

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**March 1, 2018 – 7:30 p.m.**

The seventh 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, and Sindhu Mathew. Robert Boynton and Madalina Rauscher participated by telephone. Board members absent: Bernard Davis and Kathy Devaynes. Marissa Zinnanti attended from Carriage House Property Management.

- 2) Financial Report:
  - a) Account balances: Reviewed.
  - b) FY2016 Audit. Discussed.
  
- 3) Building Repair & Maintenance:
  - a) Security camera: After several package thefts, board approved an additional security camera for the mailroom.
  - b) Electrical back-up - generator system: Waiting for additional bids.
  - c) Unit entrance doorway repairs: Completed.
  - d) Elevator Renovation/Upgrades: Discussed.
  - e) Lobby runners: Approved second set. Need to be ordered.
  - f) North sidewalk: On hold until fall.
  - g) Garage floor epoxy painting/sealing: No update.
  - h) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
  
- 4) Legal Report:
  - a) Unit liens: Discussed.
  - b) Unit Arrears: Discussed.
  - c) Tenant and unit owner insurance compliance: Not Reviewed.
  - d) Water conservation - NYC initiative: No update.
  - e) Annual Fire Plan & Window Guard Distribution for 2018: Not reviewed.
  - f) Moving inspection form: To be distributed to Board members for review.
  
- 5) New business:  
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The meeting was adjourned at approximately 9:00 p.m. Minutes submitted by Robert Boynton, Secretary.