

**Highview Condominium II**  
**Board of Directors – Meeting Minutes**  
**October 26, 2021 – 7:00 p.m.**

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

- 1) Minutes: Minutes of the September 28, 2021 meeting were distributed by email today. Minutes of the 08/24/21 still awaiting board approval by email as well.
- 2) Nominations for President: With Sindhu Mathew's 09/09/21 resignation, effective 09/23/21, the Board is currently seeking a new president. 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 09/30/21 the Citibank savings account balance was \$66,876 and balance of the Capital One operations account maintained by Andrews was \$52,554.
  - b) Foreclosure, Liens, and Arrears: Discussed.
    - i) Foreclosure: Helen Mayers reported balance of the unit in foreclosure at \$36,138. At September meeting, it was requested that Helen request timeline of foreclosure from attorney. No update at this meeting.
    - ii) Arrears: Two units are beyond 90 days in arrears. Report indicated that letter would be sent by management. Noted that at 60 days, building policy is to send warning and at 90 days forward to attorney for action. The cost of all actions by attorney are added to unit's account balance. Board requested written copy of Andrews understanding of Highview's policy.
  - c) FY2019 Audit: General Membership Meeting to review FY2019 Audit still to be scheduled.
  - d) FY2020 Audit: David Cutler reported that the building's auditor, Louis Picaro, anticipated completion of the FY2020 audit at the end of September, but has been unavailable to provide an update.
  - e) FY2021 Audit: David Cutler will ask Picaro for an engagement letter and authorize FY2021 Audit as soon as the FY2020 audit is completed.
  - f) FY2022 Budget: David Cutler will present FY2022 Budget for Board discussion and approval prior to Thanksgiving.
  - g) Capital Reserve Study: Boynton provided contract proposal from Becht Engineering to perform update of the building's 2010 Capital Reserve Study. Previous to 2010, was updated in 2003. Board approved Becht's proposed Option #2 for \$4,500 which would be an update to 2010 with a site visit. Boynton will advise Tim Sullivan at Becht. Madalina Rauscher will sign contract.
  - h) Special Assessment: It is anticipated that the building will require a Special Assessment to cover exterior facade masonry work as part of Local Law 11 compliance and replenishment of the Capital Reserve Fund's previous \$250,000 balance. Capital Reserve balance currently calculated at approximately \$44,000. Discussion on hold pending current bidding of projected work.
- 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. The monthly fines will continue for both unit owners until compliance achieved.
  - c) NYC Building violations & fines: No update. At the September board meeting, Board approved bid by Cohen & Hoffman as expeditor to resolve the active/open DOB and ECB violations.
  - d) Building vendors and service contracts:
    - i) T-Mobile/VoiceStream/OmniPoint: Copy of contract recently received.
    - ii) CoinMach. No update.
    - iii) Alarminglly Affordable (elevator emergency answering): Copy of 12/14/20 contract received.
    - iv) J&J Towing. Discussed.
  - e) Records compliance by unit owners: No update.
  - f) 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 has contacted Salamon to discuss estimated cost of repairs, cost of Salamon 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. No update.
  - g) Smoking policy: Smoking Committee member, Christine Chun, distributed a preliminary draft for Board review at September meeting. Other committee members David Cutler and Kathleen DeVaynes. As of this evening's meeting, Board has not reviewed.
  - h) Damage to sidewalk railing: No update.
  - i) Vendors and contractors insurance: No update
  - j) Reimbursement for awning damage: No update.
- 6) 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.
  - b) 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.
  - c) Laundry dryer exterior vent: At August meeting, Helen Mayers asked to contact CoinMach about cleaning dryer main vent pipes to exterior. No update at this meeting.
  - d) Boiler maintenance: Champion Combustion continues to performing annual maintenance work on boiler and relicensing. Helen reported that the NYC inspector is expected within in next few days for re-inspection.
  - e) Foundation crack: Proposal due from Salamon Engineering for investigation. Cost will be higher without the building's blueprints that DOB was unable to locate for Salamon.
  - f) Roof leak: Salamon will be at the building on 11/05 to investigate.
  - g) 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.

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