

Highview Condominium II
Board of Directors – Meeting Minutes
April 28, 2020 – 7:30 p.m.

The fourth 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 remote attendance by Zoom: Robert Boynton, Joseph Cann, Marjorie Cannon, David Cutler, Kathleen DeVaynes, Lauren Esposito, Sindhu Mathew, and Madalina Rauscher. Board member absent: Joan Desantis. Jaime Maynor attended from Carriage House Management.

1) Financial Report:

- a) Account balances: As of 03/30/20, there is \$24,853.98 in the Empire Account and \$44,073.20 in the Citibank account for a total of \$68,927.18. 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 a negative balance for Capital Reserve.
- b) Monthly common charge receipts: Delay experienced by unit owners in the processing of their common charge checks. Concern expressed by Board to Anthony Piazza for out of date bookkeeping reports to board.
- c) Insurance bill: Insurance bill received on 03/18/20 for \$36,005.91. Due immediately.

2) Covid19 issues:

- a) Due to Covid19 concerns, management office has been closed and they are all working from home until further notice. On 03/29/20, Anthony Piazza reported to the Board by email that the regular monthly Management Report has been delayed while Carriage House reconfigures their operations for the office being closed on account of Covid19. Without the managing agent having access to office files and a satisfactory broadband connection, the March board meeting was cancelled.
- b) Board meetings have been re-structured for all members to dial-in with Zoom, and both super's and weekend porter's contact with unit owners and their apartments is being limited. Jaime indicated that "self quarantine" means not leaving the apartment at all, not to smoke, not to shop but only to seek medical attention when necessary. Concern with residents who have tested positive and continuing to share elevator and common surfaces. Concern with staff who have not tested positive but sharing apartments with family members who have tested positive. Ongoing discussion.
- c) As of 04/13/20, many of the owners at 850 Howard still have not received their the dues for this month. Without billing, some people were still leaving their monthly checks in the mailbox. Sindhu has asked management for an ongoing plan: how will people get their invoices, how will the checks be deposited, who is picking up from the lobby mailbox and when. March checks mailed directly to the office prior to their 03/01/20 due date have not been cashed. Currently reason to believe that checks have been waiting in the mailbox for more than 2 weeks without management picking up for bank deposit. Anthony Piazza reported that they have been sending emails to residents suggesting alternate system, but board members questioned how many valid email addresses Carriage House has, as they have never been utilized for any official business in the past, whether all unit owners utilize email, and whether a request for funds by email might be considered suspicious spam by many recipients, especially without anyone in the office that they can contact by telephone to verify.
- d) As super and weekend porter have been exposed and should remain in self-quarantine, management has offered no backup plan for building maintenance.
- e) Per resident complaints, several residents have refused to wear masks in common areas including elevator.

3) Building Repair & Maintenance:

- a) Boiler feed pumps: On 03/20/20, Board approved bid by Champion Combustion to replace feed pump units. Bids were reviewed by Joe Cann for technical concerns and new Allied 3/4 hp pumps have been installed at a cost including labor of \$5,325.00 plus tax.

- b) Awning replacement: Bids currently being reviewed. No update.
 - c) Weekly inspection reports: Management not coming to building out of Covid concerns and reports of residents refusing to wear masks.
 - d) Website: No update from management on new website.
 - e) Security video files: No update on transfer to Google storage.
 - f) Unit inspections: Spring inspections suspended.
 - g) Boiler tank: Condensation pump leaks repairs completed.
 - 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 Arrears: Discussed.
 - b) Lease compliance: No update.
 - c) Unit liens and foreclosures: No update.
 - d) Insurance compliance (leased units/tenant coverage): No update.
 - e) Insurance compliance (owner coverage): No update.
 - f) Emergency contacts: Copy of all forms was to be transmitted to Secretary and Building Super. No update.
 - g) DOB violations: Currently 7 open violations including \$1,500 fine for failure to benchmark energy consumption. No update at this meeting.

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