



*Cardinell View Lofts Condominiums*  
1205 SW Cardinell Dr.; Portland, OR 97201  
[www.CardinellView.com](http://www.CardinellView.com)

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## CARDINELL VIEW LOFTS CONDOMINIUMS 2024 OWNER PACKET

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2023 Reserve Study can be found at [www.CardinellView.com](http://www.CardinellView.com)

**IMPORTANT DOCUMENTS ENCLOSED!  
PLEASE REVIEW CAREFULLY.**

**✓ NOTICE OF DUES INCREASE ENCLOSED.**



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# Memo

**To:** Cardinell View Lofts Condominium Owners

**From:** Cardinell View Lofts Condominium Board of Directors

**Date:** November 30, 2023

**Re:** Change in Management

To all Owners,

As many of you have heard, FRESH START will be separating from CVLC as our Property Management effective November 30<sup>th</sup>, 2023. Starting December 1<sup>st</sup>, 2023, unit owners and renters are instructed to not contact FRESH START for management issues. FRESH START will not be responding to emails or phone calls starting December 1<sup>st</sup>, 2023.

The CVLC Board of Directors is actively engaged in securing a relationship with a new property management company. During this transition period FRESH START has graciously agreed to continue collecting the Association monthly HOA dues and pay the Association bills. Please continue to utilize the FRESH START portal to stay current on your HOA Dues until instructed differently.

If you need to contact the Board with questions, comments, complaints, specific needs, or concerns, please email [aouocardinellviewlofts@gmail.com](mailto:aouocardinellviewlofts@gmail.com).

We appreciate your patience during this transition period. The Board is grateful to FRESH START for their excellent work during their time at CVLC, and continued support until new management takes over.

Sincerely,

At the direction of the Board of Directors.

Jon Uto, Chairperson



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## **YEAR-END SUMMARY**

- Your Board of Directors adopted the 2024 budget at the board meeting held on November 16, 2023. It is the result of a proposed budget presented by Management along with the review and input of each of the Board members.  
The 2024 overall increase is 15.17%. The reserve contributions for 2024 increases 10.0%. The Operating Budget increased 28.03% overall due largely to increases in costs of new management, anticipated legal fees, & increased insurance premiums due to past claims. Grounds R&M decreased 17.41%, which represents a decrease in the budget of \$5,500.00 from 2023. Building R&M increased 8.64%, which represents an increase in the budget of \$3,300.00 from 2023.  
The increase in the Reserves follows the schedule outlined and is necessary to complete projected repairs identified in the Reserve Study and 30-year Maintenance Plan without the need for any additional special assessments. Reserve contributions will compromise 36.28% of the total monthly HOA payment and the Operating contributions will comprise 63.72% of the total monthly HOA payment. The above percentages are based on the needs from actual spending in 2023 and projected trends that are expected in 2024.
- **Monthly HOA Dues will increase as follows beginning January 1, 2024:**
  - If your HOA Dues were \$453.00 in 2023, they will increase to \$521.00**
  - If your HOA Dues were \$513.00 in 2023, they will increase to \$591.00**
  - If your HOA Dues were \$543.00 in 2023, they will increase to \$626.00**
  - If your HOA Dues were \$1,101.00 in 2023, they will increase to \$1,268.00**
- The combined operating and capital reserves for the 2024 budget increased to **\$416,755** with the operating budget being **\$265,545** and contributions to the reserves at **\$151,210** for the calendar year 2024.
- The Board and Management are managing collections & delinquencies effectively. Although the delinquency amount as of 10/31/2023 is \$12,530.00, that amount is due largely to two units with fines and legal fees that are being managed by the Association's attorney. Other than that account, two other delinquencies are 0-30 days.
- The Reserve Study and 30-year Maintenance plan draft has been updated and uploaded to the Association website [www.CardinellView.com](http://www.CardinellView.com). Projections indicate that the proposed funding model will adequately accommodate the needs of the Association. The outlined funding schedule requires 10% annual increases through 2042. This schedule is projected to adequately fund the needed repairs and replacements without need for any special assessment.

