

Highview Condominium II, Inc.
Board of Directors – Meeting Minutes
April 27, 2017 – 7:30 p.m.

The sixth 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, Sindhu Mathew. Joan Desantis attended by proxy. Board members absent: David Cutler, Bernard Davis, Rosanna Fernandez, and Madalina Rauscher. Marris Zinnanti attended from Carriage House Property Management.

- 1) Minutes: Minutes from the 03/23/17 meeting were approved.
- 2) Financial Report:
 - a) Account balances: Capital Reserve (CitiBank) \$250k+; Operating (Chase) \$5,566.37, Operating Reserve \$19,068.26, and Loan Projects/Empire) \$32,868.
 - b) Unit arrears: Unit 4-D in foreclosure and court date 06/29/17. Owner of unit 1-B has been served. Proposed that attorney require 1 year of advance common charge. Other units in arrears discussed.
 - c) FY2016 General Membership Meeting: FY2016 General Membership Meeting scheduled for Tuesday, 05/23/17 at 7:30 p.m.
- 3) Building Repair & Maintenance:
 - a) Elevator Repairs: Approved.
 - b) North sidewalk: On hold until fall.
 - c) Common area smoke detector upgrade: awaiting additional and revised bids.
 - d) Electrical back-up - generator system: Salomon Engineering has completing design work. Board will seek bids. Boynton and Cann to review.
 - e) Unit entrance repairs: Thirteen unit door saddles will require replacement. Fourteen doors are dented and super is making repairs.
 - f) Garage floor epoxy painting/sealing: No update.
 - g) Stairwell painting: Completed.
 - h) Elevator Renovation/Upgrades: Discussed. Need bids for refinishing of brass. Strip/lacquer. New fire-proof carpeting received.
 - i) Lobby runners: Approved second set. Need to be ordered.
 - 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) Lease compliance: No update.
 - d) Insurance compliance (leased units/tenant coverage): No update.
 - e) Insurance compliance (owner coverage): No update.
 - f) Emergency contacts: No update.
 - g) Water conservation - NYC initiative: No update.
 - h) Annual Fire Plan Distribution: Per NYC code, the building is required to complete an annual distribution of the building's fire plan. Distribution completed. Awaiting replies. Management required by NYC code to maintain file of completed response forms.
 - i) Annual Window Guard Distribution: Per NYC code, the building is required to complete an annual distribution of a window guard notice. Distribution completed. Awaiting replies.
 - j) Moving inspection form: No update.

- 5) New business:
- None.

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