

**Highview Condominium II**  
**Board of Directors – Meeting Minutes**  
**June 22, 2021 – 7:00 p.m.**

The thirteenth regular meeting of the 2019-2020 Highview Condominium II Board of Directors was called to order at approximately 7:00 p.m. by Sindhu Mathew, President. The meeting was conducted remotely by Zoom. Board members in remote attendance: Robert Boynton, Marjorie Cannon, Kathleen DeVaynes, Lauren Esposito, Sindhu Mathew, and Madalina Rauscher. Board members absent: Joseph Cann, David Cutler, and Christine Chun. Helen Mayers attended from The Andrews Group.

- 1) Minutes: Minutes of the May 25, 2021 meeting were previously approved by email.
- 2) Management transition: Discussion of continuing transition issues to Andrews from Carriage House.
  - a) As of today, Carriage House has not turned over any records and continues to insist on payment through 12/31/21.
  - b) Helen Mayers reported that Andrews has successfully contacted most all of Highview's service providers and vendors. Since the last meeting, Helen Mayers has spoken with Catherine Saccone of FSG Payroll Service and the building's auditor, Louis Picaro of Financial Solutions Group, LLC. She has been unable to reach Voicestream. Earlier today, Boynton forwarded copy of the J&J towing contract and added information on the elevator telephone service, plumber, electrical, and underground fuel tank. She is still requesting copies of the contracts currently in force from vendors.
- 3) Financial Report:
  - a) Account balances: As of 06/04/21 the Citibank savings account balance was \$32,662 and checking account balance was \$5,436. Balance of the Capital One operations account maintained by Andrews was \$49,622.34 as of 06/22/21. The Empire balance was not reported. Account balances totaled \$87,720.34. Noted that Operating Reserve on 12/31 should total 25% of previous year's operations or approximately \$75,000. Any remaining funds above the \$75,000 would be considered as Capital Reserve.
  - b) FY2020 Audit: Helen Mayers has spoken with Louis Picaro. Unclear whether Picaro has been able to gain access to Carriage House records for 2020.
  - c) FY2019 Audit: General Membership Meeting to review FY2019 Audit still to be scheduled for later this summer. Unclear whether Helen Mayers has a copy of the FY2019 Audit.
  - d) Foreclosure, Liens, and Arrears: Discussed. Helen Mayers needs to speak with attorney concerning status of foreclosure and liens.
  - e) Budget reporting: At last meeting, Helen Mayers indicated that she has not received any budget information from Carriage House and Andrews would not be able to do any budget reporting until January 2022. Boynton noted that Board had approved FY2021 budget in the fall of 2020 and the information, including budgeted cost centers would be available from the Board's Treasurer. Helen will follow up with David Cutler. No update at this meeting.
- 4) Legal Report:
  - a) Legal suit: Past judgment against prior owner of unit 1-B for back common charges being reviewed by building attorney. Madalina in contact with attorney.
  - b) Lease violations: Discussed two units in violation of lease agreements. Final warnings going out and continued non compliance by August 1st will result in \$500 monthly fines.
  - c) Emergency contacts: No update. Helen acquiring information from unit owners.
  - d) Window Guard and Fire Plan response file: Andrews sent out the annual notice and is now gathering responses for file. noted that law requires management to maintain file indicating that all residents, including new move-in owners and tenants have received the plan. Helen Mayers will report back on building's responsibility.
  - e) NYC Building violations & fines: There are currently 6 active/open DOB and ECB violations. Helen gathering information.

- f) Records compliance by unit owners: Helen had reported at May meeting that she would have the unit owner and tenant insurance compliance information and unit leases updated by the June board meeting. At this meeting, Helen was unable to provide an update on compliance. She reported that Andrews will not be able to track insurance rule compliance for either unit owners or tenants. Board expressed concern as these are fineable violations of Rules and all of Highview's previous management companies have been able to track compliance. Board asked whether Andrews would be able to track lease renewals which is also a critical compliance issue and Helen indicated that the leases would not be a problem.
  - g) Local Law 11 - Cycle-9: The final report of Salamon Engineering's 04/27/21 facade inspection was shared with the Board by email on 06/03/21. Helen Mayers will contact Salamon to discuss estimated cost of repairs, cost of oversee bidding, and their recommended timetable to complete repairs by 02/2023 deadline.
  - h) Smoking policy: No update from Committee.
  - i) Damage to sidewalk railing: Helen Mayers has been unable to reach Highview I's management concerning the damage to Highview II's sidewalk railing at service entrance.
- 5) Building Repair & Maintenance:
- a) Garage floor epoxy painting/sealing: Luis will begin project in the fall. Concern expressed for accurate line painting in both garage and parking lot, noting that parking spaces are not equal size according to obstructions within the garage. Lines on lower walls should be repainted too, as previous lines were covered over when garage walls were repainted.
  - b) Building's exhaust ventilation system: Helen to confirm inspection of all units within vertical line reporting complaints. Boynton followed up with super to discuss specific performance indicators recommended by the engineer who performed technical evaluation the system years ago.
  - c) Weekly maintenance inspect reports: Helen Mayers received Highview's form from Boynton and reported that she began using in June for management's weekly walk-through. Was unable to get scanned in time for this meeting. Will forward the 3-4 completed forms later this week. Future weekly inspections will be emailed to Executive Committee on a weekly basis and incorporated in the monthly management reports.
  - d) Unit door hinge repair: Per previous approval by email, hinge on a unit door will be repaired at building expense. Noted that all unit doors are common property to be maintained by building, not unit owners.
  - e) Elevator repairs: Per previous approval by email, Board approved elevator repairs not covered by the maintenance contract.
  - f) Gate valve water leak: Per previous approval by email, Board approved bid for gate valve repair and possible replacement.
  - g) Cooling fans for compactor roof and office: Per previous approval by email, Board approved purchase of portable fans.
  - h) Carpet trim: Helen contacting ALX Interiors to source matching lost/damaged floor carpet trim.
  - i) Projects on hold (funded by 2015 Capital Assessment):
    - i) Electrical back-up - generator system: Salamon 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) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
- 6) Misc and New Business:
- a) ECB energy rating recommendations. Helen Mayers reported that vendor reviewing and will offer recommendations.

The meeting was adjourned at approximately 8:30 p.m. Minutes submitted by Robert Boynton, Secretary.