

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

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

**Attendees:** Dave Acres, Nick Anderson, Marjorie Cannon, Sindhu Mathew, Richard Re, Marta Robinson, Deirdre Snyder, Luis Perez (Super), Nicole Knorr (CRM), **Not attending:** Sindhu Mathew, 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 camera console battery which is preventing the elevator camera from working.
- 3) Vestibule Carpets
  - **Action Item:** Nicole will provide quotes for replacing the vestibule carpets due to recent accidental paint spillage (owner of the unit has offered to cover the cost of replacement).
- 4) Curb Paint / Protection
  - **Action Item:** Nick and Nicole will research options and quotes, respectively.
- 5) Semi-Annual Inspections
  - **Update:** Nicole will work with Luis to identify and communicate the upcoming inspections. We will also send out a memo reminding residents that they are responsible for maintaining their units with a basic standard care to prevent catastrophic incidents like the recent mold infestation that caused extensive building-financed repairs to one of the units.
- 6) Recent Electricity Outage in Common Areas
  - 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:** Nicole will sync up with Luis to research and then contact JAXSL for options to address.
- 7) Wallpaper Repair
  - **Update:** Per Nicole, this project will be completed next week.
- 8) Various Updates
  - Request for status on removal of file cabinets from Superintendent office.

- Compactor metal barrel is rotting and needs repair.

### Administrative Updates

- 1) Board Vacancy Notice
  - **Closed:** Nicole will send out a memo informing the owners that there is a vacancy.
- 2) Microsoft Licenses
  - **Update:** Dee and Van are working on options to add MSFT Co-Pilot to our existing package so that we can use AI to help generate monthly meeting minutes more efficiently.

### Financial Updates

The updated balances are as follows:

Account	Current Month Balance	Previous Month Balance
<b>Empire Checking (Operating)</b>	\$9,588.72	\$4,468.02
<b>Debit Card</b>	\$132.14	\$516.37
<b>Citizens Checking (Closed)</b>	-	-
<b>Empire Money Market (i.e., High Yield Savings)**</b>	\$196,476.74	\$195,995.26
<b>Total Cash On Hand</b>	<b>\$206,197.60</b>	<b>\$200,979.65</b>

- 1) Updated Reserve Requirements
  - Per Rich, condos will need to hold deeper reserves and allow more scrutiny to stay mortgage-eligible under new Fannie Mae and Freddie Mac guidelines. We need to keep a minimum balance of \$62,815.80 in reserve in 2026 to comply. Our current reserve account balance is \$188,902.93, as of today and we are adding \$3,554 monthly to our reserve account.
  - Rich will analyze the cost of our projects this year (e.g., boiler, LL 126, and LL 11) and then proposed any potential changes to how we manage our reserve (e.g., special assessments).
  - Per Dee, we need to determine if our insurance costs will go down given the following guidance from the article, “There’s one further change that addresses the increasingly tough insurance market and offers boards some relief. Buildings still need solid insurance, but **roofs no longer need to be insured at full replacement cost** — coverage that was expensive and often difficult to get. Now the roof can be insured for what it is worth today instead of the brand new replacement value.”
  - **Action Item:** Nicole will research with our insurance broker.
- 2) Landscaping Contract
  - The board voted on and approved the 2026 Landscape Maintenance proposal from Prime Landscaping.
- 3) Monthly Verizon Bills
  - **Update:** Nicole will research our options for reducing the bill. We need to confirm with Steve from Alarmingly 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.
- 4) Active Open Violations Update:

- **Update:** No update. Nicole will take over research on DOB violations and provide feedback.
- 5) 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.
  - 6) Electrical Bill for Super's Unit:
    - **Action Item:** No update. Nicole will review the last three months' worth of electrical bills and provide us additional data and information to revisit at the next meeting.

### Other Building Repair and Maintenance Updates

- 1) Elevator Interior Maintenance (i.e., refurbishing door and ceiling)
  - **Update:** Nicole will send an email update to Aldair from Troutman (note: per Luis, all work should be done on the lobby level moving forward). **Update as of 3/28:** Aldair and team completed the punch list and repaired the door so that it now operates correctly. Van signed off on the punch list. Aldair will be onsite with the city's inspector on Tuesday, 3/31 to sign off on the renovation. Aldair will then complete the outstanding cosmetic upgrades to the panels (i.e., metal spacers and edge protection).
- 2) Boiler Update:
  - Nicole spoke with Chris from Metro offline regarding our recent series of issues and repairs with the boiler. Metro will come out tomorrow and work with Luis on the 2M switch, which should still be under warranty from August 2025. They also need to address the float valve on the condensation tank. Per Luis, it is unclear whether we needed a new mixing valve vs. the controller panel.
  - The Triennial inspection is also coming up. The board voted on and approved to proceed with the inspection.
  - **Action Item:** Luis will work with the Metro team to isolate and fix the root cause of the condensation tank draining problem. Subsequently, the board and CRM will review all outstanding bills. We will likely need quotes from Metro and Champion for the circulator pumps.
- 3) 4C and 5F Ceiling Repairs
  - **Update:** Nicole will schedule the ceiling repair for Unit 4C. She will also schedule Christian Construction to repair the sleeve on 6F.
- 4) 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 11 Building Exterior:
  - **Update:** The board voted on and approved the quote from Gambino & Rodriguez dated 3/17/2026. Nicole will sign off on the document and notify Moses.
- 2) Local Law 87 Energy Efficiency Assessment Compliance:
  - **Update:** Nicole will follow up with Chris from Metro as well as Marissa, if the filing is being held up on our end. Per Rich offline, Metro completed their portion of the filing and sent it to CRM on February 10, 2026.

- 3) Local Law 88 Electrical Compliance:
  - **Update:** Nicole will follow up with JAXSL again. **We need to ensure the paperwork has been filed.**
  
- 4) Local Law 126 Filing for Parking Structure (Pre-Inspection Requirement Due August 1st, Lobby-level Garage Floor Slab / Structural Cracks Survey and Repair:
  - **Update:** The board voted on and approved the quote from Gambino & Rodriguez dated 3/25/2026. Nicole will sign off on the document and notify Moses.
  
- 5) Local Law 97 Strategy and Plan:
  - **We will work on this item in 2026.** 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&housetno=850&street=howard%20ave.&requestid=0&cs=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 Repaort**

- 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.