

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**March 29, 2018 – 7:30 p.m.**

The eighth regular meeting of the 2017-2018 Highview Condominium II Board of Directors was called to order at approximately 7:30 p.m. by Madalina Rauscher, Vice President.

Board members in attendance: Joseph Cann, Marjorie Cannon, David Cutler, Joan Desantis, and Kathy Devaynes. Robert Boynton participated by telephone. Board members absent: Bernard Davis and Sindhu Mathew. Marissa Zinnanti attended from Carriage House Property Management.

- 1) Minutes approval: Minutes of the 03/01/18 meeting were approved.
- 2) Financial Report:
  - a) Account balances: Empire \$42,876.03, Chase \$4,264.89, and Chase checking \$19,069.96.
  - b) Loan projects balance: Discussed.
  - c) FY2017 Audit: Anticipate completion in April.
- 3) Building Repair & Maintenance:
  - a) Security camera: In response to several package thefts, board approved an additional security camera for the mailroom. Installation completed.
  - b) Electrical back-up - generator system: Waiting for additional bids.
  - c) Elevator Renovation/Upgrades: Waiting for brass refinishing bids.
  - d) Lobby runners: Approved second set. Need to be ordered.
  - e) North sidewalk: On hold until fall.
  - f) Garage floor epoxy painting/sealing: No update.
  - g) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
  - h) Scrap metal disposal: Discussion. Previous super's had a scrap dealer that would take scrap metal accumulated in garage cage at no charge.
- 4) Legal Report:
  - a) Unit liens: Discussed.
  - b) Unit Arrears: Discussed.
  - c) Tenant and unit owner insurance compliance: No update.
  - 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. No update.
  - g) Condo Tax Abatement: No update.
  - h) Website: No reply from webmaster for updates since 01/2017. Forwarded 11/22/16, 12/29/16, 02/02/17 and 03/23/17. Management seeking new vendor. No update.
- 5) New business:
  - Proposal for Town Meeting with NY Fire Department representative. Could be incorporated in next General Membership meeting. Marissa will investigate.

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