

**DRAFT High Point of Hartsdale Condo III  
Board of Managers  
Meeting Minutes – September 9, 2025**

**Present:** Rayna Alperstein, Christine Dolan, Susan Ellis, Sam Gische, Mary Harper, Sharon Jeffrey, Irwin Lackowitz and Lynne Zeoli

**Also Present:** Bujar Celaj, Property Manager, Stillman Management

The open meeting was called to order at 6:30 pm.

**Introduction of Board Members**

**President's Report:**

- Christine Dolan acknowledged the passing of Marie Forbes, who served the High Point community and Condo II for many years; and of Marvis Katz, who died in an automobile accident. She also extended good wishes for continued recovery to Michelle Christofaro who was injured in that accident.
- Follow up on resident suggestions:
  - Motion detectors have been installed in Building 500 trash rooms and will soon be installed in Building 400.
  - ADA compliant handles were purchased for all laundry and trash rooms. They will be installed shortly.
  - Fire code prohibits installation of stoppers to keep the laundry and/or trash rooms open.
- **Project Updates**
  - Building 400 elevator modernization started 9/8/2025 and is expected to take up to five (5) weeks.
  - Building 500 Lobby ramp permits were filed with the Town of Greenburgh three weeks ago and are expected to be under review for an additional two weeks.
  - The Building 500 pipe replacement project is almost complete. There was a leak in a storage room which, when investigated, required replacement of pipes under the road. Inspection is this coming Thursday. After approval, trenches and holes will be filled and plantings replaced.
  - Building 400 garage and carport – JWI is the chosen contractor from the five (5) bids received and reviewed. Permits have been filed with the Town of Greenburgh by JWI and work will hopefully begin toward the end of September.  
Awaiting contractor bids for the façade and terraces project.
  - The Board continues to work with Meridian Capital to obtain the assessment loan. All requested information has been provided to the loan broker, and we are waiting for approval. The interest rate will be determined once the loan is approved.
    - Outstanding vendor payments for completed work are ongoing. The Board reviews invoices monthly, and payments for completed work on the project are made from receipts of lump sum and monthly installments from those who elected not to use the loan. In addition, once the loan is approved \$900-\$950 thousand dollars disbursed from the Condo III Reserve Fund will be reimbursed to the Reserve Fund.
- 2026 Budget planning begins in a few weeks. All budget lines will be reviewed.
- **Reminders**
  - While improved, Condo III recycling still puts us in jeopardy of financial penalty from the Town of Greenburgh. Please follow recycling guidance provided as an attachment to last month's Condo III meeting minutes. Consult the Westchester County website for location of electronics dropoff sites.
  - The High Point of Hartsdale website contains important information for all residents, and access to the Work Order System. Registration is required. For your convenience, an overview of the website, instructions for registering, and for using the Work Order System are attached to these minutes.
  - Please drive slowly throughout the complex and walk FACING the flow of traffic. The Community Association (CA) Spring Newsletter, available on the Highpoint of Hartsdale website, provides helpful

safety tips.

- Parking – please park in your assigned space. With the ongoing work there is not enough unassigned parking for everyone.

#### **Resident Q&A:**

- How will you track people who are recycling incorrectly? Cameras can identify people who do not adhere to recycling requirements, and fines can result.
- When padding is used in the elevators it covers up notices. Can notices be placed in other places? The Board and Management Office will investigate alternative placement.
- What will happen with the money not used this year for the pool? The CA will discuss how that money will be allocated for other pool repairs at its September meeting.
- People who paid the assessment upfront will possibly get a refund. When? This is a possibility NOT a guarantee. If there is extra money left over after all work on the project is fully paid off, refunds would be calculated and issued.
- What is the percentage of unit owners who paid the assessment by lump sum or are paying now in twelve interest free installments? Approximately one-third have or are currently paying.
- Are all dogs on premises registered and approved service/emotional support animals? Yes. Residents must file documentation in a form specified by Westchester County, supported by a letter from a local doctor. The documentation is vetted.
- Can notification of upcoming open meetings be posted at least two weeks earlier? Condo III Board meetings occur on the second Tuesday of each month except August and December, and the Board will have open sessions from 6:30 pm to 7 pm before the regular meeting. The schedule for the remainder of the calendar year is October 14 and November 11. Please mark your calendars.
- Who has oversight of contractors in terms of attendance and securing the worksite? The contractor has first responsibility in these matters, with oversight by the Property Manager.
- Can a unit owner make a partial payment upfront for the assessment and then pay off the balance using the loan option? We will check with Meridian.
- Can additional automatic doors be installed? The Board will investigate.
- Can the motion sensor in the third-floor storage room in Building 500 be adjusted to allow more time for residents to reach their storage area before the light turns off? Yes. The Property Manager will follow up and check all storage areas in 400 and 500.

