

# Cardinell View Lofts Condominium

## BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Date: Monday – January 18, 2021  
Time: 6:30 pm  
Location: ZOOM Virtual Meeting  
Notice: Sent by BPM by eblast to Owners on 01.12.21

### DIRECTORS/MANAGEMENT PRESENT

| DIRECTORS:                      | Yes / No | DIRECTORS:   | Yes / No |
|---------------------------------|----------|--------------|----------|
| TJ Holland - Chair              | Yes      | Sunil Khanna | Yes      |
| Kismet Kilbourn - Treasurer/TAB | Yes      |              |          |
| Lauren Anderson                 | Yes      |              |          |
| MANAGEMENT                      | Yes / No |              |          |
| Debi Widmer-Portfolio Manager   | No       |              |          |
| Rita Holland -Office~Secretary  | Yes      |              |          |

### I. Call to Order

- a. Meeting called to Order by Chair at 6:30 pm
- b. Welcomed all participants to our virtual meeting
- c. Board Chair will be hosting this session; reported the session is being recorded
- d. Four attendees joined the meeting

### II. Hearing

- a. A request for a hearing was submitted by Unit 503 regarding the fee charged for non-notification to management of a large item delivery; Owner was not present at meeting
  - i. After board discussion, it was agreed to waive the \$50 fee
  - ii. BPM will send a Notice to Correct to owner and if they receive a future notification of a large item delivery without management notification, a fee will be charged
- b. Board discussion concluded that clarification is needed as the directive only lives in the R & R document

### III. Executive Session

- a. Motion made and passed to adjourn to Executive Session at 6:52 pm
- b. BOD Chair recapped general nature of actions to be considered
  1. Contracts with third parties
    - a. Bid proposals from Summit Construction and Caliber for leak detection for Unit 102
    - b. Agreement from VF Law for collections program
  2. Consult with legal counsel
- c. Motion made and passed to adjourn to Regular Board Meeting at 7.21 pm

### IV. Regular Board Meeting

- a. BOD Chair gave a brief recap for owners on
  1. Water issues in Unit 102 for leak detection and/or replacement of main line
    - i. Motion made and passed to replace the buildings main water line
    - ii. TJ to contact JRT for a current scope of work and bid proposal

2. Agreement proposal from Vial Fotheringham LLP for association collections
    - i. Motion made and passed to accept the proposed agreement with VF Law
      - a. This action removes search for collections law firm from CVLC Tabled Items  
12.02.19 minutes
  3. Smoking and marijuana smell within the building
    - i. Information only
    - ii. BPM to send out a Notice to Correct to alleged units and with the request of board walk through of unit
- b. Open Issues
1. COVID-19 Compliance Policy
    - i. After discussion the policy was adopted
  2. Community Newsletter
    - i. Sunil agreed to research and develop a newsletter for the community at large
  3. Vacant Board Position
    - i. BPM to send out Notification to Owners
- c. Owners Forum
1. Unit 801 commented on Sunil's recap of the virus and vaccines
  2. Unit 709 mentioned that she was unable to access the portal and requested current Rules documents
    - i. TJ to have documents sent to her
  3. Unit 102 gave his appreciation of the boards continuing updates on the unit water issue
- d. Open Forum meeting
1. Date: Tuesday, February 4, 2021
  2. Time: 6:30 pm
  3. Location: Zoom meeting
- e. Regular board meeting
1. Date: Thursday, March 4, 2021
  2. Time: 6:30 pm
  3. Location: Zoom meeting
- f. Motion made and passed to adjourn at 7:35 pm

(post meeting): **Owners contact for BPM is: [BPMInquiry@bpmmgmt.com](mailto:BPMInquiry@bpmmgmt.com)**

Respectfully Submitted,  
Rita S. Holland  
AUO/CVLC BOD Secretary