

**Highview Condominium II**  
**Board of Directors – Meeting Minutes**  
**February 04, 2020 – 7:30 p.m.**

The second 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, David Cutler, Lauren Esposito, and Sindhu Mathew. Board members attending by conferencing call system: Robert Boynton and Madalina Rauscher. Board members absent: Kathleen DeVaynes (represented by proxy) and Joan Desantis. Jaime Maynor attended from Carriage House Management.

1) Financial Report:

- a) Account balances: There is \$44,057.16 in the Citibank account and \$33,552.86 in the Empire Account for a total of \$77,610.02. 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 \$2,610 available as Capital Reserve.
- b) FY2019 Audit: Reported that progress of the FY2019 audit for a March completion has been delayed. Reviewing insurance and delinquent engineering bills.
- c) Check processing: Concern raised with management about timely common charge check processing.

2) Building Repair & Maintenance:

- a) Water damage repairs: Management getting bids for leak repairs.
- b) Awning replacement: Bids currently being reviewed. No update.
- c) Window washing: No update on bids.
- d) Weekly inspection reports: No update from management.
- e) Website: No update from management on new website.
- f) Security video files: No update on transfer to Google storage.
- g) 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.

3) Legal Report:

- a) Unit liens: Discussed.
- b) Unit Arrears: Discussed.
- c) Lease compliance: No update.
- d) Unit foreclosures: Unit 6-C foreclosure being re-filed. Concerning Unit 2-B foreclosure, Jaime Maynor reported Wells Fargo has taken possession of the unit and they have engaged a real estate agent to complete the sale. She will let the board know as soon as she has additional details.
- 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) Tax abatement: Management was asked about status of annual tax abatement application. Jaime will check.
- i) DOB violations: Jaime will check on status.

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