

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**April 23, 2019 – 7:30 p.m.**

The 5th 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, Joan Desantis, David Cutler, and Sindhu Mathew. Board members attending by conferencing call system: Robert Boynton and Madalina Rauscher. Board members absent: Bernard Davis and Kathleen DeVaynes. Anthony Piazza attended in person from Carriage House Management and Julianne Farrelly by conference call system.

1) Financial Report:

- a) Account balances: Capital Reserve (CitiBank) \$143,787.92; Operating (Empire) \$36,335.78.
- b) FY2018 Audit: Auditor anticipates completion by 05/31/19.

2) Building Repair & Maintenance:

- a) Local Law 11 Facade Repairs: Work has begun. Salomon Engineering will be at the building weekly to inspect repairs. Concern expressed to Anthony Piazza for management's failure to comply with City code Local Law 11 schedule. Although masonry repairs resulting from the Local Law 11 inspection are a common Capital repair for the building, the ground-up safety scaffolding in advance of repairs and required until certification is received (perhaps months after repairs are completed) was only required by the City on account of the building's failure to perform the inspection on schedule as mandated (approx 1 year late). Anthony Piazza will review situation.
- b) Spring 2019 unit inspections: Luis has completed inspections and replaced all batteries on smoke detectors and carbon monoxide detectors.
- c) Water damage repairs: Discussion of water damage from 2-A and 2-B to units below.
- d) Projects on hold:
  - i) Spring Carpet cleaning: On hold until Local Law 11 repairs completed.
  - ii) Awning replacement: On hold until Local Law 11 repairs completed.
  - iii) Electrical back-up - generator system: Salomon Engineering has completing design work. Bid received from one contractor. Board asked for additional bids.
  - iv) Elevator Cab Renovation: Discussed. Need bids for refinishing of brass. Strip/lacquer. New fire-proof carpeting received and now need to order spare for regular swap for cleaning.
  - v) North sidewalk: On hold until fall.
  - vi) Garage floor epoxy painting/sealing: No update.
  - vii) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.

3) Legal Report:

- a) Unit liens: Discussed.
- b) Unit arrears: Discussed.
- c) Lease compliance: No update.
- d) Unit foreclosures: Unit 6-C in foreclosure. Unit 2-B foreclosure was requested by the board at the same time, however attorney indicates they were only told to pursue lien. Anthony will follow-up.
- e) Insurance compliance (leased units/tenant coverage): No update.
- f) Insurance compliance (owner coverage): No update.
- g) Emergency contacts: Copy of all forms was to be transmitted to Secretary and Building Super. No update.
- h) Annual Fire Plan & Window Guard Distribution: Distribution recently completed. Awaiting replies. Management will send a reminder notice and fines will begin thereafter for non-compliance. Noted that NYC code requires annual distribution by January 31st. Concern expressed to Anthony Piazza about management's failure to comply with the City code deadline.

- i) Website: Current Rules & Regulations on website: Several proposed rule changes awaiting new website. Transitioning to new web hosting service arranged by Anthony Piazza. Boynton will discuss with Julianne this week.
  - j) No smoking rule: Discussed.
- 4) New business: Management will distribute a notice to residents concerning the building's guidelines and improperly disposing of garbage by way of toilets.

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