

Highview Condominium II
Board of Directors – Meeting Minutes
March 03, 2020 – 7:30 p.m.

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

1) Financial Report:

- a) Account balances: There is \$44,063.49 in the Citibank account and \$34,036.47 in the Empire Account for a total of \$78,099.96. 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 \$3,099.96 available as Capital Reserve.
- b) Common charge increase: The previously approved common charge increase began on 03/01/20.

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: Agreed to delay until summer.
- 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) Unit inspections: Super is beginning spring inspections.
- h) Boiler tank: Getting bids for leak repairs.
- i) 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: 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) Tax abatement: Meeting completed.
- i) DOB violations: Currently 7 open violations including \$1,500 fine for failure to benchmark energy consumption.
- j) Fire plan and window guard annual notice: Just mailing.

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