

**Highview Condominium II**  
**Board of Directors – Meeting Minutes**  
**July 31, 2018 – 7:30 p.m.**

The twelfth 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, Joan Desantis, and Sindhu Mathew. Robert Boynton participated by telephone. Board members absent: David Cutler, Bernard Davis, Kathy Devaynes, and Madalina Rauscher. Marissa Zinnanti attended from Carriage House Property Management.

1) Financial Report:

- a) Account balances: Empire (as of 06/30/18) \$50,997, Chase checking \$4,096.20 and \$19,070.58.
- b) FY2017 Audit. Anticipating final draft by Friday.
- c) Unit Arrears: Discussed.

2) Building Repair & Maintenance:

- a) Building super: Following Musa Islami's resignation, Luis Perez was hired on 07/16/18 as Highview II's new super. He will need to successfully complete a 90-day probationary period before occupying the apartment that goes with this position.
- b) Unit inspections: Fall inspections will take place in September.
- c) Awning repair/replacement bids: Marissa having difficulty reaching Sign Arts. No update.
- d) Boiler repairs: Scheduling estimates.
- e) Electrical back-up - generator system: On hold.
- f) Elevator cab renovation: On hold.
- g) North sidewalk: On hold.
- h) Garage floor epoxy painting/sealing: On hold.
- i) Security upgrades/repairs: Phase III on hold.

3) Legal Report:

- a) RPZ Valve inspection: City inspection completed by Buttermark. Court date is 08/09/18.
- 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) Tenant and unit owner insurance compliance: Not reviewed.
- f) Unit leases and fines: No update.

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. Suggested that she plan on this for annual meeting in fall.

The meeting was adjourned at approximately 8:00 p.m. Minutes submitted by Robert Boynton, Secretary.