- All Owners continue to pay their COA dues online through the portal at [www.PayCVLC.com](http://www.PayCVLC.com). Please note that HOA dues are due on the first of each month and considered late if payment is not received on or before the 10<sup>th</sup> of each month. Additionally, maintenance requests can also be submitted from this portal. Management is happy to help you set up or process payments.
- The Association website at [www.CardinellView.com](http://www.CardinellView.com) continues to grow with an abundance of information about the Association. You can download most documents directly from the website for free. Unlike most Associations who charge for documents through services like CondoCerts or Homewise, Cardinell View Lofts provides access to documents at no charge to Owners, or prospective Buyers.

**ACTION →✓ Insurance Policy Named Interest:** If you have not done so, please make certain to add the following as an “additional interest” on your Owner’s and Renter’s policies:  
*Cardinell View Lofts Condominium – 1205 SW Cardinell Dr.; Portland, OR 97201*

**ACTION →✓ Are you in Compliance?:** If you are leasing your Unit, you are required to provide within 5 days of entering a Lease/Rental Agreement all documentation and fees as defined in the Cardinell View Lofts Leasing Resolution dated 4/8/2013 (the Leasing Resolution can be found at [www.CardinellView.com](http://www.CardinellView.com)). Failure to provide the defined information within the time specified is a violation and is subject to a fine. If you have not done so already, all lease documentation or lease updates should be emailed to [aouocardinellviewlofts@gmail.com](mailto:aouocardinellviewlofts@gmail.com).

**ACTION →✓ Move-in & Move-out Policy:** All Unit Owners are required to notify the board of directors of any move-in and move-out. A move-in fee of \$175.00 for each move-in and move-out. This fee covers the updating of the entry call box and door access system and also provides a 2-hour window in which the elevator is shut down for exclusive use by the residents moving in or out of the building. Please read the Move-in and Move-out /Rental Registration Policy dated 5/19/2022 at [www.CardinellView.com](http://www.CardinellView.com). Failure to follow protocol is a violation and is subject to a fine.

**ACTION →✓ Vehicle Registration Updates:** All vehicles must be registered with the Association. Failure to update vehicle registrations or license plate changes (either as an owner or a landlord on behalf of his tenant) is a violation. A vehicle registration form is included in this packet. Please complete the vehicle registration form and return it to management no later than January 31, 2023 to remain in compliance. Email your updated vehicle registration form to [aouocardinellviewlofts@gmail.com](mailto:aouocardinellviewlofts@gmail.com) or mail your vehicle registration form to the address shown at the top of this notice **no later than January 31, 2024** to avoid a violation.

- ✓ **No Smoking Community:** This is a friendly reminder that Cardinell View Lofts Condominium is a No Smoking community. Smoking is strictly prohibited anywhere within the boundaries of Cardinell View Lofts including inside any unit, in any hallway or elevator, in the parking lot, in a vehicle in the parking lot, on the sidewalks, or in any common or limited common area. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or smoldering cigarette, cigar, tobacco product, marijuana product, and all similar substances (i.e., e-cigarettes or vaping products), whether legal or illegal. All smoking, if any, shall take place completely off site. Cigarettes and cigarette butts shall not be disposed of anywhere on the ground or in common areas or dumpsters. Anyone found violating this provision shall be subject to a fine of \$250.00 per occurrence. No warnings are provided. Owners are responsible for Tenants and their guests.

