

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**May 28, 2019 – 7:30 p.m.**

The sixth 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, Kathleen DeVaynes, David Cutler, and Sindhu Mathew. Board members attending by conferencing call system: Robert Boynton and Madalina Rauscher. Board member absent: Bernard Davis. Anthony Piazza and Julianne Farrelly attended from Carriage House Management.

1) Financial Report:

- a) Account balances: Capital Reserve (CitiBank) \$143,836; Operating (Empire) \$39,084.
- b) FY2018 Audit: Auditor anticipates completion by end of next week.

2) Building Repair & Maintenance:

- a) Local Law 11 Facade Repairs: Work is progressing on schedule.
- b) Sewage system blockage: Residents continuing to improperly dispose of garage down toilet. Rapid Sewer called to clean blockages, but noted that these calls are not covered in their contract for preventative maintenance.
- c) 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: Salamon 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 from management.
- 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) Website: No update from Juliana.
- i) No smoking rule: No update.

- 4) New business: Julianna advised that super has made management aware of his vacation plans for Monday, May 27, Tuesday, June 11 - Friday, June 14th, and Monday June 17. Management was asked for a recommended plan.

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