

Highview Condominium II, Inc.
Board of Directors – Meeting Minutes
October 26, 2017 – 7:30 p.m.

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

- 1) Meeting Minutes: Minutes of the 09/28/17 meeting were approved by email.
- 2) Financial Report:
 - a) Account balances: Operating (Chase) \$4,766.61, Operating Reserve \$19,069.19, and Loan Projects/Empire) \$65,481.25.
 - b) Unit arrears: Reviewed.
 - c) FY2018 Budget: No update.
- 3) Building Repair & Maintenance:
 - a) Electrical back-up - generator system: Management seeking additional bids. Boynton and Cann to review. No update.
 - b) Unit entrance repairs: Of thirteen unit's with cracked door saddles, 1 remains to be repaired. All dented unit doors have been repaired.
 - c) Elevator Renovation/Upgrades: Discussed. Need bids for refinishing of brass. Strip/lacquer. No update.
 - d) Garage floor epoxy painting/sealing: No update.
 - e) North sidewalk: On hold.
 - f) Carpet cleaning: Scheduled for 11/20/17.
 - g) 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. No update since last meeting.
 - b) Arrears: Units 6-C and 4-E moving to legal actions. No update.
 - 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) Moving Rule: From discussion at 10/10/17 Special Meeting, draft of new moving rule and procedures was distributed. Discussion was tabled for email review/approval.
 - i) Moving inspection form: No update.
 - j) Unauthorized construction: Discussed construction in L-C.
- 5) New Business:
 - a) Recycling/Garbage memo: Per 10/10/17 meeting, management will distribute.
 - b) Holiday Party: Scheduled for 12/14/17 at 7:00 pm
 - c) Holiday bonuses: Discussed/approved.

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