

**Highview Condominium II**  
**Board of Directors – Meeting Minutes**  
**June 2, 2020 – 7:30 p.m.**

The fifth 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, David Cutler, Lauren Esposito, Sindhu Mathew, and Madalina Rauscher. Board members absent: Marjorie Cannon, Joan Desantis, and Kathleen DeVaynes. Jaime Maynor attended from Carriage House Management.

1) Financial Report:

- a) Account balances: There is \$29,321.66 in the Empire Account and \$44,076.37 in the Citibank account for a total of \$73,398.03. 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: As noted last month, there has been a delay experienced by unit owners in the processing of their common charge checks. Carriage House reported that they have just completed a change in software programs and also moving office. Believe any issues of delays now resolved and Board should be receiving the May 30th report shortly. Invoices were sent out by Quickbooks.
- c) FY2019 Audit: No update.

2) Covid19 issues: Discussed problems with resident compliance and NYC guidelines.

3) Building Repair & Maintenance:

- a) Exhaust fan replacement: Bid for \$1,900 from contractor contacted by Carriage House. Boynton noted that it was not correct replacement. Contractor's replacement fan was correct physical size, but building's fans have varying horsepower, rotational speed, and additional controllers per the engineering specification that was developed for this project. Critical the same horsepower, speed, and CFM be utilized to keep air flow balanced between bathroom and kitchen vents. Boynton called Greenheck supplier and purchased for \$575. For future reference, the fans each carry a serial number that the manufacturer can use for correctly spec'ed replacement.
- b) Insurance inspection: Highview II's insurance company performed a site inspection and requested two sidewalk repairs. Boynton noted that the site of one repair (sidewalk uphill from building's circular driveway) is not Highview II property, but Highview I. Boundary runs from rear corner of Highview I building to the uphill corner of Highview II's circular driveway at Howard Ave. Jaime will contact our insurance company to correct their information and reference land survey in Highview's records.
- c) Awning replacement: Bids currently being reviewed. No update.
- d) Website: No update from management on new website.
- e) Security video files: No update on transfer to Google storage.
- f) Covid precaution issues: Discussed.
- 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.

4) Legal Report:

- a) DOB violations and fines: City offices difficult to reach. No update.

- b) Unit Arrears: Discussed.
- c) Lease compliance: No update.
- d) Unit liens and foreclosures: No update.
- e) Insurance compliance (leased units/tenant coverage): No update.
- f) Insurance compliance (owner coverage): No update.
- g) Fire Plan distribution: Carriage House will be addressing this week and should be out by this time next week. Noted by Board that 01/31 was the due date with City.

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