

**Highview Condominium II, Inc.**  
**Board of Directors – Meeting Minutes**  
**September 24, 2019 – 7:30 p.m.**

The tenth 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 member absent: Kathleen DeVaynes. Jaime Maynor and Anthony Piazza attended from Carriage House Management.

1) Building super's Report:

Luis Perez discussed upcoming projects: curb painting, winterizing sprinkler system, and Fall '19 unit inspections to begin in October.

2) Financial Report:

- a) Account balances: As of 08/31/19, \$144,016 in the Citibank account and \$24,834 in the Empire Account for a total of \$168,000. Calculating \$75,000 for Operating Reserve, the 25% of previous year's operating expenses as recommended by prior auditors and approved by Board, the building currently has approximately \$93,000 remaining for Capital Reserve. Noted that with several months of the year still remaining, calculations subject to change before FY2019 closes.
- b) Basonas payments: Jaime Maynor reported that the building currently owes Basonas for invoices totaling \$93,755.51. David Cutler advised Maynor that the board would withdraw funds from Citibank reserve for Maynor to deposit into the Empire account.
- c) FY2018 Audit: Auditor anticipates completion by Friday. Board tentatively approved 11/12/19, 7:30pm for Annual Meeting.

3) Building Repair & Maintenance:

- a) Local Law 11 Facade Repairs: Repairs completed. NYC inspector came to building this week. Once building receives approval certification, scaffolding can be taken down.
- b) Fall 2019 unit inspections: Luis will begin Fall '19 unit inspections in October and will replace all batteries on smoke detectors and carbon monoxide detectors.
- c) Water damage repairs: Discussion of four current water leaks. One leak involves roof and management asked to review warranty on roof.
- d) Carpet cleaning will be scheduled for week prior to Thanksgiving.
- e) Awning replacement: Has been on hold pending completion of the Local Law 11 repairs. Jaime asked to check her files for the information and move ahead. Question raised about awning lighting.
- f) Elevator: Jaime Maynor was asked to check the warranty on the new elevator.
- g) Projects on hold:
  - i) Electrical back-up - generator system: Salamon Engineering has completing design work. Bid received from one contractor. Board asked for additional bids.
  - ii) 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.
  - iii) North sidewalk: On hold until fall.
  - iv) Garage floor epoxy painting/sealing: No update.
  - v) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.

4) Legal Report:

- a) Unit liens: Discussed.
- b) Unit Arrears: Discussed.
- c) Lease compliance: No update.
- d) Unit foreclosures: Unit 6-C and Unit 2-B in foreclosure. 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) Board member appointment: Bernard Davis has been unable to participate and has resigned. Lauren Esposito (4-B) nominated and approved unanimously for appointment. Her appointment will be valid until the General Membership meeting on 11/12/19 at which time a new board member can be elected to fill the position.

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