

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**May 22, 2018 – 7:30 p.m.**

The tenth regular meeting of the 2017-2018 Highview Condominium II Board of Directors was called to order at approximately 7:30 p.m. by Sindhu Mathew, President. Board members in attendance: Joseph Cann, Marjorie Cannon, David Cutler, Joan Desantis, Kathy Devaynes, and Sindhu Mathew. Robert Boynton and Madalina Rauscher participated by telephone. Board member absent: Bernard Davis. Marissa Zinnanti attended from Carriage House Property Management.

- 1) Unit owner appeal: Owner of unit 1-C joined the meeting to appeal noise complaint received by management for lack of carpeting. Noted by management that 214 sq./ft. of carpeting had been determined upon inspection, whereas a total coverage of 869 sq.ft. is required for this 1,087 sq.ft. unit.
- 2) Financial Report:
  - a) Account balances: Empire (assessment balance) \$46,809, Chase \$4,264 and \$19,070.
  - b) FY2017 Audit. Anticipate completion by end of week.
  - c) Boris Mechanical & City Inspection: All work had been completed on the RPZ valve. The only thing that was left to do was the paperwork at end of the job. At this time, Boris will first have to renew the permit which would be around \$700 and file for the sign off and then perform the annual inspection. Boris said the reason for not signing off on anything was due to non-payment from previous management. Joe Cann noted that final payment to Boris had been intentionally withheld pending the final sign off which was never completed. All the money except last \$5000 has been paid, pending the final sign off. At the time inspection was not performed promptly, Boris indicated that the City was backed up for inspections. Marissa will discuss with Boris.
- 3) Building Repair & Maintenance:
  - a) Unit inspections: Completed.
  - b) Exterior water infiltration: Super investigated as part of unit inspections. No water infiltration found.
  - c) Electrical back-up - generator system: Waiting for additional bids.
  - d) Elevator Renovation/Upgrades: No update.
  - e) Lobby runners: Approved second set. Needs to be ordered. No update.
  - f) North sidewalk: On hold until fall.
  - g) Garage floor epoxy painting/sealing: No update.
  - h) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
  - i) Carpet cleaning: Board authorized purchase of small carpet cleaner from Best Buy for super to clean miscellaneous spots.
- 4) Legal Report:
  - a) Awning repair/replacement bids: No bids yet. Private ambulance company has taken responsibility. No update.
  - b) Website maintenance: Rich Re not responding since January 2017. Marissa seeking vendor proposals. Items on hold for posting include Minutes, Moving Inspection form, and moving rule.
  - c) Unit liens and foreclosures: Discussed both 1-B and 6-C.
  - d) Unit Arrears: Discussed.
  - e) Tenant and unit owner insurance compliance: Not Reviewed.
  - f) Annual Fire Plan & Window Guard Distribution for 2018: Not reviewed.
  - g) Moving inspection form: Revisions discussed.
  - h) NYC Condo tax abatement: Marissa investigating. No update.

5) Miscellaneous updates:

- a) Fire Department fire safety session: Request for fire department representative to conduct a safety session for building residents. No update from management.
- b) Memo to residents: Marissa will send memo concerning proper procedures for disposing of recycling and garage, as well as what should not be disposed of into sewer system. Noted that sewer blockages that have flooded the parking garage were due to disposable diapers and similar products.

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