

Highview Condominium II, Inc.
Board of Directors – Meeting Minutes
January 22, 2019 – 7:30 p.m.

The second 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, Kathleen DeVaynes. and Sindhu Mathew. Robert Boynton participated by telephone. Joan Desantis and Madalina Rauscher were represented by proxy to Sindhu Mathew. Board member absent: Bernard Davis. Marissa Zinnanti attended from Carriage House Property Management.

1) Financial Report:

- a) FY2018 Audit: Auditor starts work on the audit tomorrow.
- b) Citibank reserve withdrawal: Madalina reported that \$150,000 was transferred from Citibank to Carriage House to pay for the elevator.

2) Building Repair & Maintenance:

- a) Awning repair/replacement bids: Awning replacement being held until facade work is completed.
- b) Elevator operation: On 12/07/18, LCD Elevator was selected by Board and on 12/17/18, final contract was approved at a cost of \$165,000 with installation to be completed in six weeks. Work is progressing.
- c) Facade Inspection - Local Law 11 (Cycle 8): Bidding completed on 12/26/18 and Basonas was tentatively selected by the board on 01/10/19 after reviewing the bids.
 - i) Salamon and board members met on 01/18/19 to review the exterior work. Salamon will return to the building on 01/25/19 and be available from 9am-12pm to inspect the interior leaks of various units reporting leaks. Letters were sent out to those unit owners on 01/18/19 to arrange for inspections.
 - ii) Salamon's interior inspections on 01/25/19 may change the scope of work for the bids, in which case he will need to send out a revision to the 3 contractors who submitted bids. If his findings are minimal, we will not have to resend out the original plans and will keep it as a change order. As previously noted by Salamon, the DOB deadline was almost a year ago and the building is incurring fines.
- c) Electrical back-up - generator system: On hold.
- d) Elevator cab renovation: On hold.
- e) North sidewalk: On hold.
- f) Garage floor epoxy painting/sealing: On hold.
- g) Security upgrades/repairs: Phase III on hold.

3) Legal Report:

- a) Elevator violation/summons: Marissa reported that she went to NYC/DOB OATH court on 01/16/19. The building has been fined \$1,250 for the inoperative elevator. In court papers, it was noted that the elevator replacement began on 12/26/18 and is scheduled to complete by the first week of February.
- b) Unit liens and foreclosures: Discussed 6-C and 1-B.
- c) Tenant and unit owner insurance compliance: No update from management.
- d) Unit leases and fines: No update from management.
- e) Website maintenance: No update from management.

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