

Highview Condominium II, Inc.
Board of Directors – Meeting Minutes
June 1, 2017 – 7:30 p.m.

The first regular meeting of the 2017-2018 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, David Cutler, Joan Desantis, Rosanna Fernandez, and Sindhu Mathew. Madalina Rauscher participated by telephone. Board member absent: Bernard Davis. Marris Zinnanti attended from Carriage House Property Management.

- 1) Minutes: Minutes from the 04/27/17 meeting were approved.
- 2) Financial Report:
 - a) Account balances: Capital Reserve (CitiBank) \$250, 000+; Operating (Chase) \$5,518, Operating Reserve \$19,068, and Loan Projects/Empire) \$39,609.
 - 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.
- 3) Building Repair & Maintenance:
 - a) Elevator Repairs: Completed.
 - b) North sidewalk: On hold until fall.
 - c) Common area smoke detector upgrade: Approved Catello bid for \$24k.
 - d) Electrical back-up - generator system: Salamon Engineering has completing design work. Bid received from JVC Electric. Management was asked to seek additional bids. Boynton and Cann to review.
 - e) Unit entrance repairs: Thirteen unit door saddles will require replacement. Board approved bid by super to make replacements outside of regular work hours. Fourteen doors are dented and super is making repairs during normal work hours.
 - f) Garage floor epoxy painting/sealing: No update.
 - g) Stairwell painting: Mostly completed. Fire door at Lobby level remains.
 - h) Elevator Renovation/Upgrades: Discussed. Need bids for refinishing of brass. Strip/lacquer. New fire-proof carpeting received and now need to order spare for regular swap for cleaning.
 - i) Lobby runners: Approved second set. Need to be ordered.
 - j) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
 - k) Wall paper damage: Damage to new wallpaper by unit L-G's contractor. Options discussed.
 - l) Carpet stains: Stains on new carpet discussed. Suggested super try a carpet cleaner spray. Next regular cleaning scheduled before Thanksgiving.
 - m) Roof fan: Rattling fan shroud discussed.
- 4) Legal Report:
 - a) Unit liens: Discussed.
 - b) Unit Arrears: Discussed.
 - c) Lease compliance: Two units currently subject to fines.
 - d) Insurance compliance (leased units/tenant coverage): Two units presently subject to monthly fines.
 - e) Insurance compliance (owner coverage): Six units presently subject to fines.
 - f) Emergency contacts: No update.
 - g) Water conservation - NYC initiative: No update.
 - h) Annual Fire Plan & Window Guard Distribution: Distribution completed. Awaiting replies. Management will send a reminder notice and fines will begin on 07/01/17 for non-compliance.
 - i) Moving inspection form: No update.

5) New business:

Unit 4-E appealed a \$500 moving violation fine for a refrigerator delivery conducted by their tenant on the Sunday of Thanksgiving Weekend. The Board reviewed that weekend deliveries are forbidden. The unit also has legal expenses reimbursable to the building and an outstanding balance of common charges subject to late fees and further legal action by the building. Although this unit's lease expired on 05/01/17, renewal of the lease cannot be authorized as long as the account is in arrears. Management will advise the unit owner that a \$500/mo. fine can be imposed for failure to comply with leasing rules and the tenant is subject to an eviction action.

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