

Highview Condominium II, Inc.
Board of Directors – Meeting Minutes
April 27, 2018 – 7:30 p.m.

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

1) Financial Report:

- a) Account balances: Empire \$50,128, Chase \$4,264, \$19,070, and \$274,785 Capital Reserve
- b) FY2016 Audit: Discussed.

2) Building Repair & Maintenance:

- a) Security camera: Installation completed.
- b) Unit inspections: In progress. About 80% done.
- c) Exterior water infiltration: Super investigating as part of unit inspections.
- d) Electrical back-up - generator system: Waiting for additional bids.
- e) Elevator Renovation/Upgrades: Discussed.
- f) Lobby runners: Approved second set. Need to be ordered.
- g) North sidewalk: On hold until fall.
- h) Garage floor epoxy painting/sealing: No update.
- i) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.

3) Legal Report:

- a) Board Treasurer and Vice President: Per Board approval, Madalina Rauscher will move from Treasurer to Vice President. David Cutler has accepted the position of Treasurer.
- b) Awning repair/replacement bids: No bids yet. Private ambulance company has taken responsibility.
- c) Website maintenance: Rich Re not responding. Marissa seeking vendor proposals.
- d) Unit liens: Discussed.
- e) Unit Arrears: Discussed.
- f) Tenant and unit owner insurance compliance: Not Reviewed.
- g) Annual Fire Plan & Window Guard Distribution for 2018: Not reviewed.
- h) Moving inspection form: Revisions discussed.
- i) NYC Condo tax abatement: Marissa investigating.

4) New business:

- Marissa will continue investigating to have Fire Department representative conduct a fire safety session for building residents.

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