- ✓ **Vandalism Concerns:** Since the pandemic began, the crime rate for vandalism including but not limited to vehicle break-ins and catalytic converter thefts has risen considerably. It is highly advised that no valuables or sensitive information are left in your vehicles overnight. Also, please remove your mail often from your mailboxes. If you experience a break-in or observe suspicious activity within the community, please contact Portland non-emergency at 503-823-3333 right away. Your report of information may help to solve other similar crimes in the area. Cardinell View has experienced some vehicle break-ins this year. Owners are encouraged to install cages around their catalytic converters to prevent vandalism. If you see anything that looks wrong, please let Management know right away. Try to take photos or video with your phone.
- ✓ **Garbage Violations:** Cardinell View Lofts has a strict policy regarding disposal of garbage (Rules & Regulations Garbage & Recycling). Garbage is to be placed inside the dumpster and recycling must be placed inside the recycling receptacles (Styrofoam is not recyclable and must not be placed in the recycle dumpster). Only household garbage may be put in the dumpsters. The dumpsters are not to be used for disposal of furniture, building materials, or other large items for which the Association is charged an additional fee. Owners and Occupants need to contact the waste management service or another waste removal company to make arrangements for the disposal of such items. To remain in compliance, please read the rest of the Rules & Regulations regarding Garbage & Recycling at [www.CardinellView.com](http://www.CardinellView.com).
- ✓ **Special Assessment, Payments, and Balances Due:** As you know, in 2021 a special assessment was adopted at Cardinell View Lofts for the replacement of the roof and installation of mini-split units in each unit. If you did not pay off the special assessment balance in a lump sum, the monthly special assessment payment is due with your HOA dues on the first of each month. **The special assessment is a 10-year loan that will mature in May of 2031.** To receive a payoff amount of your special assessment please contact Management. NOTE: There is an administrative fee of \$50.00 for Management to provide you a payoff balance. Payoff balances are only good through the end of the month in which they are requested. Some Owners have been asking what the plans are for covering the visible refrigerant lines in the hallway corridors. Please know that a decision has not been made on that process yet. It will be a topic of discussion at upcoming Board of Directors meetings. At this stage, the priority of the Board is to get heat back into each unit as quickly as possible.

*Information provided by:*

FRESH START Real Estate, Inc.

*Did you know? Nearly all HOA documents can be found at [www.CardinellView.com](http://www.CardinellView.com).*



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## **2024 DUES NOTICE**

- **This serves as your notice that the total monthly HOA dues will increase beginning January 1, 2024. Refer to the following Budget and 2024 Fee Allocation Schedule.**
- If your dues are currently being paid via autopay, the amount will automatically update on 1/1/2024 **and no action is required by you.** However, if you are not on autopay, you **MUST** change the payment amount paid to avoid shortages and late fees.
- **Effective January 1, 2024 HOA dues are as follows:**
  - If your HOA Dues were \$453.00 in 2023, they will increase to \$521.00**
  - If your HOA Dues were \$513.00 in 2023, they will increase to \$591.00**
  - If your HOA Dues were \$543.00 in 2023, they will increase to \$626.00**
  - If your HOA Dues were \$1,101.00 in 2023, they will increase to \$1,268.00**

