

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

The third 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, Bernard Davis, Rosanna Fernandez, Sindhu Mathew, and Madalina Rauscher. Board members absent: Joseph Cann, Marjorie Cannon, David Cutler, and Joan Desantis. Marissa Zinnanti attended from Carriage House Property Management.

- 1) Minutes: Minutes from the 06/29/17 will be distributed for approval by email.
- 2) Financial Report:
 - a) Account balances: Capital Reserve (CitiBank) \$250,371; Operating (Chase) \$5,423, Operating Reserve \$19,068, and Loan Projects/Empire) \$46,320.
 - b) Unit arrears were reviewed.
- 3) Building Repair & Maintenance:
 - a) Common area smoke detector upgrade: Catello will begin project on 08/21/17.
 - b) Electrical back-up - generator system: Management seeking additional bids. Boynton and Cann to review. No update.
 - c) Unit entrance repairs: Thirteen unit door saddles are being replaced and fourteen dented entry doors are being repaired by super. Anticipate completion by next week.
 - d) Elevator Renovation/Upgrades: Discussed. Need bids for refinishing of brass. Strip/lacquer. No update.
 - e) Incinerator bulkhead: Masonry repairs to be completed next week.
 - f) Garage floor epoxy painting/sealing: No update.
 - g) North sidewalk: On hold until fall.
 - h) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
- 4) Legal Report:
 - a) Unit liens: Discussed.
 - b) Lease compliance: Reviewed.
 - c) Insurance compliance (leased units/tenant coverage): Reviewed.
 - d) Insurance compliance (owner coverage): Reviewed.
 - e) Emergency contacts: No update.
 - f) Water conservation - NYC initiative: No update.
 - g) Annual Fire Plan & Window Guard Distribution: Distribution completed several months ago and fines for non-compliance began this month
 - h) Moving inspection form: No update.
- 5) New business: Milkweed planting proposal was approved.

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