



Cardinell View Lofts Condominiums

THESE MINUTES ARE A DRAFT AND MAY BE APPROVED AND/OR MODIFIED AT THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS.

MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF: CARDINELL VIEW LOFTS CONDOMINIUMS

LOCATION : Zoom Meeting held at remote locations
DATE : 6/15/2023
CALLED TO ORDER : 06:03 pm
QUORUM PRESENT : Yes

ATTENDEES (Board Members Bolded)

Jon Uto - Chair	Rita Holland
Sunil Khanna - Secretary	Jami Wireman
Lauren Anderson - Treasurer	Lydia Taylor
Andrew Ferguson - Director	Justin Marzineck
Sarah Daley - Director	Teresa Summerford
	Tori Kunzler
	Marc Barnes
Mark Vandervest - FSRE	Ruth Young
Cindy Vandervest – FSRE	Fred Cann
Sunny Arruda - FSRE	Valerie Yeaman
	TJ Holland

OPENING BUSINESS

The meeting was called to order by Chairperson, Jon Uto. He welcomed everyone in attendance and introduced the Board of Directors that were present at the meeting. Jon then turned the meeting over to Community Manager, Mark Vandervest, of FRESH START Real Estate, Inc. to facilitate the meeting.

Agenda- Motion was made and seconded to approve the meeting agenda, after a last-minute additions to New Business including Discussing a Smoking Resolution. The Motion passed unanimously.

OPEN FORUM

HVAC Updates

- Owner would like more frequent updates on the HVAC issues

Itemized Invoices

- Owner requested Itemized Invoices should be given to owners when there has been an issue that requires the owner be monetarily responsible for the repair/mitigation billing. She was not aware there was an issue until she received a very large invoice which had no breakdown of what the charges were for or what had been done.



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Parking Spots

- An Owner asked what can be done to stop people from parking in the space allotted to him. He stated he had to have a car towed today and preferred not to have to do this. A board member suggested the reserved space signs need to be repainted as they are very faded. Mark from FSRE answered the repainting of the signs was in the budget for this year and would be fairly inexpensive.
- A motion was made and seconded to get a bid from Eagle Striping and proceed with having the painting done , so long as the bid does not exceed \$2,000.00. The motion passed unanimously without further discussion.
- A Board member suggested adding an extra fee to the units who have assigned parking to help cover the costs of maintenance of the lot. This topic will be added to a future Board Meeting.

Smart Locks

- An owner mentioned Smart Locks have previously not been allowed because they look different from the other doors without smart locks. She stated she has seen smart locks recently that look exactly like the current deadbolt lock and asked if she could install one.
- She will submit an ARC form so the board could see the lock and approve it.
- A resolution will be drafted to allow Smart Locks so long as they do look like plain dead bolt locks and that the request to install them has been made through the ARC form to be approved and the owner would need to sign an agreement that they will not use their unit as an Airbnb or short term rental.

APPROVAL OF THE MINUTES

- Meeting Minutes from March 16, 2022 - A Motion was made & seconded to approve the meeting minutes modified to include correcting the spelling of Jon Uto's name from John to Jon; correcting a typo in the paragraph regarding water leaks in Owner's Forum and a correction of the next meeting date from June 16 to June 15. The Motion passed unanimously without further discussion.

FINANCIAL REPORT

Financial Summary as of 3/31/2023:

§ Total Operating Funds:	\$ 393,230.68	including pending EFTs
§ Total Reserve Funds:	\$ 402,361.99	including reserves interest
§ Total Special Assessment Funds:	\$ 187,830.56	
§ Total Cash Assets:	\$ 983,423.23	total operating, reserve & special assessment funds
§ Total YTD Income:	\$ 127,360.60	including \$34,693.00 of Special Assessment income
§ Total YTD Expenses:	\$ 61,293.71	including \$14,681.67 of Special Assessment expenses
§ Total Delinquencies:	\$ 5,968.00	1 account 91+ days; 0 accounts 61-90 Days; 1 accounts 31-60 days; and 0 accounts 0-30 days.
§ Special Assessment Loan Bal.:	\$1,177,728.98	Maturity Date of May 1, 2031

Financial Summary as of 4/30/2023:

§ Total operating acct. funds:	\$ 380,168.75	including pending EFTs
§ Total reserve acct. funds:	\$ 414,764.13	including reserves interest
§ Total special assessment acct. funds:	\$ 187,830.56	
§ Total cash assets:	\$ 982,763.44	Total of operating, reserve & special assessment funds
§ Total YTD income:	\$ 171,960.48	Including \$47,103.00 of Special Assessment income
§ Total YTD expenses:	\$ 74,620.21	Including \$18,360.22 of Special Assessment expenses
§ Total delinquencies:	\$ 6,419.00	1 account 91+ days; 0 accounts 61-90 days; 1 account 31-60 days, & 1 account 0-30 days
§ Special Assessment Loan Balance:	\$ 1,167,274.93	Maturity date of May 1, 2031



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Financial Summary as of 5/31/2023:

§ Total operating acct. funds:	\$ 375,378.64	including pending EFTs
§ Total reserve acct. funds:	\$ 427,600.15	including reserves interest
§ Total special assessment acct. funds:	\$ 187,830.56	
§ Total cash assets:	\$ 990,809.35	Total of operating, reserve & special assessment funds
§ Total YTD income:	\$ 209,842.12	Including \$59,094.00 of Special Assessment income
§ Total YTD expenses:	\$ 102,748.26	Including \$22,402.54 of Special Assessment expenses
§ Total delinquencies:	\$ 7,337.00	1 account 91+ days; 0 accounts 61-90 days; 1 account 31-60 days, & 3 account 0-30 days
§ Special Assessment Loan Balance:	\$ 1,157,184.65	Maturity date of May 1, 2031

Please review the expense report, as that is the best way to see what expenses have been paid out since the last financial report. As always, please contact management if you have any questions.

MANAGER'S REPORT

REPAIRS, MAINTENANCE & UPDATES

The following maintenance update review is for informational purposes only and does not require Board action at this time:

1. Tub drain repair in unit #102
2. Drywall patched & textured at access area in unit #103
3. Decommission and removed abandoned hose bibs from east side of unit #102 and west side of unit #103
4. Repaired door closers on 4th & 5th floors
5. Ordered replacement doors for 4th floor south access
6. Elevator service calls are ongoing. Otis contract may be up for renewal.
7. Exterior Landscape maintenance is ongoing
8. Website updates are ongoing.
9. Move-in & Move-out requests are ongoing
10. Lighting maintenance is ongoing.

Administration:

1. **Violations & Warnings:**
 - a) Lease Violation 4/10/2023
 - b) Smoking Violation 5/19/2023
2. **Homeowner Correspondence and Administration**
Board information only:
 - a) None
3. **Owner correspondence for Board Review**
Board action requested:
 - a) None

ON-GOING BUSINESS

Heating System Updates

- Synergy received engineering docs from the City of Portland and are now able to go through the building to match the work done with the approved plans and start troubleshooting.
- Central controller will be installed after all of the work has been checked against the plans and should take about 2 weeks.