Cardinell View Lofts Condominiums 2024 Annual Budget						Approved:	11/16/2023
<i>Approved</i>							
Revenues:	%/Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	Variance	% Change
Assessment Income (Operating)	63.72%	187,313.00	187,033.00	224,404.00	265,545.00	41,141.00	18.33%
Reserve Income	36.28%	121,327.00	124,967.00	137,464.00	151,210.00	13,746.00	10.00%
Special Assessment Income		0.00	0.00	0.00	0.00	0.00	0.00%
Capital Contribution Income		0.00	0.00	0.00	0.00	0.00	0.00%
Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Interest Income		0.00	0.00	0.00	0.00	0.00	0.00%
Key Income		0.00	0.00	0.00	0.00	0.00	0.00%
Late Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Move In/Out Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Repair & Maintenance Income		0.00	0.00	0.00	0.00	0.00	0.00%
Violation Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL INCOME</b> .....		<b>308,640.00</b>	<b>312,000.00</b>	<b>361,868.00</b>	<b>416,755.00</b>	<b>54,887.00</b>	<b>15.17%</b>
Expenses:	%/Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	Variance	% Change
Common Area Maintenance	0.48%	7,155.00	5,000.00	2,500.00	2,000.00	-500.00	-20.00%
Elevator	3.60%	5,280.00	9,300.00	20,000.00	15,000.00	-5,000.00	-25.00%
Lighting Repair	0.60%	0.00	2,500.00	2,500.00	2,500.00	0.00	0.00%
Landscaping Maintenance	1.20%	5,200.00	4,000.00	5,000.00	5,000.00	0.00	0.00%
Landscape Improvements	0.24%	600.00	2,000.00	1,000.00	1,000.00	0.00	0.00%
Pest Control Services	0.14%	1,320.00	1,320.00	600.00	600.00	0.00	0.00%
Security Patrol Service	0.00%	3,600.00	2,000.00	0.00	0.00	0.00	0.00%
<b>Total Grounds Maintenance &amp; Repair</b> .....	<b>6.26%</b>	<b>23,155.00</b>	<b>26,120.00</b>	<b>31,600.00</b>	<b>26,100.00</b>	<b>-5,500.00</b>	<b>-17.41%</b>
Building Maintenance	2.88%	10,200.00	15,000.00	12,000.00	12,000.00	0.00	0.00%
Cleaning & Janitorial	2.16%	6,280.00	6,600.00	6,000.00	9,000.00	3,000.00	50.00%
Electrical R&M	1.20%	0.00	2,000.00	1,500.00	5,000.00	3,500.00	233.33%
Gutters and Roof Maintenance	0.00%	1,390.00	3,760.00	1,200.00	0.00	-1,200.00	-100.00%
Boiler R&M	0.00%	7,020.00	3,000.00	0.00	0.00	0.00	0.00%
HVAC R&M	0.60%	0.00	0.00	2,500.00	2,500.00	0.00	0.00%
Plumbing R&M	2.88%	0.00	0.00	14,000.00	12,000.00	-2,000.00	0.00%
Pressure Washing	0.24%	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00%
<b>Total Building &amp; Repairs &amp; Maintenance</b> .....	<b>9.96%</b>	<b>25,890.00</b>	<b>31,360.00</b>	<b>38,200.00</b>	<b>41,500.00</b>	<b>3,300.00</b>	<b>8.64%</b>
Accounting / Audit / Tax Prep	0.48%	1,980.00	1,980.00	2,000.00	2,000.00	0.00	0.00%
Administration Charges / BOD Meetings	0.12%	0.00	0.00	500.00	500.00	0.00	0.00%
Bank Fees	0.10%	360.00	370.00	400.00	400.00	0.00	0.00%
Communication & Security	0.84%	2,308.00	0.00	2,500.00	3,500.00	1,000.00	0.00%
Fire & Life	0.36%	500.00	1,700.00	2,000.00	1,500.00	-500.00	-25.00%
Insurance	15.60%	33,000.00	38,525.00	59,000.00	65,000.00	6,000.00	10.17%
Legal Fees	1.32%	3,270.00	3,000.00	5,000.00	5,500.00	500.00	10.00%
Licenses/Fees/Permits	0.08%	650.00	1,000.00	350.00	350.00	0.00	0.00%
Management Fee - Base	12.00%	16,900.00	23,700.00	24,859.00	50,000.00	25,141.00	101.13%
Move In/Move Out Expenses	0.72%	0.00	0.00	0.00	3,000.00	3,000.00	100.00%
Office Expenses / Professional Fees	0.12%	8,700.00	1,100.00	600.00	500.00	-100.00	-16.67%
Reserve Study Fee	0.21%	550.00	700.00	895.00	895.00	0.00	0.00%
Garbage & Rubbish Removal	1.01%	3,000.00	2,500.00	4,600.00	4,200.00	-400.00	-8.70%
Gas	1.32%	12,900.00	9,500.00	4,800.00	5,500.00	700.00	14.58%
Electricity	3.36%	9,150.00	8,500.00	10,000.00	14,000.00	4,000.00	40.00%
Telephone & Internet	0.50%	0.00	1,500.00	2,100.00	2,100.00	0.00	0.00%
Water & Sewer	9.36%	45,000.00	35,000.00	35,000.00	39,000.00	4,000.00	11.43%
Other Contingencies	0.00%	0.00	478.00	0.00	0.00	0.00	0.00%
<b>Operating Expenses</b> .....	<b>47.50%</b>	<b>138,268.00</b>	<b>129,553.00</b>	<b>154,604.00</b>	<b>197,945.00</b>	<b>43,341.00</b>	<b>28.03%</b>
<b>Total Ground, Building, Utility, &amp; Operating</b> .....	<b>63.72%</b>	<b>187,313.00</b>	<b>187,033.00</b>	<b>224,404.00</b>	<b>265,545.00</b>	<b>41,141.00</b>	<b>18.33%</b>
		<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Variance</b>	<b>% Change</b>
Reserves.....	36.28%	121,327.00	124,967.00	137,464.00	151,210.00	13,746.00	10.00%
Calculated Expenses Plus Reserves.....	100%	308,640.00	312,000.00	361,868.00	416,755.00	54,887.00	15.17%
Projected Revenue Over Expenses.....		0.00	0.00	0.00	0.00	0.00	
<b>2024 Annual Budget</b> .....					<b>416,755.00</b>		





