

Highview Condominium II
Board of Directors – Meeting Minutes
October 29, 2019 – 7:30 p.m.

The eleventh 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: Marjorie Cannon, Joan Desantis, David Cutler, Lauren Esposito, and Sindhu Mathew. Board members attending by conferencing call system: Robert Boynton and Madalina Rauscher. Joseph Cann was represented by proxy. Board member absent: Kathleen DeVaynes. Jaime Maynor and Anthony Piazza attended from Carriage House Management.

1) Building super's Report:

Luis Perez joined the meeting to discuss ongoing projects and several incidents of exterior water infiltration.

2) Financial Report:

- a) Account balances: As of 09/31/19, \$44,037 in the Citibank account and \$112,467 (minus \$16,500 in recent bills) in the Empire Account for a total of approximately \$140,004. 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 \$65,004 remaining for Capital Reserve. Noted that with several months of the year still remaining, calculations subject to change before FY2019 closes.
- b) FY2018 Audit: Auditor has completed audit and it has been reviewed and accepted by the Board. Annual meeting on track for 11/12/19 at 7:30pm.

3) Building Repair & Maintenance:

- a) Local Law 11 Facade Repairs: Project completed and certification received from City. Scaffolding has been removed.
- b) Fall 2019 unit inspections: Completed. All units have been inspected for water leaks, and all batteries on smoke detectors and carbon monoxide detectors replaced.
- c) Water damage repairs: Roofing warranty reviewed by management. Expired after 10 years. Management getting bids for leak repairs.
- d) Carpet cleaning scheduled for 11/19/19, in advance of Thanksgiving.
- e) Painting projects: Yellow curb areas and brown driveway curb repainted by Luis.
- f) Awning replacement: Bids currently being review. Proposed style change to address problem of water leaking from awning back to building wall. Getting bid for replacement lighting.
- g) Window washing bids: Discussed.
- h) Projects on hold:
 - i) Electrical back-up - generator system: Salomon 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 in foreclosure. Unit 2-B foreclosure was requested by the board at the same time.
- 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.

5) New business: Board approved a 1-year maintenance contract with elevator contractor.

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