

Highview Condominium II, Inc.
Board of Directors – Meeting Minutes
June 28, 2018 – 7:30 p.m.

The eleventh 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 participated by telephone. Board members absent: Bernard Davis and Madalina Rauscher were absent. Marissa Zinnanti attended from Carriage House Property Management.

1) Financial Report:

- a) Account balances: Empire (as of 05/31/18) \$47,266, Chase checking \$4,264 and \$19,070.
- b) FY2017 Audit: Still in progress.

2) Building Repair & Maintenance:

- a) Unit inspections: Not completed.
- b) Awning repair/replacement bids: Marissa having difficulty reaching Sign Arts.
- c) Electrical back-up - generator system: Waiting for additional bids.
- d) Elevator Renovation/Upgrades: No update.
- e) North sidewalk: On hold until fall.
- f) Garage floor epoxy painting/sealing: No update.
- g) Security upgrades/repairs: Phase III on hold.

3) Legal Report:

- a) RPZ Valve inspection: Marissa reported court date is 08/09/18. Instead of following through with completion by Boris Mechanical, she has Buttermark Plumbing completing the installation inspection.
- b) Awning repair/replacement bids: No bids yet. Private ambulance company has taken responsibility. No update.
- c) Website maintenance: No update.
- d) Unit liens and foreclosures: Discussed.
- e) Unit Arrears: Discussed.
- f) Tenant and unit owner insurance compliance: Not reviewed.
- g) Garbage/Recycling memo: Distribution completed.
- h) Moving inspection form: Revisions discussed.
- i) NYC Condo tax abatement: Marissa reported that it was completed today.

4) 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. Marissa waiting for call back from Fire Department.
- b) Unit complaints: Unit 2E reported water coming through bathroom light fixture determined to be from 4E.
- c) Carpeting/noise complaint: Being investigated by management.

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