

Highview Condominium II
Board of Directors – Meeting Minutes
January 24, 2023 – 7:00 p.m.

The second regular meeting of the 2022-2023 Highview Condominium II Board of Directors was called to order at approximately 7:00 p.m. by Sindhu Mathew, President. The meeting was conducted remotely by Zoom. Board members in remote attendance: Robert Boynton, Marjorie Cannon, Christine Chun, Kathleen DeVaynes, Max Lucci, Sindhu Mathew, Richard Re, and Deirdre Snyder. Marissa Zinnanti attended from CRM Management.

- 1) Update from building super: Luis Perez joined the meeting for a maintenance report. Discussions included a stairwell painting, laundry room, deteriorating condition of snow blower, and progress of Local Law 11 repairs.
- 2) Meeting Minutes to approve: Minutes of the 12/27/22 meeting were distributed and approved by email.
- 3) Resignation and Appointment: Madalina Rauscher resigned from the presidency and board effective 01/03/23. Marta Robinson was appointed to fill the vacancy on 01/24/23 with no dissenting votes.
- 4) Appointment of Officers: By Board vote, the following officers were elected for the year: Sindhu Mathew, President; Max Lucci, Vice President; Robert Boynton, Secretary; and Richard Re, Treasurer. Deirdre Snyder will serve as an assistant treasurer.
- 5) Financial Report:
 - a) Discussion with auditor: The building's new auditor, Carl Cesarano joined the meeting for an extended discussion. Cesarano has requested and is awaiting the supporting information and records of the previous FY2021 audit conducted by Louis Picaro.
 - b) Bank account balances: As of 12/31/22, Empire checking account balance \$95,469.55 and Empire Savings \$9,999.04. CRM has set up an additional account to segment income from the 10/31/22 Special Assessment for Local Law 11 work and the account balance is currently \$177,079.43.
 - c) Debt/aged payables (owed by Highview II): As of 11/30/22, payables totaled \$215,061.42.
 - d) Reserve Funds summary: No update at this meeting.
 - e) FY2023 Budget: Remains to be approved.
 - f) CoinMach laundry room equipment: CoinMach's contract calls for Highview to be reimbursed for the laundry room's separate ConEd electric bill. CRM reported that they have been unsuccessful in collecting any reimbursement from CoinMach. No update from management at this meeting.
 - g) Capital Reserve Engineering Study: Final revisions of the 2022 Capital Reserve Study completed and distributed to Board. Becht Engineering anticipates a meeting in January with the board and Carl Cesarano to review capital reserve forecast. Meeting not currently scheduled. No additional update.
- 5) Legal Report:
 - a) Legal actions by building attorney: Three units are with attorney for Small Claims Court proceedings and one unit is in foreclosure.
 - b) NYC Department of Buildings (DOB) and Environmental Control Board (ECB) building fines: Marissa reported that all outstanding violations with DOB and ECB have been resolved. There are several violations from the Fire Department that she is working on. Board noted violations still appearing on DOB website and recorded as open.
 - c) Records of insurance compliance by unit owners: Discussed.
 - d) Records of insurance compliance by unit owners' tenants: Discussed.
 - e) Leased units: Discussed.
 - f) Local Law 11 - Cycle-9b: Repairs continue. City requires completion of the project and submission of certification paperwork by 02/23/23.

6) Building Repair & Maintenance:

- a) Boiler operation and NYC DEP/ECB compliance update: Marissa reported that the Non-Firm Demand Response Affidavit has been filed with NYC and no further penalty charges should be incurred while the Affidavit is in effect. As a separate matter, Marissa will be going to court on 02/01/23 for the building failing to have a valid Boiler Operations License. Noted that Highview has been attempting to renew the expired license since summer 2021 without success, as the renewal requires passing an ECB emissions inspection that the building has repeatedly failed. Rich Re is in contact with Champion Combustion to explore options for a successful inspection.
- b) Special Meeting to update full board: Per Rich Re's email of 12/14/22, he has been in contact with Champion Combustion, Redocs, NYC Accelerator, NYSERDA and along with Deirdre Snyder is exploring various Highview compliance issues with Local Law 97 and Local Law 84. As these are critical issues, the Board agreed to hold a separate Special Meeting in the next couple weeks for Rich Re to brief the Board in detail. Of greatest concern is how these issues relate to the building's planning for boiler replacement. Date to be determined by email for full board availability. No update on scheduling a date.
- c) Boiler replacement: Meeting with Salamon Engineering to discuss completed boiler design plans and RFP contractor bids on hold pending Rich Re's meetings with Champion Combustion, Redocs, NYC Accelerator, NYSERDA and exploring various Highview compliance issues with Local Law 97 and Local Law 84. As noted at December board meeting, question as to whether Highview might qualify for a New York State Energy Research and Development Authority (NYSERDA) grant for the boiler's increased efficiency. No update on scheduling a meeting date.
- d) Foundation/structural cracks: Design work phase completed and bidding phase completed. Salamon Engineering awaiting special meeting with Board to review. The contractor bids in response to RFP ranged from \$180,667 (80 working days) to \$316,470 (40 working days). Full board meeting to be scheduled with Salamon. No update on scheduling a meeting date.
- e) Local Law 11 - Cycle 9b: Work is progressing. DOB requires completion of the work and submission of paperwork by 02/23/23.
- f) Roof exhaust fan: CRM getting estimates for repair/replacement. Noted by both Cann and Boynton (ongoing since 06/2022) that the only bid received to date did not provide any breakdown of actual components that would be utilized for the repairs. No update from management at this meeting.
- g) Maintenance schedule: Zinnanti asked on 02/2022 to review super's task schedule which is part of the annual evaluation process and share with board at next meeting. No update from management since request.
- h) Fire Escape inspection: Marissa gathering bids for fire escape inspection and possible repairs.

7) Committee Reports:

- a) Financial Planning Committee: FY2023 Budget awaiting board approval.
- b) Building Beautification & Improvement Committee: No new activity to report.
- c) Rules & Regulations Committee: No new activity to report.

8) General Membership meetings schedule:

- a) Capital Reserve Planning meeting: The General Membership Meeting to discuss Capital Reserve planning on hold pending accumulation of additional information. Meeting will be to discuss Capital Reserve Study, along with comprehensive list of future projects, including the next Local Law 11 inspection. Attendees need to include Becht Engineering (capital Reserve Study forecasts), Salamon Engineering (current engineering projects), the building's auditor (discussion of adequate reserves), and the building's attorney (legal options and responsibilities. No update on a date at this meeting.

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