

Highview Condominium II
Board of Directors – Meeting Minutes
August 24, 2021 – 7:00 p.m.

The fifteenth 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, Kathleen DeVaynes, Sindhu Mathew, and Madalina Rauscher. Board members absent: Christine Chun, David Cutler, and Lauren Esposito. Helen Mayers attended from The Andrews Group.

- 1) Minutes: Minutes of the July 27, 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.
 - b) Helen has contacted all vendors, but Andrews still needs copies of contracts from CoinMach, T-Mobile (formerly VoiceStream and OmniPoint), Alarmingly Affordable (elevator's emergency telephone service, supplements the Verizon telephone service line to elevator), Cascade Water Treatment (for boiler, 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 07/07/21 the Citibank savings account balance was \$32,668.48 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. As of 06/22/21, payables totaled \$21,513.18 and receivables \$43,886.45. The Empire balance was not reported. Noted that the Capital One, Payables, and Receivables had not changed since last month's meetings.
 - b) FY2020 Audit: David Cutler has been speaking with the building's auditor, Louis Picaro. Based on his inability to gain access to Carriage House records for 2020, Picaro will perform the audit based on the monthly management reports previously provided to the board. There will be additional expense for the forensic work. Board approved.
 - c) FY2019 Audit: General Membership Meeting to review FY2019 Audit still to be scheduled for later this summer. Discussion about combining this meeting with General Membership review of FY2020 Audit now in progress. Board approved of combining meetings.
 - d) General Membership Meeting: Continued discussion of the need for a general membership meeting of the 67 unit owners. Quorum would be required to conduct the meeting. The last General Membership meeting, the review of FY2018 Audit, took place on November 12, 2019. No resolution at this meeting.
 - e) Current Building Loan: Board noted that the final payment of a 5-year loan which was arranged by the building on behalf of 32 unit owners who were unable to pay their share of a \$400,000 Special Assessment in 2016, will be completed on 09/01/21.
Additional background on the building loan: Monthly payments to the bank began on 10/01/16 and amounted to \$193,620 total (\$3,847.88/mo.). The monthly payments included all attorney costs, etc. connected to the loan and the unit owners paying their full share of the Special Assessment were held free of those expenses. The 2016 Special Assessment covered more than \$120,000 of completed Capital Repairs dating back to 2013, for which, contrary to board policy, Special Assessments were not been issued at the time of the work, thereby depleting the Capital Reserve Fund's minimum balance. In addition the 2016 Special Assessment would cover a list of new projects including carpet and wall paper replacement. Although upcoming and completed projects were estimated to total \$531,000, an austerity program was developed to save the \$131,000 in excess of the 2016 Special Assessment. Special Assessments had not been issued at the time of the completed work and had resulted in depletion of the Capital Reserve Fund's normal balance of \$250,000. Note that the building's most recent Capital Reserve Study was completed on 12/03/2010.

- f) Foreclosure, Liens, and Arrears: Discussed. Helen Mayers needs to speak with attorney concerning status of foreclosure and liens. 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 were issued in July and continued non compliance on August 1st resulted in \$500 monthly fines. The monthly fines will continue for both unit owners until compliance achieved.
- c) NYC Building violations & fines: There are currently 6 active/open DOB and ECB violations. Proposal from Andrews that the building hire an expediter to resolve these as they were all accumulated during Carriage House Management's term. Board approved in principle and awaiting a formal bid to review for the work. Helen will advise Board of cost.
- d) Records compliance by unit owners: Andrews has recently indicated that they should be able to track insurance rule compliance on a monthly basis for both unit owners or tenants. Still to be implemented.
- 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 has contacted Salomon to discuss estimated cost of repairs, cost of Salomon oversight of bidding, and their recommended timetable to complete repairs by 02/2023 deadline. Salomon has submitted contract for oversight.
- 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. No successful contact with Gateway Management as of this meeting.
- h) Vendors and contractors insurance: There was continued discussion of liability insurance limits carried by contractors/vendors working at Highview. Board requested that management compile a list of the contractors who have already been approved, in order to assist residents in their selection. Residents may still opt to use other contractors, but they will have to be reviewed and approved by management for adequate insurance prior to the work commencing.
- i) Reimbursement for awning damage: Although the vendor who hit the awning has agreed to reimburse Highview, no funds received. Helen investigating.
- j) COVID notice to residents: Helen will prepare and distribute a building notice concerning current CDC recommended guidelines for safe behavior within common areas of building.

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. No copies of the weekly reports received as of this meeting.
- c) Gate valve water leak: Scheduled for August.
- d) Carpet trim: ALX Interiors has been at the building to help source matching lost/damaged floor carpet trim. No further update.
- e) Security camera: The Board approved installation of one additional security camera on the Clove Road side of the building.
- 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.
- h) Laundry dryer vents: Helen Mayers will contact CoinMach about cleaning dryer vents.
- i) Boiler maintenance: Champion Combustion scheduled to perform previously approved annual maintenance work on boiler.

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