

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

The sixth 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.

2) Financial Report:

- a) Account balances: Operating (Chase) \$4,756.61, Operating Reserve \$19,069.35, and Loan Projects/Empire) \$51,787.04.
- b) Unit arrears: Reviewed.
- c) FY2018 Budget: Approved.
- d) FY2017 Audit: Engagement letter approved for Louis Picaro.

3) Building Repair & Maintenance:

- a) Carpet cleaning: two spots remain following cleaning by Stanley Steamer.
- b) Fall '2017 unit inspections: Completed.
- c) Unit entrance repairs: All cracked saddles and dented doors repaired.
- d) Elevator cab renovation: Third bid received on 11/29/17 for panel replacements. Awaiting bids for just refinishing of brass (strip/lacquer). No update.
- e) Water infiltration: Reports of water infiltration reported by units 2K, 5A, 5C, and 5D. Management investigating.
- f) Electrical back-up - generator system: Management seeking additional bids. Boynton and Cann to review. No update.
- g) Garage floor epoxy painting/sealing: No update.
- h) North sidewalk: On hold pending Reserve replenishment.
- i) Security upgrades/repairs: Phase III on hold pending Reserve replenishment.

4) Legal Report:

- a) Unit liens: Unit 1-B was successfully served warrant for default judgment. No update since last meeting. Unit 3-D no auction scheduled for 01/11/18
- b) Arrears: Management reported that Unit 6-C has been filed in Small Claims Court.
- c) Lease compliance: No update.
- d) Insurance compliance (leased units/tenant coverage): No update.
- e) Insurance compliance (owner coverage): No update.
- f) Emergency contacts: No update.
- g) Water conservation - NYC initiative: No update.
- h) Moving Rule: House Rule #27 distributed on 10/26/22 for comments and edits. Only suggested edit was addition of "vans" in sentence "Moving and delivery trucks/vans not allowed in the driveway at any time." Approved pending availability of website for general distribution to unit owners.
- i) Moving inspection form: No update.

5) New Business:

- a) Recycling/Garbage memo: Per 10/10/17 meeting, management will distribute. No update.
- b) Holiday Party: Scheduled for 12/14/17 at 7:00 pm. No update.

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