

Highview Condominium II
Board of Directors – Meeting Minutes
November 30, 2021 – 7:00 p.m.

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

- 1) Nominations for President: With Sindhu Mathew's September resignation as President, the Board is currently seeking a new president. VP Madalina Rauscher has been offered the position and is considering.
- 2) Building management: Per 11/01/21 discussion, Andrews Management will no longer be the building's managing agent effective 12/31/21. Andrews will continue to assist after that date as needed during the transition. Remaining agenda for the evening was abbreviated accordingly.
- 3) Financial Report:
 - a) Account balances: As of 10/31/21 the Citibank savings account balance was \$56,167.77 and balance of the Capital One operations account maintained by Andrews was \$55,920.96.
 - b) Foreclosure, Liens, and Arrears: Discussed.
 - c) FY2021 Audit: David Cutler will ask Picaro for an engagement letter and authorize FY2021 Audit as soon as the FY2020 audit is completed.
 - d) FY2022 Budget: David Cutler will distribute a proposed budget for FY2022 next week for Board discussion and approval.
 - e) Capital Reserve Study update: Per Board approval at October meeting, contract signed with Becht Engineering for update of the 2010 Study.
- 4) Legal Report:
 - a) Arrears, liens, and foreclosure: Discussed.
- 5) Building Repair & Maintenance:
 - a) Boiler maintenance: Champion Combustion continues to performing annual maintenance work on boiler and relicensing.

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