

Highview Condominium II
Board of Directors – Meeting Minutes
December 17, 2019 – 7:30 p.m.

The first regular meeting of the 2019-2020 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, Lauren Esposito, and Sindhu Mathew. Board members attending by conferencing call system: Robert Boynton and Madalina Rauscher. David Cutler was absent, but represented by proxy. Jaime Maynor attended from Carriage House Management.

1) Building super's Report:

Luis Perez joined the meeting to discuss ongoing projects.

2) Financial Report:

- a) Account balances: As of 11/30/19, \$44,050.18 in the Citibank account and \$36,204.77 in the Empire Account for a total of approximately \$80,254.95. 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 \$5,000 available as for Capital Reserve.
- b) FY2020 Budget: The Board approved FY2020 budget as proposed by David Cutler, Treasurer.
- c) Common Charge increase: The Board approved a 5% increase in the Common Charge effective 03/01/20.
- d) FY2019 Audit: The Board requested an engagement letter from Louis R. Picaro for FY2019 Audit, noting need to complete audit by March per Highview Bylaws.

3) Building Repair & Maintenance:

- a) Water damage repairs: Management getting bids for leak repairs.
- b) Painting projects: Building super reported on several ceiling repairs from common pipe water damage.
- c) Awning replacement: Bids currently being reviewed.
- d) 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. 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.

- 5) New business: Vagrancy discussed. Person found sleeping in the stairway. Police should have been called immediately.

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