire checking account balance is \$40,903.73 and Empire Savings \$10,000. Additional savings in the Citibank account totals approximately \$43,392. Noted that building's financial guidelines call for an Operating Reserve of approximately \$80,000 (25% previous year's General Operating expenses of approx. \$350,000. This leaves a current Capital Reserve of approximately \$5,000.
 - b) Unknown vendors & delinquent bills: As a follow-up to last month's \$70,000 accumulated delinquent water bill, recent \$11,275 delinquent bill from Direct Energy, and accumulation of Nalco water treatment bills, discussion of any possibility of other outstanding accounts. All three accounts were with Carriage House and were never made available to Andrews.
 - c) Foreclosure, Liens, and Arrears:
 - i) Foreclosure: Marissa Zinnanti reported at last meeting that attorney has 03/01/22 court date on unit foreclosure. No update.
 - ii) Arrears: Discussed. Reviewed process for forwarding to attorney for lien.
 - d) FY2020 Audit: Completed. Will be mailed to all unit owners.
 - e) FY2021 Audit: Noted at the last meeting that completion of this audit would be needed for any proposed building loan. No update as to when completed audit anticipated by auditor. Marissa will contact auditor for estimated completion date.
 - f) Capital Reserve Engineering Study: Board has not completed their review of Becht Engineering's completed draft of Capital Reserve Study. Noted that estimate for boiler replacement can be replaced with the actual results of Salamon Engineering's extensive evaluation of Highview's heating needs and compliance with 2030 Climate Mobilization Act. Also a couple technical corrections to be made of current component age.
 - g) Special Assessment: Management confirmed that Special Assessment commenced on 03/01/22 as planned. Will increase the Reserve Fund by approximately \$7,000 per month towards the Fund's minimum balance of \$250,000. As previously reviewed, the Fund was depleted by replacement of the elevator in 12/2018 and facade repairs in 03/2019 for which unit owners were not charged an assessment. As previously noted at the meeting, Capital Reserve currently totals approximately \$5,000.
 - h) Transfers to Citibank account: Madalina requested that the monthly budgeted \$3k and Special Assessment \$7k be transferred by CRM to the Citibank account monthly.
- 3) Legal Report:
 - a) Lease violations: Fines and late fees accumulating on two units. Board questioned whether the monthly fines had been charged without exceptions during management transition. Marissa will review and discuss with Madalina.
 - b) NYC Department of Buildings (DOB) and Environmental Control Board (ECB) building fines: Cohen, Hochman & Allen representing Highview as expediter in resolving the open NYC DOB (5) and NYC ECB (1) violations. Was reported at last Board meeting that they would be going to court on March 1, 2022. Marissa was not sure of the outcome, but referred to a single violation. Board noted that the expediter had been hired to resolve all (6) violations, not one. Marissa will discuss with expediter and report back to Madalina.
 - c) Maintenance contracts: CRM continuing to review with service providers. Discussing this evening with Marissa, apparent that some vendors have still not responded to CRM contact attempts. Board requested that Marissa provide 3 lists: 1) vendors with contracts in file, 2) vendors she has spoken with who have yet to provide copy of contract, and 3) vendors she has been unable to contact. Board will need to compare these list to old Carriage House management reports for any CRM is unaware of that may have delinquent balances as the ones discussed earlier.
 - d) Records of insurance compliance by unit owners: No update.
 - e) Records of insurance compliance by unit owners' tenants: No update.

- f) Leased units: Management is required to collect a \$500 fee for newly leased units and a \$300 fee for all renewals. In order to assure that the leases are all in compliance with Building's Bylaws and Rules & Regulations, unit owners must provide management with a copy of their current lease. Concern expressed for possibility that in the management transition some owners may owe money that management has not shared in Board's financial reports. No update.
 - g) List of pre-approved contractors: Previously discussed that Rules & Regulation require that unit owners submit renovation/repair requests to management before engaging contractors. Contractors must provide proof of insurance at a level similar to the building's own coverage. To facilitate the process for unit owners, Board had recommended that management create a list of contractors who have already been reviewed/approved. Not that unit owners would be limited to this list of contractors, but by knowing which ones had already been successfully vetted to have adequate insurance, project approvals might be expedited for unit owners. No update.
 - h) Local Law 11 - Cycle-8: Salomon Engineering has resubmitted paperwork to NYC DOB for Cycle-8. No update at this meeting.
 - i) 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. Bidders were to revise their bids taking compactor bulkhead into account. No update at this meeting.
 - j) Vendors and contractors insurance: No update.
 - k) Reimbursement for awning damage: No update.
