

**Highview Condominium II**  
**Board of Directors – Meeting Minutes**  
**May 24, 2022 – 7:00 p.m.**

The twenty-third 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. Marissa Zinnanti attended from CRM Management.

- 1) Unit owner appeal: Unit owner of apartment L-C (Jean and Louis Padula) attended meeting to appeal ongoing lease violation and accumulated fines including \$500 per month fine that began on 08/01/21. Studio apartment converted in a 1-bedroom which is currently occupied by a family of four individuals. The lease application submitted to Andrews Management in April 2021 indicated that the unit would be occupied by two people. Names of both individuals were specified and lease which stated: "Only the following individuals and no others shall occupy the subject occupancy not to exceed the unit's approved occupancy total." The lease indicated that occupancy beyond those individuals would be considered a breach of the agreement.

Unit owner stated that by accepting the completed NYC Window Guard Notice (requesting Window Guards for children under 10 year old), management agreed to occupancy of additional child occupants of any number, without regard to the unit's maximum occupancy. Unit owner indicated that they had consulted an attorney in the matter and the building was guilty of Federal law by preventing a family to live together.

Following unit owner leaving the meeting, Board noted that as a legal matter and concerns for violation of Federal law, the matter should remain with building's attorney.

- 2) Minutes: Minutes of the 04/26/22 meeting were approved by email vote.
- 3) Financial Report:
- a) Account balances: Empire checking account balance is \$25,538.34 and Empire Savings \$9,995.71. Debit Card Balance: \$615.11. 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: Discussed.
  - 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 updated cost of new boiler.
- 4) Legal Report:
- a) Lease violations: Fines and late fees accumulating on two units. 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. No update.
  - c) Records of insurance compliance by unit owners: Management indicates that there are 37 units (of 67) not in compliance and subject to fines.
  - d) Records of insurance compliance by unit owners' tenants: Management indicates that there are 9 units in rental without insurance compliance and unit owners subject to fines.
  - e) Leased units: Management is required to collect a \$500 fee for newly leased units and a \$300 fee for all renewals. Management indicates that 10 units have failed to provide copies of leases and are subject to fines. All rental units will have to provide proof that the fees have been paid during management transitions.
  - f) List of pre-approved contractors: No update.
  - g) Local Law 11 - Cycle-9: Board selected Basonas as contractor. Meeting will be scheduled to discuss timing of project and sign contract. Salamon to participate in meeting. Work must be completed by February 2023.
  - h) Vendors and contractors insurance: No update.
  - i) Awning repairs: No update.
  - j) Awning damage reimbursement: Marissa explained that she has no documentation of the Amazon incident. Boynton forwarded his copies to emails between Amazon, Carriage House, and Andrews management to Marissa.

- k) Emergency unit owner and tenant contacts: No update.
  - l) RPZ valve inspection: No update at this meeting.
  - m) Fire Plan evacuation sticker: Sticker completed. Lauren will work with super to schedule his installation in each unit.
  - n) 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.
  - o) 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. No update.
- 5) 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. No update.
  - c) Foundation crack: Salomon Engineering progressing with investigation. No update on anticipated completion date.
  - d) Roof leak: Follow up inspection of roof leak completed. Leak has not recurred
  - 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) 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 update for 2022 completed.
  - h) Maintenance schedule: Zinnanti will review and share with board at next meeting. No update.
  - i) 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.
  - j) Garage maintenance: No update.
- 6) Committee Reports:
- a) Financial Planning. No update.
  - b) Building Beautification & Improvement. No update.
  - c) Rules & Regulations: Questions forwarded to attorney for review and discussion.

The meeting was adjourned at approximately 9:00 p.m. Minutes submitted by Robert Boynton, Secretary.