

**Highview Condominium II**  
**Board of Directors – Meeting Minutes**  
**September 22, 2022 – 7:00 p.m.**

The twenty-seventh 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, President. The meeting was conducted remotely by Zoom. Board members in remote attendance: Robert Boynton, Joseph Cann, Marjorie Cannon, Kathleen DeVaynes, Sindhu Mathew, Madalina Rauscher, and Virginia Re. Board members absent: Christine Chun and Max Lucci. Marissa Zinnanti attended from CRM Management.

- 1) Unit owner appeal: Building attorney Alfred Conti joined the meeting for a unit owner appeal by Joanne Civitano (3-K). August 30, 2022 arrears balance violation fines and late fees totals \$8,825, all relating to a tenant.
  
- 2) Financial Report:
  - a) Bank account balances: Empire checking account balance \$54,424, Empire Savings \$9,997.
  - b) Arrears: As of 08/31/22, uncollected balances from unit owners totaled \$63,463. Four significant uncollected balances with attorney for Small Claims Court and one in foreclosure. Discussed this evening with attorney.
  - c) Aged payables (owed by Highview II): As of 08/31/22, payables totaled \$86,899.
  - d) Reserve Funds summary: Operating Reserve on 07/31/22 was \$34,793 (approximately \$45,207 short of 12/31/22 mandated requirement). Capital Reserve balance is currently zero (\$250,000 short of 12/31/22 mandated requirement. No update at this meeting.
  - e) FY2021 Audit: At last meeting, Board requested meeting with the CPA to review FY2019, FY2020, and FY2021 audits. No update.
  - f) Capital Reserve Engineering Study: Becht Engineering updating following completion of the boiler replacement bids.
  
- 3) Legal Report:
  - a) Legal actions by building attorney: Discussed during financial report.
  - b) NYC Department of Buildings (DOB) and Environmental Control Board (ECB) building fines: No update.
  - c) Records of insurance compliance by unit owners: Six unit owners remain out of compliance and receiving month fines.
  - d) Records of insurance compliance by unit owners' tenants: Only one tenant out of compliance without proof of current renter's insurance on file. Landlord receiving monthly fine.
  - e) Leased units: Two units currently in rental without current lease on file. Unit owners receiving monthly fine.
  - f) List of pre-approved contractors: No update from management.
  - g) Local Law 11 - Cycle-9b: Contract signed, first payment of \$40,000 completed, work to begin shortly. City requires completion of the project and submission of certification paperwork by 02/23/23.
  - h) Vendors and contractors insurance: No update from management.
  - i) Awning damage reimbursement: On 08/09/22, Marissa received formal notification from Amazon that a check for \$7,559 will be issued to the building for awning damage. No update from management.
  - j) NYC Condo Tax Abatement Law changes: As noted at previous meeting, tax law changes are taking effect in 2022. Although Highview II was not listed among buildings affect this year, Board had requested that management provide a better understanding of the change in order to anticipate if/when it might apply to the building in future year. No update from management.
  
- 4) Building Repair & Maintenance:
  - a) Boiler operation compliance update: Marissa reported that the building is not receiving the monthly \$4,000 fine, as the boiler is turned off for the summer. She also indicated that the fine was from the gas company. Board members noted that only the City issues fine (typically DOB or ECB). Also noted that the boiler is

never turned off for the summer, as it continues to operate all summer to provide the building's hot water. Also questioned by Board why CRM reported at the 04/26/22 meeting that the building would continue to receive a monthly fine of \$4,000 until the boiler passed ECB inspection. To the best of Board's knowledge, the boiler has still not passed the inspection. Board requested a detailed explanation later in week.

- b) Boiler replacement: Bids received and boiler replacement will cost approximately \$750,000. Board will meet with Salomon Engineering to review/discuss bids. Marissa will arrange for Zoom meeting. Engineer will be available to answer any related unit owners questions at a General Membership meeting.
- c) Foundation cracks: Bidding in progress.
- d) Local Law 11 - Cycle 9b: Although Special Assessment payments not due until 10/31/22, approximately \$78,000 in early payments has been received. Contract signed and first \$40,000 payment paid. City requires completion of the work and submission of paperwork by 02/23/23.
- e) Elevator fan repair: Bid approved at last board meeting. Now awaiting update on repair. No update.
- f) Roof exhaust fan: CRM getting estimates for repair/replacement. Discussed that the only bid received to date did not provide adequate breakdown. No update from management.

g) Capital projects on hold & current status:

Capital projects approved by the Board, General Membership meeting of unit owners, and Empire Bank as part of the 2016 Capital Assessment. Due to significant cost overruns on the interior decorating projects funded by the same Assessment (carpeting, wall paper, lighting), these projects were put on hold pending a future assessment:

- i) Electrical back-up - generator system: Salomon Engineering completed design work in 2016. Salomon presently updating design work.
- ii) Elevator Cab Renovation: Bids received in 2016. Management seeking updated bids.
- iii) North sidewalk: Initial design work by Salomon in 2016. Now being updated.
- iv) Security upgrades/repairs: Phase I and Phase II were completed. Phase III bid was completed in 2016. Proposal update for 2022 completed. Current cost approximately \$12,000.

New Projects currently on hold pending new Capital Assessment:

- i) Boiler replacement: Design plans completed 07/05/22. Bidding evaluation contract signed 08/10/22. No cost estimates until bidding is completed.
  - ii) Building foundation repairs: Engineering evaluation in progress. Anticipate completion mid-August with bidding to follow. No cost estimates until bidding is completed.
  - iii) Security video server replacement: Contract received 05/24/22. Cost will be \$10,410.
  - iv) Roof exhaust fan replacements (as needed): Awaiting repair bids.
  - v) Landscaping replacements: No update.
- h) Maintenance schedule: Zinnanti will review and share with board at next meeting. No update.

5) Committee Reports:

- a) Financial Planning. No update.
- b) Building Beautification & Improvement. No update.
- c) Rules & Regulations: No update.

- 6) General Membership meeting: Sindhu Mathew requested that the Board schedule annual meeting immediately. Madalina Rauscher responded that per Bylaws the Annual Meeting's primary purpose and unit owner's primary interest is building's finances. The Annual Meeting would be held as soon as FY21 audit was completed and the FY2019, FY2020, and FY2021 audits were reviewed by Board with the auditor and accepted, and costs of the immediate major projects was finalized by bidding. To date, cost of boiler replacement and foundation crack remediation projects unknown and Salomon Engineering has said no cost estimates until bidding is completed.

The meeting was adjourned at approximately 9:00 p.m. Minutes submitted by Robert Boynton, Secretary.