

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Tuesday – July 7, 2020
 Time: 6:30 pm
 Location: ZOOM Virtual Meeting
 Notice: Sent by BOD Secretary by eblast to Owners on 07.01.20

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
TJ Holland - Chair	Yes	Kevin Cheung	Yes
Rita Holland - Secretary	Yes	Lauren Anderson	Yes
Kismet Kilbourn – Treasured/TAB	Yes		
MANAGEMENT	Yes / No		
Deborah Baker – Portfolio Manager	Yes		

1. Meeting called to Order by Chair at 6:30 pm
 - a. Welcomed all participants to our virtual meeting
 - b. Thanked Deborah and BPM for hosting this session; reported the session is being recorded
2. Approval of Meeting Minutes
 - a. BOD Meeting Minutes of June 2, 2020 – Motion made and approved with following addition:
 - 2.a Recommended that Board conduct similar review of Brandy Wright’s actions during PMI’s brief position as the Association’s management company.

3. Management Report

Financial

1. Treasurer’s Report

a. Kismet reported:

Bank Accounts*	Balance (\$)
Operating	79,434.64
Savings	107,488.70
Reserve	153,431.97
Total	340,355.31

Internal Accounts	Balance (\$)
A/R	2,757.90
A/P	2,264.53
*Balance as of May 31st	

2. Treasury Advisory Board (TAB)

- a. Kismet reported that TAB is satisfied with the presentation of financials from BPM. Clarifying questions forwarded to BPM. Late bill payment attributed to transition and complications due to COVID-19. Working with John/BPM to ensure future bills paid on time.
- b. Board Items:
 1. Regarding owner capital contributions: if units were purchased prior to AMS’ management, how does the Board want to handle requesting proof of payment?
 - i. After discussion, Board requested TAB provide a report on owners with date of ownership and recommendations to address this issue
 2. Regarding Board Contingency Account: need to identify rules for what it is used for, what is its

purpose?

- i. After discussion, Board requested that TAB provide an overview of suggested rules
3. Regarding committee budgets: does the Board wish to set up budgets for certain committees so that they can have the ability to spend funds without needing to wait to present at a board meeting?
 - i. After discussion, Board voted to approve a spending budget for each committee; to be determined by each committee; submitted for approval by BOD prior to annual budget approval

Committee Reports

- a. Landscaping Committee – No report
- b. Water-Use Committee – No report
- c. Janitorial Committee – No report
- d. Architecture Committee – No report.
- e. Communications Committee – No report.
- f. Security Adjunct Team (SAT) – No report

Committee Volunteers: Community interest forms are being reviewed with a number of interested residents

Administration

Owners Info to Management/BOD

- a. Unit 801 requested 6.9 access considerations to unit during roof/deck replacement>noted for roof project
- b. Unit 506 inquired 6.10 about heating in unit>response sent
- c. Unit 306 inquired 6.12 about Comcast cable in unit>unit responsibility
- d. Unit 408 inquired 6.15 about status of door slamming>Vendor adjusted 5.14
- e. Unit 306 reported 6.20 lost her keys>later reported located
- f. Unit 703 reported 6.30 keys dropped down elevator shaft>need to request service call
- g. Unit 305 notified 6.23 a move out on 7.6>acknowledged
- h. Unit 408 notified 6.29 a move out on 7.9>acknowledged (post meeting: date changed to 7.13)
- i. Unit 508 notified 7.2 a move out on 7.11>acknowledged

BOD President Administration comments: Annual registration forms are being reviewed with initial results noted of missing information: insurance; lease; emergency contact. Once all critical information is captured a letter to address missing information will be sent to owners

Management Update

- a. Fire Department responded to a call 6.17 regarding the smell of smoke on the 4h floor; location not determined
- b. BPM sent EBLAST 7.1 reminding owners that smoke alarms and carbon monoxide detectors are required for each unit
- c. Fire Department returned 7.6 for onsite evaluation and procedures review for potential future response to the community

4. Maintenance & Repairs

- a. Roof Projects – **Update: 1)** Draft of drawings and process set received from RDH and sent to Board **2)** RDH working to schedule appointment with City; once schedule documents will be sent to contractors **3)** draft of A104 agreement sent to legal counsel for review 6.25; comments received 7.1; forwarded to RDH **4)** (post meeting: RDH recommended 7.9 we consider testing for asbestos materials; Sterling Technologies LLC on-site 7.17; report to follow)

- b. Lighting – **Update: 1)** New light fixture installed at 5th floor south stairwell has motion sensor/LED bulbs **2)** Still have additional safety lighting projects to review and bid for work
- c. Drain Snaking Project – **Update: 1)** TJ worked with Lovetts regarding the logistics; approximately 8 unit drains per day/6 hours per stack/2 people on site; techs will follow COVID-19 guidelines as well as wear booties in units/provide drop cloths for moving appliances **2)** BPM will coordinate time schedule with individual units with work to begin 7/27 **3)** This will be a reserve item (post meeting: 7.22 Lovett work postponed due to a conflict for Lovett Services; BMP to reschedule)
- d. Door Adjustments – **Update: 1)** BPM to schedule service for 8th floor service door replacement arm **2)** HOA Services was asked to provide bid for replacement of front door; BPM to check into this matter
- e. Pressure Washing Attachments – All attachments have been received; WIP to schedule washing of front entry and steps (post meeting: pressure washing of front steps completed 7.14)

5. Old Business

- a. Lobby Damage – **Update:** Work has been completed; a *thank you* to all residents for your patience and understanding during this repair and especially for the 4 units on the 2nd floor; encouraging that our community supports our efforts to keep our building looking its best.
- b. Microsoft 365 Business Basic – TJ completed the consultation session; next step is to research training opportunities
 - i. Lauren to provide training personnel contact info to TJ
- c. Signage for entrances with BPM contact info – Front entrance has signage; 4th floor entrance to follow
- d. Submeter Policy – Amended policy was sent to Board for review; Board adoption required
 - i. After discussion, Board unanimously voted to adopt the policy

6. New Business

- a. Reserve Study – BPM provided recommendations: **1)** Pono Building Consultants **2)** Global Solution Partners **3)** RDH Building Science Inc. with scope of work and bids provided to Board for review; Board directive required
 - i. After discussion, Board unanimously voted to accept proposal by RDH
- b. Insurance Review – BPM has been working with CVLC agent, Vern Newcomb/ABI; documents provided to Board 6.30; premium increase due to new underwriters’ guidelines; Board directive required
 - i. After discussion, Board unanimously voted to accept the new policy
- d. Fire Extinguishers – Annual inspection 7.6 by Universal Fire; no tanks required additional service

7. Open Forum – Due to virtual board meeting, the following questions/comments submitted by owner were to be read and addressed

- a. No owner information was submitted

8. Regular Board Meeting

- a. Next Meeting
 - i. Date: Tuesday – August 4, 2020
 - ii. Time: 6:30 pm
 - iii. Location: ~~BPM, 1800 SW 1st, Suite 1, Portland OR~~ changed to: Zoom meeting/see Agenda
- b. Motion made and passed to adjourn at 8:04 pm

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