

Highview Condominium II
Board of Directors – Meeting Minutes
November 27, 2018 – 7:30 p.m.

The first regular meeting of the 2018-2019 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, Kathy DeVaynes, Madalina Rauscher, and Sindhu Mathew. Robert Boynton participated by telephone. Board members absent: Bernard Davis and Joan Desantis. Marissa Zinnanti attended from Carriage House Property Management.

In accordance with the Bylaws of Highview Condominium II, an organizational meeting to elect officers of the Board of Directors for the coming year was conducted as required following the 10/23/18 General Membership Meeting, with the exception that the meeting was required within 10 days (11/20/18). At the 11/27/18 meeting, the following were nominated and confirmed by the Board: Sindhu Mathew, President; Madalina Rauscher, Vice President; Robert Boynton, Secretary; and David Cutler, Treasurer. There were no other nominees. There were no dissenting votes.

1) Financial Report:

- a) Account balances: Empire \$40,731.08, Chase checking \$3,465.76 and \$19,071.21. Citibank reserve account \$290,420.13.
- b) Unit Arrears: Discussed.

2) Building Repair & Maintenance:

- a) Awning repair/replacement bids: Marissa reported that the awning repair should be completed in 2-3 weeks.
- b) Security entrance system: Replacement of the building's security entrance system is in progress.
- c) Elevator operation: Beginning in early October, the elevator has suffered repeated shut downs.
 - i) Slade Elevator, contracted to maintain the building's elevator, has made numerous attempts to repair the system, went so far as to send an old circuit board out to be rebuilt, and ultimately said that parts are no longer available to repair various circuits. Management contacted several other elevator maintenance companies (including Slade, Richmond, Hudson, Excel). Each thought they'd be able to repair and made service calls, but no one was successful.
 - ii) Initial bidding: On 10/17/18, Richmond Elevator offered a \$166,681 proposal for system replacement. Treasurer Madalina Rauscher reported that all of the building's currently total \$360k (with \$290k in Citibank account, \$50k in Operating Reserve with management and approximately \$20k in remaining funds from the 2016 Assessment). Taking debt into consideration, she noted that if \$160k was spent on elevator, we would still have \$120k in reserves, but cautioned need to replenish reserve without delay.
 - iii) Engineering proposal: On 10/22/18, a proposal was requested from the elevator engineering consulting firm of Vertical Systems Analysis (VSA) to evaluate the system. Following their 10/31/18 evaluation, VSA reported that the elevator's electrical system will need to be replaced. On 11/02/18, a Phase I contract (\$6,500) contract was signed with VSA to develop technical specifications and work with the Board to oversee bidding comparisons and select a vendor for elevator rebuild/replacement. By 11/13/18, VSA had developed specs for the job and bidding has begun. VSA presently anticipates that they will be able to close bidding by 11/30/18.
 - iv) Time frame: From one prominent vendor's proposal, the board anticipates completion might take approximately 5 months after contract approval. They indicate that preparation would take 10-12 weeks (engineering, City approvals, ordering components) and installation another 8 weeks. Finishing tasks such as patching holes where they might need to demolish a wall, etc. Beyond their estimate of \$160,000, board anticipates as much as an additional \$50k including permitting and approvals.

- d) Water infiltration: Marissa has been gathering bids in response to complaints of water leaks. numerous leaks at windows. At least 7 lintels will require replacement according to the contractors she has contacted to inspect the building.
 - e) DOB Violation for Local Law 11: On 10/18/18, Carriage House informed the board by email that the building had received a DOB violation for failing to perform Local Law 11 facade inspection. On 10/18/18, Board approved proposal by Salamon Engineering to perform facade inspection for Local Law 11 and the inspection was performed on 10/26/18. On 11/09/18, the Board approved bidding proposal from Salamon. Board received bidding sheet this evening and authorized Salamon to proceed with facade repair bidding.
 - 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) Unit liens and foreclosures: Discussed.
 - b) Tenant and unit owner insurance compliance: No update from management.
 - c) Unit leases and fines: No update from management.
 - d) Website maintenance: No update from management.

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