

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**November 22, 2016 – 7:30 p.m.**

The second regular meeting of the 2016-2017 Highview Condominium II Board of Directors was called to order at approximately 7:30 p.m. by Robert Boynton, Secretary. Board members in attendance: Robert Boynton, Joseph Cann, Marjorie Cannon, Joan Desantis, and Madalina Rauscher. Board members absent: David Cutler, Bernard Davis, Rosanna Fernandez, and Sindhu Mathew. Marrisa Zinnanti attended from Carriage House Property Management.

- 1) Minutes: Minutes from the 10/26/16 meeting were approved.
- 2) Officers for 2016-2017: President, Vice President, and Secretary were confirmed at previous meeting. Treasurer's position had been left open pending discussion by President Sindhu Mathew with Madalina Rauscher. At this meeting, Madalina indicated that Sindhu had not discussed with her, but confirmed that she would have time for the job. Board affirmed her as Treasurer for 206-2017 year.

Noted that FY2017 budget had not been presented by Treasurer and Board needs to approve prior to beginning of new year. If FY2017 budget indicates a common charge increase, two months notice is advisable. Board has previously requested FY 2017 Budget for approval by November 1st. As part of that process, Board would need to review FY2016 by cost center to that date. Discussed that since Madalina is about to have a baby, Board member David Cutler, a CPA, is available to serve as Treasurer if she no longer has the time available for the finance conferences with Louis Picaro and Anthony Piazza. Madalina agreed to contact David Cutler prior to board December meeting and assure that Cutler is brought up-to-speed on FY2016 status and FY2017 budget approval issues.

- 3) Financial Report:
  - a) Monthly financial reporting: Not corrected as requested. Various cost centers in deficit. The report did not indicate total of remaining funds in cost centers and anticipated/budgeted expenses for remaining 6 months of year. Concern expressed for the uncertainly and potential for a FY2016 operating deficit.
  - b) Account balances: Louis Picaro of Sciarrino Kindya & Co reviewed account balances with Carriage House and determined following anticipated balances for 12/31/16: Capital Reserve of \$250,000; Operating Reserve of \$82,631; Remaining Loan Funds of \$40,237; and present Operating finds available to cover shortfalls in remaining loan funds \$15,912 and/or unanticipated expenses.
  - c) Unit arrears: Reviewed.
- 4) Building Repair & Maintenance:
  - a) Parking lot, north-sidewalk, northeast-front sidewalk, and various curb and flag replacements: Auditor contacted to work with Carriage House on FY2016 budget progress. After review of anticipated FY2016 bills and account balances, Board approved bids by Ultimate Pavers for parking lot repaving, Howard Avenue curb replacement, and approximately 65 feet of sidewalk replacement from front entrance area to NE corner of building. Rosanna Fernandez called in during meeting and voted against the proposal indicating approval of sidewalk replacement, but that the step/curb should be left alone and not replaced with a ramp. Sindhu Mathew also called in to vote against the project, citing concern for health of any bushes that required transplant.
  - b) Water infiltration /masonry repairs: Work on leaks in G and H lines approved.
  - c) Wallpaper and carpet replacement: Wallpaper, painting, carpeting and tile in progress.
  - d) Electrical back-up - generator system: Awaiting completion of design work by Salamon Engineering.
  - e) Fall unit inspections: Progressing.
  - f) Garage: Floor plate replacement completed. Musa in process of installing additional protector/guard for water supply lines at Parking Space #8. Will reinforce others at same time.
  - g) Garage floor painting/sealing: No update.

- h) Stairwell painting: Work to begin after hallway renovations are completed by contractors. No other update.
- i) Compactor room - toilet installation: Completed. DOB violation dismissed.
- j) Elevator Renovation/Upgrades: Slade Elevator bidding on elevator cab renovation. Slade recommended consideration of mechanical upgrade on account of age. No update since initial meeting. Marissa getting a bid from Milano for elevator cabin renovation (side panels and floor). No other update at this meeting.
- k) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
- l) Boiler: Joe Cann will assist Musa with repair as soon as there is a warm day to shut down boiler.

5) Legal Report:

- a) Unit liens: Discussed. Foreclosure papers signed and retainer paid to attorney for action against unit 3-D.
- b) Unit Arrears: Discussed.
- c) NYC code violations: Building violation for plumbing design dismissed (plan erroneously indicated basement instead of lobby-level). One new violation filed on 11/14/16 for elevator.
- d) Lease compliance: Violations and monthly fines not available for review at this meeting.
- e) Insurance compliance (leased units/tenant coverage): Reviewed.
- f) Insurance compliance (owner coverage): Reviewed.
- g) Insurance liability issue: Board discussed trip hazard of hallway mats and last year's general liability insurance cancellation after several trip/fall claims paid out by carrier over past year. Noted that new carrier delayed acceptance until meeting to review all settled and outstanding claims against building, as well as procedures in place by building to identify future and potential hazards. Noted that original Rules & Regulations of building as stated in Prospectus cover the issue in references to common area hallways and unit entrance vestibules.

Madalina Rauscher indicated her belief that the building would be protected from a trip/fall liability claim and the unit's entrance mats would be "grandfathered" by our insurance carrier. Other Board members disagreed. Rauscher suggested that management should ask the building's insurance carrier about potential liability of the mats before notifying unit owners remove them. The board agreed to delay unit notifications pending Carriage House's review of issue with insurance carrier.

- h) Emergency contacts: Management will have super update during Fall inspections.
- i) Water conservation - NYC initiative: No update.

6) New business:

- a) Holiday Party: Scheduled for December 15th. Marjorie Cannon will coordinate.
- b) Holiday Bonuses: Super , Weekend Super, and Sanitation (4).
- c) December Board meeting: rescheduled from Tuesday, 12/27/16 to Thursday, 12/29/16.

7) Summary review of meeting's action items: Not reviewed.

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