

Highview Condominium II, Inc.
Board of Directors – Meeting Minutes
December 29, 2016 – 7:30 p.m.

The third regular meeting of the 2016-2017 Highview Condominium II Board of Directors was called to order at approximately 7:30 p.m. by Sindhu Mathew, President.

Board members in attendance: Robert Boynton, Joseph Cann, Marjorie Cannon, Joan Desantis, Rosanna Fernandez, and Sindhu Mathew. Board members absent: David Cutler, Bernard Davis, and Madalina Rauscher. Marrisa Zinnanti attended from Carriage House Property Management.

- 1) Minutes: Minutes from the 11/22/16 meeting were approved with amendments to item 4a.
- 2) Financial Report:
 - a) FY2016 Budget status. No update.
 - b) FY2017 Budget approval. No update. Tabled until 01/24/17 meeting. Concern expressed for 3-month delay past October.
 - c) Budget reporting: Marissa explained that Treasurer will need to met with Anthony Piazza. Board requested that Treasurer include David Cutler in that meeting.
 - d) Unit arrears: Reviewed. Additional legal actions requested for units delinquent more than two months. Noted that all collection costs against delinquent accounts, typically beginning with a letter from building's attorney, are added to unit's common charge balance.
- 3) Building Repair & Maintenance:
 - a) Parking lot, north-sidewalk, northeast-front sidewalk, and various curb and flag replacements: Parking lot repaving completed. All of old pavement was removed, gravel added and rolled, repaved and parking spaces re-lined. Northeast sidewalk (approx. 65') replaced. widened to 48" and front area step replaced with ramp, corner area re-directed to other sidewalks instead of pointing down service stairwell, and three cracked flags eliminated. Although 2-3 bushes were moved, sidewalk was not completely straightened parallel to building and grading of ramp was limited to 10 feet in attempt to address concerns of board members for existing shrubbery. Howard Avenue curb replacement still to be completed pending required NYC permit. Marissa indicated curbing replacement presently scheduled for next week.
 - b) Water infiltration /masonry repairs: Work on leaks in G and H lines completed.
 - c) Wallpaper and carpet replacement: Wallpaper, painting, carpeting and tile in progress. Contract has reviewed remaining concerns with Board.
 - d) Electrical back-up - generator system: Salamon Engineering reviewing design work with generator manufacturer.
 - e) Unit entrance repairs: From inspections conducted during renovation work, several doors will require repair of dents and cracked saddle replacements. None of this work was within scope of renovation contract. Bids requested.
 - f) Garage: Musa in process of installing additional protector/guard for water supply lines at Parking Space #8. Will reinforce the other guard posts at same time.
 - g) Garage floor epoxy painting/sealing: No update.
 - h) Stairwell painting: No update.
 - i) Elevator Renovation/Upgrades: No update.
 - k) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
 - l) Boiler: Boiler was shut down for a day in order to complete cleaning of tubes. Completed.
- 5) Legal Report:
 - a) Unit liens: Discussed. Foreclosure papers signed and retainer paid to attorney for action against unit 3-D. Unit 1-B in process.
 - b) Unit Arrears: Discussed.
 - c) NYC code violations: Building violation filed on 11/14/16 for elevator.

- d) Lease compliance: No update.
- e) Insurance compliance (leased units/tenant coverage): No update.
- f) Insurance compliance (owner coverage): No update.
- g) Insurance liability issue: Management indicated that all unit owner have complied with request and entrance vestibule mats removed. At the last Board meeting, trip hazard of mats was discussed, but decision to enforce rules tabled after Madalina Rauscher requested that management first contact the building's insurance carrier and confirm common area liability. Carrier replied in writing to management on 11/29/16 that mats represented an increased liability. Board then voted by email to affirm enforce of rule. Affirmed by Desantis, Cannon, Boynton, Cann, and Mathew. Fernandez abstained. No response received from Davis. Cutler voted to leave (only) the mats. Rauscher voted to leave the mats and indicated her belief that the building would be protected from any trip/fall liability claims under a defense of the mats being "grandfathered" contrary to our insurance carrier's advice.

Fernandez and Mathew both indicated a concern for increased liability, noting that our insurance had been cancelled last year for the building's repeated failure to address identified liability concerns. In addition to the liability issue and specifically the insurance policy cancellation by our carrier just last year on account of numerous accident/injury insurance judgments against the building, other board comments included concern for hallway appearance, mats in deteriorating condition, other items in hallways such as accumulation of shoes, and the super's expressed concern for time spent picking up each/all of the mats and other accumulation to vacuum hallways weekly. It was noted that the building's original (1980) Prospectus rules and regulations prohibited mats in the unit entrance vestibules.

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

6) New business:

- a) Carpet cleaning: Marissa reported that Stanley Steamer estimates \$800 per visit for a quarterly cleaning of all common area carpets. Noted that stains have been accumulating on new carpeting already. Suggested that management investigate purchase of a small hand-held steam cleaning unit for super to address individual stains as they occur.
- b) Weekend super: Weekend Super (Ed) has indicated that he will end service on 12/31. Board discussed individuals, cleaning services, and the limited scope of tasks for regular weekend activity, as well as the need for an all-day person when Musa is on vacation or sick. Also discussed responsibilities of super, weekend person, and management in case of snow. Marissa will investigate. Discussed last week's Saturday snowfall at which time no one had addressed hazardous conditions (ice/snow) by late morning. Noted that all sidewalks next door were cleared and salted by 8:30 a.m.
- c) Moving inspection form: Noted that there has already been some damage to the new wallpaper. Inspection Form will be resurrected to be completed both before and after all moves, signed by both building super and responsible unit owner. Any damage noted to wallpaper, carpeting, elevator, etc. found after a move will be charged to the unit unless it is noted as existing before the move on the written pre-move form (similar to a rental car pre-rent walk-around).

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.