

Highview Condominium II
Board of Directors – Meeting Minutes
April 28, 2021 – 7:30 p.m.

The eleventh regular meeting of the 2019-2020 Highview Condominium II Board of Directors was called to order at approximately 7:30 p.m. by Sindhu Mathew, President. The meeting was conducted remotely.

Board members in remote attendance: Robert Boynton, Joseph Cann, Marjorie Cannon, Christine Chun, David Cutler, Kathleen DeVaynes, Lauren Esposito, Sindhu Mathew, and Madalina Rauscher. Christopher Howe and Helen Mayers attended from The Andrews Group.

1) Management change to The Andrews Group:

Per full-board approval, The Andrews Group was approved at a special meeting in February to replace Carriage House Management as Highview's new management team. The building's attorney notified Carriage House on 03/11/21 by Certified Mail according to the conditions of their contract. However as of this 04/28/21 meeting, Carriage House has refused to turn over any records without full payment through 12/31/21. The building attorney continues to advise in the matter.

2) Financial Report:

- a) Account balances: Treasurer David Cutler reported that as of 03/31/21, \$21,672.47 in the Empire operations account, \$44,097.29 in the Citibank reserve account, and \$3,686.38 in the new Capital One operations account.
- b) FY2020 Audit: Helen Mayers will contact building's auditor. Board was able to provide Helen with copy of FY2019 audit.
- c) Foreclosure, Liens, and Arrears: Discussed. No account balances available at this meeting.
- d) Vendors: Discussed. Helen building a list from anecdotal information and discussion with super, however no records from Carriage House have been turned over.
- e) Coinmach and T-Mobile contracts: Discussed. Helen will attempt to contact them directly.

3) Legal Report:

- a) Legal suit: The prior owner of unit 1-B had sued both Highview and Carriage House claiming that he was denied access to his vacant unit. Situation reviewed by building's attorney and records indicate suit without merit. Insurance company settled and will not affect Highview's previous judgment award (still unpaid) against unit owner for unpaid common charges prior to unit's foreclosure sale.
- b) Lease compliance: No update. Helen acquiring information from unit owners.
- c) Insurance compliance (leased units/tenant coverage): No update. Helen acquiring information from unit owners.
- d) Insurance compliance (owner coverage): No update. Helen acquiring information from unit owners.
- e) Emergency contacts: No update. Helen acquiring information from unit owners.
- f) Window Guard and Fire Plan response file: Andrews sent out the annual notice and is now gathering responses for file.
- g) NYC Building violations & fines: There are currently 4 active/open DOB and ECB violations. Helen acquiring information. Christopher indicated that DOB and Fire Department may take up to 2 months to update their file to reflect Andrews as their contact, but updates have been submitted.
- h) Sale and Lease Waivers: Boynton reported that the waiver process was successfully completed with Carriage House for the sale of unit 2-K. The lease waiver for unit L-C was successfully completed with Andrews.
- i) Local Law 11 - Cycle-9: Helen will contact Solomon Engineering for status.
- j) Carriage House files: Critical files still in the hands of Carriage House were discussed. Of particular concern, the super and weekend porter's employment records for legal compliance.

- k) Smoking policy: Continued discussion of NYC's new rule for a building smoking policy.. Specific complaints by unit owners also reviewed. Any proposal for resolving unit owner complaints or a new building rule will be reviewed by building attorney before becoming a building Rule. Committee will be formed to propose/review options.

- 4) Building Repair & Maintenance:
 - a) Awning replacement: Replacement has been completed. Although responsible parties have accepted responsibility for the damage, no reimbursement has been received to date. Helen will investigate situation.
 - b) Projects on hold:
 - i) Electrical back-up - generator system: Salomon Engineering has completing design work. Bid received from one contractor. Board asked for additional bids.
 - ii) Elevator Cab Renovation: Discussed. Need bids for refinishing of brass. Strip/lacquer. New fire-proof carpeting received and now need to order spare for regular swap for cleaning.
 - iii) North sidewalk: On hold until fall.
 - iv) Garage floor epoxy painting/sealing: No update.
 - v) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.

- 5) Misc and New Business:
 - a) Meeting dates: Board voted to move meeting date to 4th Wednesday of every month at 7:30 p.m. Next meeting will be Wednesday, 05/26/21.
 - b) Andrews Group telephone number: Management contact information placard has been updated in the vestibule for residents and contractors.
 - c) Weekly maintenance inspect reports: Discussed the form. Helen indicated they do not have a copy. Boynton will forward. To be used by management for their weekly walk-through. Copies of the completed forms should be included in the monthly management reports.

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