

**Highview Condominium II**  
**Board of Directors – Meeting Minutes**  
**September 28, 2021 – 7:00 p.m.**

The sixteenth regular meeting of the 2019-2020 Highview Condominium II Board of Directors was called to order at approximately 7:00 p.m. by Madalina Rauscher, Vice President. The meeting was conducted remotely by Zoom.

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

- 1) Minutes: Minutes of the August 24, 2021 meeting were distributed by email today and awaiting approval.
- 2) Nominations for President: With Sindu Mathew's 09/09/21 resignation, effective 09/23/21, the Board is currently seeking a new president. Sindhu Mathew will continue as one of the nine board members. As President-in-training, the VP would ordinarily move up, however Madalina Rauscher is about to have a baby. Discussion was tabled and the meeting continued under VP Madalina Rauscher's leadership. Noted that Executive Committee officers (presently Rauscher, Cutler, Boynton) are authorized according to Bylaws as Board's leadership group to sign documents and make legal decisions between board meeting. Whereas a board Member vacancy requires immediate appointment prior to any Board decisions, an officer vacancy does not require immediate action.
- 3) Emergency contacts: Helen still acquiring contact information from unit owners.
- 4) Financial Report:
  - a) Account balances: As of 08/07/21 the Citibank savings account balance was \$38,104 and balance of the Capital One operations account maintained by Andrews was \$53,864. The Empire Savings Bank accounts have been closed. Two checks, recently received from T-Mobile, were not included.
  - b) Foreclosure, Liens, and Arrears: Discussed. Helen Mayers reported balance of one unit in foreclosure at \$35,592. Helen will request timeline of foreclosure from attorney.
  - c) Current Building Loan: Unit owners participating in 5-year payment plan with Empire Bank for their shares of the building's 2015 Special Assessment made their last payment in September. All of the building's accounts with Empire Bank have been closed.
  - d) FY2019 Audit: General Membership Meeting to review FY2019 Audit still to be scheduled. Will be combined with a General Membership to review of FY2020 Audit in progress.
  - e) FY2020 Audit: David Cutler reported that the building's auditor, Louis Picaro, is performing the FY2020 audit based on the monthly management reports previously provided to the board. There will be additional expense for the forensic work as previously approved by Board.
  - f) FY2021 Audit: David Cutler will ask Picaro for an engagement letter and authorize FY2021 Audit.
  - g) FY2022 Budget: David Cutler will present FY2022 Budget for Board discussion and approval prior to Thanksgiving. Helen Mayers recommended following Andrews template of cost centers, etc. So agreed.
  - h) Capital Reserve Study: Board authorized Boynton to seek contract proposal from Becht Engineering for update of the building's 2010 Capital Reserve Study. An updated Study is one of the necessary components of any future building loan application, as well as it is referenced in Annual Audits.
- 5) 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: Board approved bid by Cohen & Hoffman as expediter to resolve active/open DOB and ECB violations accumulated during Carriage House Management's term.
- 6) 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), and J&J towing. Service date on underground fuel tank mentioned.
    - i) Cascade Water Treatment (for boiler): Board approved new contract with Cascade Water Treatment. Cascade has been performing the boiler service on a monthly basis for more than 20 years.
  - c) Discussion of J&J Towing's liability insurance. Helen authorized by Board to seek other vendors. Noted that the service does not bill Highview for towing, but owner picking up car must pay in full before the car is released. Helen asked who is authorized to call J&J and it was confirmed that managing agent places the call for towing as needed 24/7.
  - d) Records compliance by unit owners: Andrews indicated in August that they would be able to track insurance rule compliance on a monthly basis for both unit owners or tenants. Still to be implemented. No update.
  - 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. No action was taken by the Board.
  - f) Smoking policy: Smoking Committee member, Christine Chun, distributed a preliminary draft for Board review. Other committee members David Cutler and Kathleen DeVaynes. Board will review prior to next meeting.
  - 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. As of the 08/24/21, she had been unsuccessful in contacting Gateway Management. At this meeting, Mayers recommended submitting claim to our insurance carrier, as the long period of time since the damage occurred. The board disagreed. Mayers will pursue with 830 Howard Ave.
  - h) Vendors and contractors insurance: List of vendors who have provided certification of acceptable limits. 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 be reviewed and approved by management for adequate insurance prior to the work commencing. The list distributed at this meeting included a variety of services utilized by the building, but only included one plumber (Capital), no electricians, and no other in-apartment repair or renovation services that might be expected to be needed by unit owners.
    - i) Reimbursement for awning damage: Although the vendor who hit the awning has agreed to reimburse Highview, no funds received. Helen investigating. No update.
    - j) COVID notice to residents: Memo distributed to residents with CDC's currently recommended guidelines for safe behavior within common areas of building.
- 7) Building Repair & Maintenance:
- a) 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. Per recent email, since Highview does not have a mask requirement for common areas as her other managed buildings do, she is no longer performing weekly inspections at Highview. Noted that CDC guidelines recommend, but do not require masking. The building can legally mandate mask wearing in common areas according to NYC guidelines, but once again it is not mandated by the City.
  - b) Gate valve water leak: Replacement of the water main's gate valve was completed in August.
  - c) Security camera: New security camera on the Clove Road side of the building has been installed. Height of shrubbery out of control and needs to be trimmed down to 5' or less. Super will do the work.

- d) ECB energy rating recommendations. Redocs submitted list of potential energy saving measures for the building. There was no discussion at this meeting. Climate Mobilization Act was mentioned at this meeting by Helen Mayers. No discussion.
- e) Laundry dryer vents: Helen Mayers will contact CoinMach about cleaning dryer vents. No update at this meeting.
- f) Boiler maintenance: Champion Combustion continues to performing annual maintenance work on boiler and relicensing.
- g) Foundation crack: Salomon Engineering seeking building blueprints from NYC DOB. Without blueprints, Salmon would need to investigate construction of building in greater detail. No update. Questioned whether Board needs to ask Salomon to move ahead without DOB blueprints. Helen will discuss with Salomon.
- h) Roof leak: Board suggested asking Salomon to oversee situation as it may involve bulkhead currently part of the Local Law 11 repairs to be bid. No update.
- i) Security camera: Per email vote, Board approved installation of additional exterior camera on Clove Road. Camera has been installed. Shrubbery partially blocking view has become quite overgrown and will be trimmed to its original 5' height by spring after growing season.
- j) 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.

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