

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**February 02, 2017 – 7:30 p.m.**

The fourth 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, David Cutler, Marjorie Cannon, Bernard Davis, Joan Desantis, Rosanna Fernandez, and Sindhu Mathew. Board member absent: and Madalina Rauscher. Marrison Zinnanti attended from Carriage House Property Management.

- 1) Minutes: Minutes from the 12/29/16 meeting were approved.
- 2) Financial Report:
  - a) FY2016 Budget report status. No update.
  - b) FY2017 Budget approval: No update. Had been tabled until 01/24/17 meeting for Treasurer to offer detailed proposal. Continuing concern expressed for 4-month delay from October meeting.
  - c) Budget reporting: Per December meeting, Marissa explained that Treasurer will need to meet with Anthony Piazza. Board requested that Treasurer include David Cutler in that meeting. No update.
  - d) Unit arrears: Unit 4-D in foreclosure. Attorney having difficulty serving unit 1-B. Others discussed. All accruing monthly late fees and attorney's fees.
  - e) FY2016 Audit: No update from Treasurer.
  - f) Citibank statements: Board requested that Treasurer arrange for management to receive copy of monthly statement to incorporate in management's financial reporting. Marissa will discuss with Madalina.
- 3) Building Repair & Maintenance:
  - a) Howard Avenue curb replacement: Completed.
  - b) Wallpaper and carpet replacement: Management will speak with ALX to review carpet staining concerns with supplier. Several chair rail pieces still have not been replaced. All other contracted work has been completed. Concerns for hallway carpeting fraying at edges requires a 1/4-round trim molding. Estimate provided by contractor. On hold pending completion of remaining loan projects.
  - c) Electrical back-up - generator system: Salomon Engineering completing design work. Once completed, management will seek contractor bids for Board review. Once bidding has been completed, Board will have a certain cost for the job to consider. Noted that this is the last approved project of the 2016 5-year loan.
  - d) 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. No update.
  - e) Garage: Installation of additional protector/guard for water supply lines at Parking Space #8 completed. Other guards were reinforced.
  - f) Garage floor epoxy painting/sealing: No update.
  - g) Stairwell painting: No update.
  - h) Elevator Renovation/Upgrades: Discussed. Need bids for refinishing of brass. Strip/lacquer. Approved removable carpet if can find one that complies with NYC fire code.
  - i) Lobby runners: Approved second set. Need to determine correct angle for inside runner. Boynton will measure to determine correct angle.
  - j) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
- 4) 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 still active.

- d) Lease compliance: No update.
  - e) Insurance compliance (leased units/tenant coverage): No update.
  - f) Insurance compliance (owner coverage): No update.
  - g) Emergency contacts: Management will have super update during Fall inspections. No update.
  - h) Water conservation - NYC initiative: No update.
- 5) 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. Discussed that entrance runners need to be washed regularly in addition to their regular vacuuming. Ice melt contains a petroleum base and can track grease into building. Carpet cleaning on hold pending Renovation Committee's review with carpeting supplier. Suggested that management investigate purchase of a small hand-held steam cleaning unit for super to address individual stains (spills) as they occur.
  - b) Weekend super: Board reviewed 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.
  - c) Moving inspection form: No update.

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