 - l) Emergency unit owner and tenant contacts: No update.
 - m) RPZ valve inspection: At last board meeting, Marissa had noted that she was unable to locate any information concerning RPZ valve inspection. From her other buildings and their RPZ valve inspection, she expressed concern that building may not be in current compliance. No update at this meeting.
 - n) Fire Plan evacuation sticker: In early January, Board had agreed by an email vote to have a new Fire Plan evacuation notice sticker prepared by management. NYC code requires that the notice be affixed to inside of every apartment unit doors. Rather than the sticker distributed when the Fire Plan was first instituted by City, Board agreed to a magnetic placard. With the requirement of annual Fire Plan distribution by January 31st, Board agreed to incorporate placard later as part of super's Spring 2022 unit inspection. Management would have the extra 2 months to confirm City's text and have the placards duplicated. As determined this evening, the placards were never made and the required text still undetermined. Marissa will confirm Fire Plan's evacuation notice text and discuss with Madalina.
 - o) Awning damage reimbursement: Although damage to awning was video taped and reviewed with commercial truck's owner, and owner had agreed to reimburse building, no funds have been received. Board has copies of management's emails detailing progress at the time. Marissa continuing to learn about the situation details. She will discuss with Madalina.
 - p) NYC Condo Tax Abatement Law changes: As noted at previous meeting, tax law changes are taking effect in 2022. Although Highview II was not listed among buildings required to comply this year, Board had requested that management provide a better understanding of the change in order to anticipate if/when it might apply to the building in future year. No update.
- 4) Building Repair & Maintenance:
- a) Laundry dryer exterior vent ductwork cleaning: No update. Board remarked that machines are not being repaired by CoinMach with a timely response.
 - b) Boiler status: Boiler providing the building's heat and hot water continues to fail environmental emissions inspection.
 - i) Board approved \$800 at last meeting to repeat cleaning and immediately perform emissions test by Champion Combustion. Boiler failed inspection again after second cleaning. Boiler manufacturer will be coming to building. As noted, boiler is over 60 years old (1960); pre-dating building's 1980 conversion to condominium.
 - ii) Salomon Engineering has been contracted to evaluate building's heating and hot water needs and design new boiler. New boiler would separate the heating and hot water functions of old boiler. Once design completed, Salomon Engineering will supervise bidding process. Until bidding process is completed, actual costs of replacement unknown. Salomon Engineering indicated on 02/09/22 that once a contract is signed for a new boiler, building should anticipate the project to take a full twelve months to complete; beginning with ordering materials and ending with City inspections.
 - iii) Typical energy efficiency of new boilers are 93-96% (compared to old boilers running at about 60% when they were new). With Local Law 97 (NYC's Climate Mobilization Act) taking effect in 2030, David Salomon expects any boiler ordered after 2024-2025 to get caught in a major back log of orders, as many NYC buildings will all be ordering new boilers to achieve compliance by the deadline 2030 deadline. As noted by Salomon, the 2030 deadline does not have any grace period for compliance and failure to meet compliance deadline for most any reason will result in City fines.

- c) Foundation crack: Salomon Engineering progressing with investigation. No update on anticipated completion date.
 - d) Roof leak: Roof leak was repaired several months ago under the supervision of 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. Bids were being revised on account of needed roof bulkhead repairs. No update at this meeting.
 - f) Elevator fan repair: Previously reported that elevator maintenance says fan damaged by being stepped on and will require replacement. Board reminded management that only elevator service company has access to the locked elevator service room and must be at fault for the damage. No update.
 - g) Roof exhaust fan (k-line): No update.
 - h) Service hallway floor repair: Discussed at previous meeting that a sewer access plate in floor needs rebuilding or repair. Marissa would discuss with super and Joe Cann. No update at this meeting.
 - i) Capital projects on hold. These projects were approved by the Board and General Membership as part of the 2015 Capital Assessment. Due to cost overruns on the interior decoration projects to be funded by the same Assessment (carpeting, wall paper, lighting), these projects were put on hold pending a future assessment:
 - i) Electrical back-up - generator system: Salomon Engineering completed design work in 2016. Salomon presently updating design work.
 - ii) Elevator Cab Renovation: Bids received in 2016. Management will seek updated bids.
 - iii) North sidewalk: Initial design work by Salomon in 2016. Now being updated
 - iv) Security upgrades/repairs: Phase I and Phase II were completed. Phase III bid was completed in 2016. Proposal now being updated.
- 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 by Carriage House and domain registration expired. Boynton has spoken with vendor to resurrect site.
 - 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 9:00 p.m. Minutes submitted by Robert Boynton, Secretary.