

Highview Condominium II, Inc.
Board of Directors – Meeting Minutes
June 29, 2017 – 7:30 p.m.

The second regular meeting of the 2017-2018 Highview Condominium II Board of Directors was called to order at approximately 7:30 p.m. by Madalina Rauscher, Treasurer. Board members in attendance: Joseph Cann, Marjorie Cannon, David Cutler, and Madalina Rauscher. Robert Boynton participated by telephone. Board members absent: Bernard Davis, Joan Desantis, Rosanna Fernandez, and Sindhu Mathew. Marissa Zinnanti attended from Carriage House Property Management.

- 1) Minutes: Minutes from the 06/01/17 meeting were approved.
- 2) Financial Report:
 - a) Account transfers: Beginning in July, \$3,000 will be transferred from Operating to the Citibank capital reserve account on a monthly basis.
- 3) Building Repair & Maintenance:
 - a) Common area smoke detector upgrade: Approved Catello bid for \$24k at last meeting. No update.
 - b) Electrical back-up - generator system: Salomon Engineering has completing design work. Bid received from JVC Electric. Management asked to seek additional bids. Boynton and Cann to review. No update.
 - c) 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. No update.
 - d) Stairwell painting: Mostly completed. Fire door at Lobby level remains. No update.
 - e) 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. Refinishing of elevator brass should be indicated in old Minutes. Boynton will check.
 - f) Lobby runners: Approved second set. Need to be ordered.
 - g) Wall paper damage: Damage to new wallpaper by unit L-G's contractor. Options discussed. No update.
 - h) Carpet stains: Stains on new carpet discussed. Musa to call Borut Supply for carpet spot cleaner.
 - i) Roof fan: Rattling fan shroud discussed. No update.
 - j) Incinerator bulkhead: Masonry repairs approved.
 - k) Fuel Tank: No record with Carriage House of previous inspection of underground 10,000 gallon fuel tank. Noted that approval of previous inspection would be noted in old Minutes.
 - l) Garage floor epoxy painting/sealing: No update.
 - m) North sidewalk: On hold until fall.
 - n) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
- 4) Legal Report:
 - a) Unit liens: Discussed.
 - b) Unit Arrears: Reviewed. Auction of unit 3-D scheduled for 06/29/17 (today). Marissa will check status of auction sale tomorrow.
 - c) Lease compliance: Reviewed.
 - d) Insurance compliance (leased units/tenant coverage): Reviewed.
 - e) Insurance compliance (owner coverage): Reviewed.
 - 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.
 - j) Unit 4-E fined \$500 for lease non-compliance. Letter from attorney will indicate rent to be garnished from tenant.
 - k) Benchmark reporting: Salomon Engineering is working on energy use for NYC benchmarking report.
- 5) New business:
 - Super's vacation: Notice of the building super's vacation will be posted. The building's weekend super, Patrick, will be working weekdays from 8:00am to 11:00am to cover for Musa.

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