The open meeting adjourned at 7:13 pm.

The closed Board of Managers' meeting was called to order at 7:25 pm.

#### **1. Minutes**

- a. July 2025 minutes were previously amended and approved.

#### **2. Treasurer's Report**

- a. A motion was made, seconded and approved to move \$400,000 from the Reserve account to the Money Market account to exceed the \$500,000 minimum balance as required for securing the assessment loan.
- b. A motion was made, seconded, and passed to accept the September 2025 Treasurer's Report dated 9/5/2025, as amended.
  - i. Operating Account: \$ 311,820.34
  - ii. Reserve Account: \$ 355,703.12

#### **3. Manager's Report**

##### **Security/Gatehouse/Incidents:**

The Property Manager continues to monitor and address resident complaints with Gatehouse staff.

**Projects & Issues Updates:**

- a. **Elevators:** As reported in open meeting, Building 500 elevator project is completed. Building 400 elevator #2 started on Monday, 9/8/2025 and is expected to take approximately five (5) weeks. In response to complaints from Building 500, the Management Office will require Start elevator to conduct a detailed review of the “smoothness of the ride” in both 500 elevators.
- b. **Buildings 400/500 Ledge/Terrace Leak Issues & Garage:**
  - i. **Garage & Carport:** JWI submitted permits with expectation to start a small portion of work mid to end of September 2025.
  - ii. **Façade** Awaiting response from bidders.
  - iii. **Loan:** Meridian Capital working on loan application. All required documents sent as of 8/31.
  - iv. **Building 400 MCR Accessibility:** Ramp has been completed. Westchester Commission of Human Resources noted that a canopy was listed in the original agreed-upon plans but was not done. The Board members who participated in the negotiation of the ramp disagree that a canopy was in the agreed upon plans. The Property Manager will follow up with the Commission and the architect.
  - v. **Building 500 Accessibility Ramp:** The contractor, Treacy Brothers, states that as of 9/4, all permits were still under review.
  - vi. **Building 500 Pipe Replacement:** Awaiting town inspection to take place on Thursday, 9/11.

**4. Waivers:**

- a. **Sale(s):**
  - i. Building 400-403, \$540,000, 2 Bedroom, 2 Bathrooms Deluxe Corner with covered parking.
  - ii. Building 500-506, \$301,000, 1 Bedroom, 1 ½ Bathrooms Deluxe.
  - iii. Building 500-315, \$555,000, 2 Bedroom, 2 Bathroom Condoflex with garden.
- b. **Lease(s):**
  - i. Building 500-310, \$3230, 2 Bedroom, 2 Bathroom Deluxe.
  - ii. Building 500-710, \$3470, 2 Bedroom, 2 Bathroom Deluxe with covered parking.

**5. Committee Reports: None**

**6. New Business:**

- a. A motion was made, seconded and approved to appoint Ira Shechter to replace Jeff Katz, who resigned effective 8/17/25. Mr. Shechter’s term ends in May 2026. Lynne Zeoli will replace Mr. Katz as Condo Board III representative on the Community Association.
- b. The Management Office will investigate complaints of inadvertent dropping of residents from robocalls.

**7. Other:**

- a. The board welcomes New Residents of Condo III
  - i. Building 400: Lakshman and Deepika Medavaram
  - ii. Building 500: Michael Ryan; Kyle Kristiansen; James Flaherty and Elizabeth Regan.

