

Highview Condominium II
Board of Directors – Meeting Minutes
February 26, 2026 – 7:00 p.m.

The Second regular meeting of the 2026 Highview Condominium II Board of Directors was called to order at approximately 7:00 p.m. by President Sindhu Mathew We conducted the meeting remotely via MS Teams.

Attendees: Dave Acres, Nick Anderson, Marjorie Cannon, Sindhu Mathew, Richard Re, Marta Robinson, Luis Perez (Super), Nicole Knorr (CRM), **Not attending:** Deirdre Snyder, Paula Mauro (CRM), Marissa Zinnanti (CRM).

Hot Topics

Super Updates

- 1) Snowplow repair
 - **Action Item:** Per Luis, the snow plow required servicing/repair.
- 2) Elevator Camera
 - **Action Item:** Per Luis, he has contacted Steve from Alarmingly Affordable to repair a dead security console batter which is preventing the elevator camera from working.
- 3) Vacuum Cleaner Replacement
 - **Closed:** Per Luis and Nicole, the newly purchase Shark NV752 vacuum cleaner has been purchases and works well.
- 4) Building Master Key and Boiler Alarm Reset Procedures
 - **Action Item:** We need to make copies of the building master key for distribution to board members (also get existing key back from Kathy). We also need to establish more redundancy within the board so that those with master keys can access the boiler room in case the boil alarm triggers and requires reset. Rich and Luis could potentially video the shut-off procedure and distribute it to the board.
- 5) Unit LE Bathroom Repair
 - We need to prevent future “moral hazard” situations where unit owners may neglect repairs because they believe the HOA might pay for full renovations later once the damage has become catastrophic. We discussed the need to review this case with an attorney to determine our options for owner cost share of the repair. It is unlikely that we would use our umbrella insurance policy to pay for these repairs. The HOA is typically only responsible for the ceiling and walls. In this case, the severity of the mold required a speedy repair, but we probably should have had discussions prior to starting the repairs with the contractor.
 - **Update:** Per Dave, the board needs to decide on a policy/process/procedure to ensure unit owners/residents maintain proper upkeep of their apartments to prevent future catastrophic events that would incur costs to the building. For example, if there is a leak we need to ensure it is being reported by the resident. We can also have our attorneys research our options.
- 6) Semi-Annual Inspections

- **Update:** No update. Per Luis offline, Inspections, 48 units completed, 9 units scheduled for tomorrow, 2 units responded will schedule for later dates (4H and 4K), 9 units haven't scheduled or responded (LH, 1D, 1E, 1J, 1K, 3A, 5F, 6J, and 6K).
 - **Action Item:** No update. Nicole will send out reminders for outstanding units.
- 7) CSC Washer and Dryer Delivery Updates
- **Update:** Per Rich, one dryer is still not working and we need a transmitter part for the panel to operate. The large capacity machine has been replaced with a new unit.
- 8) Key Fob Restock
- **Update:** No update. Per Nicole, CRM has ordered the 200 key fobs from Alarmingly Affordable.
- 9) Sprinklers Repairs
- **Update:** No update. Per Luis, he requested Richmond Lawn Sprinkler come out and re-examine and fix/adjust our building garden bed sprinklers. We need to add more pressure to line 3 in the back of the building. The board agreed to revisit this issue in the spring given we are shutting down the sprinklers soon but Rich and Sindhu can look at the water pressure in the meantime.
- 10) Roof Exhaust Fans Installation
- **Update:** No update. The board voted yes to forgo any additional quotes. Per Luis offline, roof fan #9 needs total replacement at \$1,756.28 for new roof fan unit from Grainger. Email sent to management on 10/14/2025. Roof fan #10 motor was replaced and roof fan #11 motor was uninstalled rewired and reinstalled.
- 11) Recent Electricity Outage in Common Areas
- Per Luis, half of the building commons areas lost power due to fuses. Coned replaced the fuse and Luis purchased additional fuses for the panel in case it happens again (we would need an electrician to change them as Coned shouldn't change them). There were also issues with the emergency lights (e.g, lobby, 5th floor).
 - The box where the fuse was changed is in the room with the electric meters. The electrical box we are trying to locate is buried somewhere in the front lawn. We need to confirm where it's located in case we ever need access to it.
 - **Update:** No update. JAXSL will need to take a look one they are onsite for the LED project.
- 12) No Parking Sign
- **Update:** Per Rich, DOT is not going to revisit the designation so Rich will explore options with the office of the Borough President. Per Luis offline, regarding the DOT-680835-C7H5 for no parking area in rear of building. There are two email requests answered: 1. Original request was emailed today stating only no parking requested for yellow painted curb area only. 2. Request to re-evaluate area and replace some of the parking. Luis forwarded these DOT emails to CRM today.
- 13) Wallpaper Repair
- Per Nicole, Luis reviewed the wallpaper damages on the 1st and 2nd floor with the vendor, as well as the tear from the 6K move-in (\$1480 cost estimate quoted). Nicole will ensure Luis supervises future move-ins.
- 14) Various Updates

- Request for status on removal of file cabinets from Superintendent office.
- Compactor metal barrel is rotting and needs repair.
- **Update:** No update. Per Luis offline, the snow blower at Trimalawn is \$3101.85, taxes and delivery included. The board voted in favor of making the purchase.

Administrative Updates

- 1) Board Vacancy Notice
 - **Action Item:** Nicole will send out a memo informing the owners that there is a vacancy.
- 2) Amending Bylaws for Renters / Search for Potential New Attorneys:
 - **Update:** Per Sindhu, she contacted attorneys provided by Marissa and our accountant. She is waiting to hear back on updates.

Financial Updates

The updated balances are as follows:

Account	Current Month Balance	Previous Month Balance
Empire Checking (Operating)	\$4,468.02	\$11,498.47
Debit Card	\$516.37	\$1,290.23
Citizens Checking (Closed)	-	\$16.13
Empire Money Market (i.e., High Yield Savings)**	\$195,995.26	\$183,889.19
Total Cash On Hand	\$200,979.65	\$196,694.02

- 1) Insurance Renewal
 - Action Item: The board will review the proposal from Five Boroughs and provide a yes/no vote.
- 2) Status of 1.5% increase effective 2/1/26
 - **Closed:** Per Rich, the increase was applied to the 2/1/26 common charge bills.
- 3) 2026 Budget Planning
 - **Closed:** Rich reviewed the proposed 2026 budget with the group. The board voted in favor of approving the budget. The 1.5% common charge increase will be effective 2/1/26 and the updated monthly transfer to reserve amount will be effective with the January 2026 transfer.
- 4) Monthly Verizon Bills
 - **Update:** No update. Marissa will confirm with Steve from Alarminglly Affordable any impacts to the intercom/callbox from getting rid of the 718.390.0239 number. We likely can get rid of the 718.390.0170 number, which is the unused fax line. **Note:** we would not touch the elevator emergency line, 718.720.1073, which is billed separately.
- 5) Active Open Violations Update:
 - **Update:** No update. Marissa will resume work on these items once she transitions back into an operations role with CRM.

- 6) IRS Refund in the amount of \$4,250 due Highview for Tax Year 2020:
 - **Update:** Per Rich, we haven't received the check and he will contact the IRS.
- 7) Electrical Bill for Super's Unit:
 - **Action Item:** No update. The \$650 bill for July was unusually high so Marissa will contact research further.

Other Building Repair and Maintenance Updates

- 1) Potential 2026 Priority Projects
 - Per Sindhu, we can explore redoing the carpets this year (e.g., darker color). Per Rich, we do need to focus on Local Law 126 and Local Law 11 projects this year.
- 2) Elevator Interior Maintenance (i.e., refurbishing door and ceiling)
 - **Update:** Nicole will follow up with Aldair from Troutman regarding our outstanding punch list inclusive of the elevator door, which still needs to be replaced. Sindhu will also reach out to Steve from Alarmingly Affordable to confirm if the security camera is already set up.
- 3) Boiler Update:
 - **Metro refractory repair update** – Per Rich, the board approved this but the boiler needs to be shut down at midnight the night before the repair to facilitate this repair. Nicole is aware and is working with Metro to coordinate a repair date when we have some warmer weather. Nicole will have memo ready once we have a date identified.
 - **Regulator on the gas line needed replacement** – Per Rich, Metro quoted us for this job but, after it was quoted, one of their repair staff made some adjustments on the gas feed line and it appears to have solved the issue. Luis can explain in more detail at tonight's meeting.
 - **Oil refill** – Per Rich, due to the colder temperatures this winter, we used more oil than we have in the past. National Grid automatically switches our boiler from gas to oil when the temperature drops below a certain temperature (I believe it's 20 degrees). Due to the recent mild winters we haven't used much oil and started the winter with, I believe, 2,200 or 2,400 gallons. We haven't purchased oil for several years and didn't anticipate, or budget for, oil purchases in 2026. Also, because of the boiler issue that we experienced in January, the boiler would not operate on gas for an extended period of time... resulting in us operating on oil for that period. These 2 issues resulted in us placing 3 oil orders, 2 in January and 1 in February, totaling \$11,127.81.
 - **Action Item:** No update. Per Luis, Nalco came out on Tuesday to conduct monthly maintenance and water, testing and treatment on the boiler. There is an issue with the low water level cutoff alarm not indicating the water levels are low, and thus impacting hot water within the building. It required Luis to hit a reset button to resume normal operation. There is also a two-minute timer that we need for local law compliance but Luis needs to research further with Nalco on how we can prevent this issue each month when they come for maintenance.
 - **Update:** No update. Per Marissa, she is working with Metro to sign off on the \$598.81 proposal to complete the annual DOB boiler inspection.
 - **Update:** Marissa will forward Champion's recent response to Rich. Marissa contacted Champion to see if they will waive the \$462.72 invoice as well as resolve the remaining Local Law 87 invoices once we obtain the waiver. Nicole continues to work offline with Champion and Metro to resolve documentation questions.

- 4) Leaks in Unit 5F and 6F; ceiling repair 4C
 - **Update:** Per Nick, the leaks have stopped but his ceiling still needs repair. Marissa will schedule Christian Construction to provide a quote for repairing the leak from 6F to 5F. Nicole will follow up with Christian Construction to look at 6F sleeve. Nicole will follow up with Luis about repairing Rich's ceiling as well.
- 5) Lobby Redesign Update:
 - **Update:** Marta will check in with Sindhu regarding our options to update the lobby furniture (i.e., rugs, furniture).

Local Law Updates

- 1) Local Law 88 Electrical Compliance:
 - **Update:** This project is complete. We will need to assess future electricity bills to determine savings from the upgrades. **We need to ensure the paperwork has been filed.**
- 2) Local Law 126 Filing for Parking Structure (Pre-Inspection Requirement Due August 1st, Lobby-level Garage Floor Slab / Structural Cracks Survey and Repair:
 - **Update:** Per Rich, he has been in touch with Moses from Gambino & Rodriguez and will add Nicole to the conversation.
 - We need to obtain a quote for this job. We will work on this item starting January. Per Rich, we already approved the proposal on 6/12/24 and Gambino & Rodriguez completed phase 1. The filing and report were received from Gambino & Rodriguez last year. Next step is to quote the work listed on the last page of the report, which we plan on completing later this year as our LL 126 filing is due between 1/1/26 and 12/31/27.
- 3) Local Law 87 Energy Efficiency Assessment Compliance:
 - Local Law 87 requires that all New York City buildings greater or equal to 50,000 square feet undergo a professional energy assessment and that the results of this assessment be filed with the New York City Department of Buildings. To comply with Local Law 87 (LL87), owners of covered buildings as designated by the Covered Buildings List must submit their Energy Efficiency Reports (EER) to the City by **December 31 of the year they are due**, once every ten years.
 - Per Rich, for compliance, we still need the following from Champion Combustion:
 - i. NYC DEP Annual Tune-Up Recordkeeping Form. see page 10 of Rcx SOW report
 - ii. Signed modulation form, see page 12
 - iii. Combustion analyzer calibration certificate (Champion will also provide)
 - **Update:** Per Rich offline, Chris is in the process of completing the filing date TBD. Metrogroup was given the approval on 11/4/25.
- 4) Local Law 11 Building Exterior:
 - Per Rich, we need to file by February 2028 so planning should start end of 2026. May require special assessment.
- 5) Local Law 97 Strategy and Plan:
 - **We will work on this item next year.** Per Rich, recent LL97 calculations show that in 2030 we will only owe \$2,732 in fines (\$46/unit). The LED lightbulb upgrades should also help.

- We're in compliance right now (Note: the recurring flame failure issue is because of faulty electrodes so we will likely continue replacing them when the issue comes up). Within the next few years, we should still construct an overall strategy that can factor in potential finance assistance from the city/state. The board agrees that we should **not** continue using Salomon's services and recommendations.
 - Per Marissa, Runwise is a digital monitoring device for the boiler along with individual sensors installed throughout the building to analyze the temperature. It allows remote monitoring of the boiler via mobile. It also comes with a National Grid rebate.
 - The Metro assistant service manager can help us create recommendations for our strategy. Marissa will follow up with the Metro team to pick their brains for strategic next steps. Marissa will also set up a meeting with Runwise to explore options and pricing.
 - Per Kathy, John DeVaynes from JAXSL works for a company that specializes in solar and electric vehicle (EV) solutions. John would like to make a presentation to the board to educate us further on JAXSL's potential solutions to address LL97.
 - **Assumption:** We should think about overall strategies now given pricing for solutions may go up the closer we get to the deadline. Per Dee, there are also legislative changes (e.g., tax breaks) that we need to monitor and evaluate. Per Rich, let's also get competing bids once we receive a bid from JAXSL.
 - Rich has been working on quotes to evaluate the feasibility of solar power for the building, how much we would save on electricity, and how solar would benefit us regarding Local Law 97 emission reduction. Kathy will also put us in touch with a solar contact.
 - Rich also sent the board information on custom radiator covers being used by a Bronx co-op
- 6) NYC Department of Buildings (DOB) and Environmental Control Board (ECB) building fines: Our building has three open violations on file with the DOB (<https://a810-bisweb.nyc.gov/bisweb/PropertyProfileOverviewServlet?boro=5&house=850&street=howard%20ave.&requestid=0&s=A03C41B885B461E4F46BD08866A7430E>):
1. Update Retaining Wall: **Completed and dismissed, per website.**
 2. Failure to submit EER in 2020: No update. (Marissa will address sequentially once we resolve the retaining wall violation)
 3. Failure to file benchmark in 2019: No update. (Marissa will address sequentially once we resolve the EER violation)

Other Standing Topics

Financial

- 1) Unit owner arrears: per Marissa, we recently received a small payment owed by an owner.

Legal Report

- 2) N/A

Building Repair & Maintenance

- 3) Maintenance schedule: Not discussed.
- 4) Fire alarm notification system review: Not discussed.
- 5) Laundry room: Not discussed.

We adjourned the meeting at approximately 8:30 p.m. Minutes submitted by Van Hoo.