

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**June 25, 2019 – 7:30 p.m.**

The seventh 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: Reserve (CitiBank) \$143,883. Empire \$30,337.
- b) Scaffolding bill: Remaining balance of the 3-month scaffolding is \$24,138.75. Powers Scaffolding reached out to Salomon Engineering on 06/03/19 for assistance in satisfying this bill.

Management reported to board that they had not paid the bill as they had been told by David Cutler on 05/21/19 not to pay balance until after scaffolding was removed. Reviewed that the terms of contract were total charge of \$44,638.75 with \$20,000 to be paid before installation and remainder due 10 days after installation. David Cutler authorized payment on 06/10/19.

After 90 days, there is a monthly rental charge of \$2,678.33 and the first extended monthly rental was received on 06/01/19. When the project was initially planned, Salomon indicated that on account of the violation, the scaffolding would have to remain in place as a safety concern until the City certified successful completion of the project. Currently the project is expected to complete in late July or early August.

- c) FY2018 Audit: Auditor anticipated completion by end of May. No update at this meeting.

2) Building Repair & Maintenance:

- a) Local Law 11 Facade Repairs: Currently anticipate completion of the work by approximately 08/01/19.
- b) Window screen damage: Discussion of mortar on window glass and screen.
- 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: 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 from management.
- d) Unit foreclosures: No update.
- 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.

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