609	574	0.01700	591.00	376.31	214.69	0.60	78
610	552	0.01700	591.00	376.31	214.69	0.60	78
701	393	0.01500	521.00	331.74	189.26	0.06	68
702	601	0.01700	591.00	376.31	214.69	0.60	78
703	569	0.01700	591.00	376.31	214.69	0.60	78
704	368	0.01500	521.00	331.74	189.26	0.06	68
705	599	0.01700	591.00	376.31	214.69	0.60	78
706	581	0.01700	591.00	376.31	214.69	0.60	78
707	533	0.01700	591.00	376.31	214.69	0.60	78
708	583	0.01700	591.00	376.31	214.69	0.60	78
709	554	0.01700	591.00	376.31	214.69	0.60	78
710	533	0.01700	591.00	376.31	214.69	0.60	78
801	1,380	0.03650	1,268.00	807.38	460.62	0.37	167
802	1,437	0.03650	1,268.00	807.38	460.62	0.37	167
<b>Totals.....</b>	<b>32,638</b>	<b>1.00000</b>	<b>34,757.17</b>	<b>22,131</b>	<b>12,626</b>	<b>27.59</b>	<b>78.92</b>
			<b>2024 Total</b>	<b>'24 Operating</b>	<b>'24 Reserves</b>		
			<b>34,757</b>	<b>22,131</b>	<b>12,626</b>		
			<b>417,086</b>	<b>265,574</b>	<b>151,512</b>		
			<b>7,191</b>	<b>4,579</b>	<b>2,612</b>		
				<b>63.72%</b>	<b>36.28%</b>		

# Cardinell View Lofts Condominium Vehicle Registration Form

OWNER NAME \_\_\_\_\_

UNIT ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

***IF UNIT IS RENTED, THE FOLLOWING INFORMATION MUST BE COMPLETED***

TENANT NAME(S) \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ SECOND PHONE \_\_\_\_\_

LEASE TERM \_\_\_\_\_ EMAIL \_\_\_\_\_

## VEHICLE INFORMATION

**Registration is required for ALL vehicles** per Cardinell View Lofts Condominium Rules & Regulations. Failure to register a vehicle is subject to a violation and fine as defined in the Cardinell View Lofts Enforcement & Fine Resolution.

- |    |                             |                                       |                           |
|----|-----------------------------|---------------------------------------|---------------------------|
| 1. | _____<br>YEAR, MAKE & MODEL | _____<br>STATE & LICENSE PLATE NUMBER | _____<br>COLOR OF VEHICLE |
| 2. | _____<br>YEAR, MAKE & MODEL | _____<br>STATE & LICENSE PLATE NUMBER | _____<br>COLOR OF VEHICLE |
| 3. | _____<br>YEAR, MAKE & MODEL | _____<br>STATE & LICENSE PLATE NUMBER | _____<br>COLOR OF VEHICLE |

**AGREED:** The Residents of this property have been advised that they are living in a Condominium Association and have been provided with copies of the Declarations, Bylaws, and adopted Rules & Regulations, which include Parking Rules established in the Governing Documents and by the Board of Directors and can be found at [www.CardinellView.com](http://www.CardinellView.com). Signature on this form verifies that Owners and Tenants agree to abide by the above documents and rules set forth therein.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Tenant Signature (if applicable)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Tenant Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please email completed form on or before January 31<sup>st</sup> of each year to:**

Cardinell View Lofts Condominiums  
1205 SW Cardinell Dr.; Portland, OR 97201  
aouocardinellviewlofts@gmail.com