

Highview Condominium II
Board of Directors – Meeting Minutes
April 26, 2022 – 7:00 p.m.

The twenty-second 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, Max Lucci, Sindhu Mathew, and Madalina Rauscher. New Board member Max Lucci was appointed by unanimous email-vote, effective 04/18/22, to fill the vacancy created by David Cutler's resignation from the board. Marissa Zinnanti attended from CRM Management.

- 1) Minutes: Minutes of the 03/22/22 meeting were approved by email vote.
- 2) Financial Report:
 - a) Account balances: Empire checking account balance is \$25,175.87 and Empire Savings \$9,995.30. Additional savings in the Citibank account totals approximately \$43,000.
 - b) Foreclosure, Liens, and Arrears:
 - i) Foreclosure: No update. Board requested an estimated timeline for completion of the foreclosure sale.
 - ii) Arrears: Reviewed process for forwarding to attorney after second missed payment. Noted that all legal costs including attorney's correspondence, are added to unit owner's account.
 - c) FY2021 Audit: No update. Marissa will contact auditor for estimated completion date.
 - d) Capital Reserve Engineering Study: Awaiting completion of Salamon Engineering's updated design work for new boiler. Once the actual design work is completed, the more accurate estimate which incorporates compliance with the 2030 NYC Climate Mobilization Act, will be plugged into the Capital Reserve Study report.
- 3) Legal Report:
 - a) Lease violations: Fines and late fees accumulating on two units. Board questioned whether the monthly fines had been charged without interruption during management transition. Marissa will review and discuss with Madalina. No update.
 - b) NYC Department of Buildings (DOB) and Environmental Control Board (ECB) building fines: Cohen, Hochman & Allen continuing to represent Highview as expediter in resolving the open NYC DOB (5) and NYC ECB (1) violations. Board discussed each of the six violations and information/records requested of management by expediter. Joe Cann will meet with Marissa at the building tomorrow to review posted building records.
 - 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: No update.
 - h) Local Law 11 - Cycle-8: Paperwork resubmitted by Salamon Engineering was accepted and NYC DOB has certified completion.
 - i) Local Law 11 - Cycle-9: Salamon Engineering has completed the contractor bidding and it is up to the Board to select from among contractor proposals. Work must be completed by February 2023.
 - j) Vendors and contractors insurance: No update.
 - k) Awning repairs: No update.
 - l) Awning damage reimbursement: Marissa explained that she has no documentation of the Amazon incident. Board members indicated that they have copies of police report, video, etc. and will forward to Marissa.
 - m) Emergency unit owner and tenant contacts: No update.
 - n) RPZ valve inspection: No update at this meeting.

- o) Fire Plan evacuation sticker: Since January request, management has been unable to come up with text of the required notice that is required by NYC code to be affixed to inside of every apartment unit doors. Boynton will get the text and work with Lauren Esposito to complete project.
 - 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.
 - q) NYC Condo Tax Abatement Law application for 2022: Marissa indicated that NYC would not let CRM apply for the abatement on behalf of unit owners prior to completion of DOB records change of building's management. CRM has been appealing the 02/15/22 application deadline, as the application for records change could not be initiated until CRM completely took over the building's management on 02/01/22. Will update at next meeting.
 - r) Website: Domain renewal payment was made and contractor was able to restore previous work. Now being updated.
- 4) Building Repair & Maintenance:
- a) Laundry dryer exterior vent ductwork cleaning: No update.
 - b) Boiler status: Boiler providing the building's heat and hot water continues to fail environmental emissions inspection. Building currently being fined \$4,000 per month by City for failure to comply with combustion pollution standards.
 - 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) 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.
 - f) Roof exhaust fan (K-line): No update.
 - g) 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.
 - h) 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 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.
 - i) Maintenance schedule: Zinnanti will review and share with board at next meeting. No update.
 - j) 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.