

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**August 06, 2019 – 7:30 p.m.**

The eighth 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. Board members attending by conferencing call system: Robert Boynton and Madalina Rauscher. Board members absent: Bernard Davis and Joan Desantis. Jaime Maynor attended from Carriage House Management.

1) Building super's Report:

Luis Perez joined the meeting at 8:00 p.m. to discuss ongoing projects and concerns.

2) Financial Report:

- a) Account balances: Reviewed. \$143,927.49 in the Citibank account and \$18,549 (07/31/19) in the Empire account.
- b) Unit Arrears: As of 07/31/19, arrears totaled \$51,751.
- c) FY2018 Audit: No update.

3) Building Repair & Maintenance:

- a) Local Law 11 Facade Repairs: Repairs completed. NYC inspector came to building this week. Once building receives inspection approval, scaffolding can be taken down.
- c) Water damage repairs: Discussion of water damage in C-line on levels 4/5/6.
- 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.

4) Legal Report:

- a) Annual Fire Plan distribution and annual Window Guard Notice distribution completed. Both mandated by the City to be completed by January 31st. Concern expressed by the Board for the lengthy delay.
- b) Unit liens: Discussed.
- c) Unit Arrears: Discussed.
- d) Lease compliance: No update.
- e) Unit foreclosures: Unit 6-C in foreclosure. Unit 2-B foreclosure was requested by the board at the same time. No update.
- f) Insurance compliance (leased units/tenant coverage): No update.
- g) Insurance compliance (owner coverage): No update.
- h) Emergency contacts: Copy of all forms was to be transmitted to Secretary and Building Super. No update.
- i) Unit owner violation: Unit owner was fined for disruptive and threatening behavior in the Lobby.

5) New business: No other new business.

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