

Highview Condominium II, Inc.
Board of Directors – Meeting Minutes
March 23, 2017 – 7:30 p.m.

The fifth 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, Rosanna Fernandez, Sindhu Mathew, and Madalina Rauscher. Board members absent: Marjorie Cannon, Bernard Davis, and Joan Desantis. MARRISA ZINNANTI attended from Carriage House Property Management.

- 1) Minutes: Minutes from the 02/02/17 meeting were approved.
- 2) Financial Report:
 - a) Account balances: Capital Reserve (CitiBank) \$250,151; Operating (Empire) \$57,529; remainder of loan project funds Chase \$5,683 and Chase \$19,068.
 - b) FY2017 Budget approval: Budget approved conditional to \$36,500 budgeted transfer to Capital Reserve. David Cutler will amend.
 - c) Monthly/budget reporting: David asked Marissa to amend monthly reporting format to match cost centers of approved budget. He also asked for revised printed format for 12 month, one page across format.
 - d) Unit arrears: Unit 4-D in foreclosure. Attorney having difficulty serving unit 1-B. Marissa asked to seek a more aggressive attorney for these difficult situations. Other unit in arrears discussed. All accruing monthly late fees and attorney's fees.
 - e) FY2016 Audit: FY2016 audit approved conditional to review by David Cutler.
 - f) FY2016 General Membership Meeting: Date for FY2016 General Membership Meeting set for Tuesday, 05/23/17 at 7:30 p.m. Marissa will confirm availability of auditor.
 - g) 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. No update.
- 3) Building Repair & Maintenance:
 - a) Carpet cleaning: Management will schedule carpet cleaning with Stanley Steamer. Cleaning had been held off pending inspection of carpet with manufacturer.
 - b) Electrical back-up - generator system: Salomon Engineering has completing design work. Board will seek bids. Boynton and Cann to review.
 - c) Unit entrance repairs: Thirteen unit door saddles will require replacement. Fourteen doors are dented and will require repair. Boynton working with super.
 - d) Garage floor epoxy painting/sealing: No update.
 - e) Stairwell painting: No update.
 - f) Elevator Renovation/Upgrades: Discussed. Need bids for refinishing of brass. Strip/lacquer. New fire-proof carpeting received.
 - g) Lobby runners: Approved second set. Need to determine correct angle for inside runner. Boynton measured angle and can be ordered.
 - h) 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) Lease compliance: No update.
 - d) Insurance compliance (leased units/tenant coverage): No update.
 - e) Insurance compliance (owner coverage): No update.

- f) Emergency contacts: Management will have super update during Fall inspections. No update.
 - g) Water conservation - NYC initiative: No update.
 - h) Building Insurance: The building's new insurance carrier has decided to not renew the building's policy. This is the second carrier to drop the building on account of paid claims. Insurance agent has been able to compile similar coverage through multiple policies. Board approved.
 - i) Fire detection upgrades: In order to satisfy new insurance carrier, building will need to upgrade smoke detection system and convert battery systems in common areas to hard wired system. Two bids received, but they were not for identical work. Marissa will ask one bidder to match specs of other, as well as get a third bidder.
 - j) Annual Fire Plan Distribution: Per NYC code, the building is required to complete an annual distribution of the building's fire plan. Marissa will review status.
 - k) Annual Window Guard Distribution: Per NYC code, the building is required to complete an annual distribution of a window guard notice. Marissa will review status.
- 5) New business:
- a) Weekend super: Patrick Dooley has accepted the position of weekend super.
 - b) Moving inspection form: No update.

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