

**Highview Condominium II**  
**Board of Directors – Meeting Minutes**  
**July 27, 2021 – 7:00 p.m.**

The fourteenth 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, Joseph Cann, Marjorie Cannon, Christine Chun, David Cutler, Kathleen DeVaynes, Sindhu Mathew, and Madalina Rauscher. Board member absent: Lauren Esposito. Christopher Howe attended from The Andrews Group.

- 1) Minutes: Minutes of the June 22, 2021 meeting were previously approved by email.
- 2) Management transition: Discussion of continuing transition issues to Andrews from Carriage House.
  - a) As of this meeting, Carriage House has not turned over any records and continues to insist on payment through 12/31/21.
  - b) Andrews has successfully contacted most all of Highview's service providers and vendors. Helen has been unable to reach Voicestream. Still needs copies of contracts from several vendors including CoinMach, VoiceStream, elevator's emergency telephone service provided by Alarmingly Affordable, and J&J towing. Service date on underground fuel tank mentioned.
  - c) Emergency contacts: Helen still acquiring contact information from unit owners.
- 3) Financial Report:
  - a) Account balances: As of 06/022/21 the Citibank savings account balance was \$32,664 and checking account balance was \$5,438.03. Balance of the Capital One operations account maintained by Andrews was \$40,872.64 on 06/22/21. Payables totaled \$21,513.18 and receivables \$43,886.45. The Empire balance was not reported.
  - b) FY2020 Audit: David Cutler speaking with the building's auditor, Louis Picaro. Unclear whether Picaro will be able to gain access to Carriage House records for 2020. David indicated that auditor may perform the audit based on the monthly management reports previously provided to the board.
  - 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. No update at this meeting.
  - e) Budget reporting: At May meeting, Helen Mayers indicated that she had 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. No update.
  - 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 for the unit owners.
  - c) NYC Building violations & fines: There are currently 6 active/open DOB and ECB violations. Helen gathering information. No update.
  - d) 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 the June meeting, Helen was unable to provide an update on compliance and reported at this July meeting that after discussion with her management team, 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. Boynton will follow up. 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.
  - e) Local Law 11 - Cycle-9: The final report of Salomon Engineering's 04/27/21 facade inspection was shared with the Board by email on 06/03/21. Helen Mayers will contact Salomon to discuss estimated cost of repairs, cost of Salomon oversight of bidding, and their recommended timetable to complete repairs by 02/2023 deadline. No update at this meeting.
  - f) Smoking policy: No update from Committee.

- g) Damage to sidewalk railing: Helen Mayers reported at the June meeting that she had been unable to reach Highview I - 830 Howard Ave's management concerning the damage to Highview II's sidewalk railing at service entrance. At this meeting, she reported attempted contact with Gateway Management, but no successful contact.
- 5) Building Repair & Maintenance:
- a) Building's exhaust ventilation system: Helen to confirm inspection of all units within the vertical line reporting complaints. No update.
  - b) Weekly maintenance inspect reports: Helen Mayers received Highview's form from Boynton and reported at the May meeting that she would begin using June 1st for management's weekly walk-through. Was unable to get the completed forms 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. No copies of the weekly reports received as of this meeting.
  - c) Elevator repairs: Completed 07/12/21.
  - d) Gate valve water leak: Per completed email vote, Board approved bid for gate valve repair and possible replacement. Repair scheduled for early August.
  - e) Carpet trim: ALX Interiors will be at building today to help source matching lost/damaged floor carpet trim.
  - f) Projects on hold (funded by 2015 Capital Assessment):
    - 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) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
  - g) ECB energy rating recommendations. Redocs submitted list of potential energy saving measures for the building. There was no discussion at this meeting.
- 6) Misc and New Business:
- a) Vendors and contractors insurance: There was discussion of liability insurance limits carried by contractors/vendors working at Highview. Prior to management approving any contractor working for building or individual unit owners, contractors need to provide proof of adequate insurance for management review.

Based on discussions with Andrews and Highview's insurance broker, several vendors were unable to provide proof of adequate liability insurance or Workman's Comp covering their workers at Highview. Even in cases of working for individual unit owners, the building has increased exposure according to the building's insurance provider. As the building has suffered from several successful claims against it and actually had its insurance cancelled a few years ago, it was agreed that building policies must be in line with our insurance broker's recommendations and best practice.

In one example, management has indicated that a long standing Highview vendor did not carry any Workman's Comp and it appears that previous management had not been adequately vetting contractors.

There was concern expressed by several board members and a wish to accommodate the lower insurance limits carried by several well known Staten Island vendors, suggesting that the board should overrule the recommendation of management and the insurance broker, in favor of their understanding of Staten Island contractor market. This was countered by noting that insurance claims/suits and medical costs were just as high and frequent on Staten Island as Manhattan.

Discussion and investigation will continue. In the meantime, the Board requested that management compile a list of the contractors who have already been approved, in order to assist residents in their selection. Residents can still opt to use other contractors, but they will have be reviewed and approved by management for adequate insurance prior to the work commencing.

- b) General Membership Meeting: On account of COVID19, Highview's annual meeting to review FY2019 Audit was postponed. The last General Membership meeting, the review of FY2018 Audit, took place on November 12, 2019. Need to schedule meeting however concern for inviting 67 unit owners into lobby for a 2-hour meeting was expressed. Brief discussion, but no resolution at this meeting.

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