**8. Proposals: None**

The closed meeting adjourned at 8:15 pm.

The next open meeting will be held on Tuesday, October 14, 2025, at 6:30 pm in Building 400 Monte Carlo Room.

Respectfully submitted,  
Mary Harper, Secretary

## **HIGH POINT OF HARTSDALE WEB SITE & WORKORDER SYSTEM**

**HighPointofHartsdale.com**

### **WEB SITE:**

Welcome to the official High Point of Hartsdale web site. The web site contains important information and resources for all owners, renters and residents. Some of the information contained in the web site include:

- Social Committee events (past and future)
- Forms i.e. Alteration Agreement, Snow Bird Form, etc.
- Rules and Regulations for each condo and the community
- Special pages dedicated to each condo group
- Pool information
- Important Greenburgh and Westchester County information

### **WORKORDER SYSTEM:**

Most importantly, the WorkOrder System is only accessible via the High Point web site. This is where residents can submit/report issues in their building or other common areas both inside and outside.

The WorkOrder System is to be used only for work that the Management Office is responsible for getting done in common areas i.e.

- a light out in a hall or other common area
- a heater/ac not working in a common area (first floor, PH level, elevator vestibules in 200 & 400, MCR, Club House, etc.)
- a rug in a common area that has been soiled
- wallpaper torn/damaged in hallway
- a stairwell door or other common area door not opening or not closing
- need an exterminator both in your unit or common area
- an issue in a common bathroom (pool, MCRs, Club House)
- other issues in a MCR or Club House

These are just a few of the many items that the WorkOrder System should be used for.

1. Go to [highpointofhartsdale.com](http://highpointofhartsdale.com)
2. In the menu bar at the top right of the screen, click *Log In*
3. Type your username (created when you registered) OR your registered email address
4. Type your password (created when you registered)
5. Click the red *Log In* button:
  - \*If you wish you can click the Remember Me box so that Steps 3 & 4 won't need to be repeated in the future.
6. You are now in the private section of the web site

To create a WorkOrder Ticket, follow these steps:

1. Log into [highpointofhartsdale.com](http://highpointofhartsdale.com) (see steps above)
2. In the menu bar at the top, click *WorkOrders*
3. Fill in the form
4. Click the red *Preview Submission* button
5. You will now be able to review your ticket information
  - a. If you need to change/update anything, click *Go Back and Edit*  
*OR*
  - b. If you are satisfied that all information is correct:
    - i. **Optional**, you may click *Print Preview* to print your ticket
    - ii. Click the red *Submit WorkOrder Request*
    - iii. Once last time, click **either** *Go Back & Review* or *Confirm and Submit*
    - iv. If you clicked *Confirm and Submit*, you will have another opportunity to print your WorkOrder ticket

The WorkOrder system should **NOT** be used for private work in your unit such as:

- renovations in your unit
- painting your unit
- minor work in your unit such as changing a light bulb or hanging a picture/mirror
- fixing a faucet in your unit
- fixing the garbage disposal in your kitchen sink
- fixing a closet door in your unit

Anything the owner/resident is responsible for should NOT go through the WorkOrder System. Unit owners are responsible for contracting this type of work independently.

#### **REGISTRATION REQUIRED:**

In order to access all the information the High Point web site contains, residents must register. Registration can take up to 48 hours to be approved. Only owners, renters and registered residents are allowed access to the private portion of the High Point web site. Once a request is submitted, a confirmation email will be sent once approval is confirmed.

To register for the High Point webs site, follow these steps:

1. Go to [highpointofhartsdale.com](http://highpointofhartsdale.com)
2. In the menu bar at the top right of the screen, click *Residents Sign Up*
3. Fill in all information—don't forget to review the *Terms of Service*
4. Click the red *Register* button

An email will automatically be generated to the web site chairperson and the verification process will begin. You will receive a confirmation email when your request has been approved.

#### **TO ACCESS THE HIGH POINT WEB SITE & WORKORDER SYSTEM:**

Once your registration request has been approved, you will have access to the private side of the High Point web site. Each time you want to go to the private side of the web site, you must log in.

To log into the High Point web site, follow these steps: