

Highview Condominium II
Board of Directors – Meeting Minutes
September 25, 2018 – 7:30 p.m.

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

1) Financial Report:

- a) Account balances: Empire \$44,288.16, Chase checking \$3,609.24 and \$19,070.90. Citibank reserve account \$284,251.
- b) General Membership Meeting: After confirming the availability of Highview's auditor and attorney, the finalized (revised) date for General Membership meeting will be 10/23/18. The 3-year term of 3 board members expiring will be Cann, Devayne, and Mathew.
- 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. Repairs completed.
- c) Garage heater: repair bid by M&J approved for \$2,560. Repairs scheduled to be completed on Friday.
- d) Entrance system: Board approved new entrance system. All residents will receive new proximity reader keys. No update at this meeting.
- 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) Noise/carpeting complaint: In response to a noise complaint, it was determined that unit 2-J does not have sufficient carpeting. They will be give 30 days to comply, subject to a re-inspection.
- b) Improper garbage disposal: Super reported that a large quantity of recycling was disposed of down garbage chute. City occasionally inspects the building's garbage and recycling at curb, and the building has received significant fines for the violations. Management and super will attempt to determine source and issue fine.
- c) Awning repair/replacement bids: No update from management.
- d) Website maintenance: No update from management.
- e) Unit liens and foreclosures: Discussed.
- f) Tenant and unit owner insurance compliance: No update from management.
- g) Unit leases and fines: No update from management.

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