

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

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

1) Financial Report:

- a) Account balances: Empire \$59,385, Chase checking \$4,096 and \$19,071.
- b) FY2017 Audit: Completed. Board tentatively set 10/22/18 date for annual meeting. Marissa will confirm availability of auditor and attorney before date is finalized.
- c) Unit Arrears: Discussed.

2) Building Repair & Maintenance:

- a) Awning repair/replacement bids: Marissa having difficulty reaching Sign Arts. No update.
- b) Boiler repairs: Board approved smoke detector and CO2 sensor repair bid.
- c) Garage heater: repair bid by M&J approved for \$2,560.
- d) Entrance system: Board approved new entrance system. All residents will receive new proximity reader keys.
- e) New building super: Board reviewed new super's performance (hired 07/16/18) and approved early move-in date of 10/01/18. Ordinarily 90-day probationary period must be completed prior to move-in. Following his resignation, Musa Islami moved out on 08/02/18.
- f) Electrical back-up - generator system: On hold.
- g) Elevator cab renovation: On hold.
- h) North sidewalk: On hold.
- i) Garage floor epoxy painting/sealing: On hold.
- j) 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 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.

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