

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**September 28, 2017 – 7:30 p.m.**

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

- 1) Minutes: Minutes from the 07/27/17 will be distributed for approval by email.
- 2) Financial Report:
  - a) Account balances: Capital Reserve (CitiBank) \$250,371; Operating (Chase) \$4,766.61, Operating Reserve \$19,069.04, and Loan Projects/Empire) \$68,931.21.
  - b) Unit arrears were reviewed.
  - c) Discussion of FY2018 Budget process. Should be approved by October/November so that figures can be plugged into management's database prior to Jan 1st for FY2018's January 31 report.
- 3) Building Repair & Maintenance:
  - a) Common area smoke detector upgrade: Completed.
  - b) Electrical back-up - generator system: Management seeking additional bids. Boynton and Cann to review. No update.
  - c) Unit entrance repairs: Of thirteen unit's with cracked door saddles, 5 remain to be repaired. Of dented unit doors, several floors remain to be repaired.
  - d) Elevator Renovation/Upgrades: Discussed. Need bids for refinishing of brass. Strip/lacquer. No update.
  - e) Incinerator bulkhead: Masonry repairs completed.
  - f) Fuel Tank: Bid by Champion for \$1,120 discussed for inspection of underground 10,000 gallon fuel tank.
  - g) Garage floor epoxy painting/sealing: No update.
  - h) North sidewalk: On hold until fall.
  - i) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
- 4) Legal Report:
  - a) Unit liens: Unit 1-B was successfully served warrant for default judgment. Unit 3-D no auction date yet.
  - b) Arrears: Units 6-C and 4-E moving to legal actions.
  - c) Lease compliance: Not reviewed.
  - d) Insurance compliance (leased units/tenant coverage): Not reviewed.
  - e) Insurance compliance (owner coverage): Not reviewed.
  - f) Emergency contacts: No update.
  - g) Water conservation - NYC initiative: No update.
  - h) Annual Fire Plan & Window Guard Distribution and Compliance: Completed.
  - i) Moving inspection form: No update.

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