

## Cardinell View Lofts Condominiums

### BOARD OF DIRECTORS MEETING MINUTES

Date: Monday – October 1, 2018  
Time: 6:30 pm  
Location: Park Avenue Café; 1535 SW Park Avenue, Portland OR 97201  
Notice: Sent by AMS by eblast to Owners on 9.26.18

#### DIRECTORS/AMS STAFF PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Scott Trinkle - President	Yes	Mike Whiteford	Yes
Rita Holland - Secretary	Yes	Kevin Cheung	Yes
Kenzie Billings - Treasurer	No		

  

AMS STAFF	Yes / No
Mandi Mueller	Yes
Kelly Cascino	No

1. Meeting called to Order by Scott at 6:30 pm
2. Approval of Meeting Minutes
  - a. Board Meeting Minutes of August 6, 2018 – Approved with following correction:  
*Insert* EXECUTIVE SESSION Relocated to 1000 SW Broadway, Portland OR 97205  
Met with HOA legal counsel regarding Penthouse litigation
3. Open Forum – The following items were discussed with the owners present.
  - a. Unit 103 – Owner reviewed their Board submitted proposal to upgrade the Limited Common patio; asked for Board permission to proceed. (see Owners Communication)
  - b. Unit 309 – Owner comments 1) when the windows were cleaned several screens were broken~AMS will look into last actual date of window cleaning; Rita will provide to Owner info about screen clips 2) why with a unit thermostat is the heating poorly regulated~Scott explained the heating system set up 3) originally told that unit had a reserved parking space, but appeared to be sold to another unit~Board nor AMS are aware of a parking space reassignment 4) Light is out on 3<sup>rd</sup> floor storage area near #40~Scott will look into and replace 5) what is being done about the homeless problem~Scott stated that a recent eblast by AMS was sent with instructions on how to “Report a Problem” 6) Wanted to report smoking of weed \*noticed on the 3<sup>rd</sup> floor~Scott

asked that the Owner send an email to AMS covering this issue 7) why was the FOBs replaced~Scott explained the longevity and the deterioration of the system.

#### 4. AMS Management Report

##### **Financial**

- a. Reserve Study – The following decisions were made on addressing the items listed for 2019 in the Reserve Study which have money allocated:

*Annunciation Panel: Fire Control - Replace (\$1456)	* Not needed - revisit for 2021
*Asphalt: Overlay (\$2299)	* Not needed - revisit for 2021
*Asphalt: Sealcoat (\$1075)	* Was done in 2016 w/vendor redo in 2017 - revisit in 2021
*Elevator Cab Finishes (\$4907)	* Not needed - revisit in 2020 (see about special cleaning)
*Fire Escape: Load Test - Fire Marshall (\$5391)	* To revisit - review Fire Marshall report when received
*Flooring: Carpet on 3rd floor (\$4079)	* Not needed - revisit in 2020
*Flooring: Carpet on 5th - 7th floors (\$12,130)	* Not needed - revisit in 2020
*Flooring: Carpet on 8th floor (\$13,077)	* Not needed - revisit in 2021
*Flooring: Carpet - Stairwell 7th - 8th floor (\$4397)	* Not needed - revisit in 2021
*Flooring: Tile 2nd floor (\$4397)	* Not needed - revisit in 2021
*HVAC/Mech Equip: Exhaust Fans (\$12,991)	* Fan work/spring - Scott to review w/on-site boiler inspection
*Parking Structure Repair/Restoration (\$10,845)	* Extend 5 years - Reserve Study
*Roofing: Membrane - Parking Structure (\$10,817)	* 2019 work - revisit & review bids
*Roofing: Membrane Inspection/Repair (\$2697)	* 2019 work - South & Central roofs - revisit & review bids
*Roofing: North & South Roofs (\$12,938)	* Table - North roof - revisit & review Penthouse settlement

- b. Draft 2019 Budget – Board approved with the changes as noted to AMS with +3.7% increase in monthly HOA dues per unit.
- c. Delinquency Report – No delinquencies as of September 27, 2018.

##### **Owners Correspondence**

- a. Unit 103 – Submitted request to Board for upgrade to patio with a new fence, a deck modified to pavers & addition of garden shed
- Motion made and approved for patio upgrade
- b. Unit 201 – Notified AMS that FOBS were not received; AMS confirmed that they were sent to address on file; one FOB was provided and paid for; requested that fee be waived
- Board denied request for the replacement fee to be waived
- c. Unit 302 – 1) Previously received violation notification for oil stains in P10 parking area. They asked for and were granted time for Owner clean up. It was reported that the Owners did an outstanding job of cleaning and recoating the stained area. 2) Requested that neither Unit 302 or Unit 303 be charged the elevator move in/out fee as both units frequently use stairs for their moves
- re: 2) Board denied request to waive move in/out fees for either units
- d. Unit 303 – Requested waive of elevator move out fee for Tenant as they planned to use the stairs. Notified AMS that they had communication with Unit 302 with regards to their move out fee being waived.
- Board denied request to waive either the move-in/move-out fees for these units.
- e. Unit 310 – Notified AMS about a buzzing/rattling noise coming from behind

- washer dryer panel. Owner will monitor and contact AMS if the noise re-occurs.
- f. Unit 404 – Notified AMS that their water was discolored. AMS recommended running water for about 10 minutes. No further concerns were reported.
  - g. Unit 405 – Reported to AMS that a dog was barking in Unit 406 and appeared to be unattended. Owner left a note on that unit’s door. AMS recommended they also report this to the non-emergency police number. Owner was to provide update; no additional communication was received by AMS.
  - h. Unit 508 – Notified AMS that a pair of glasses was inadvertently sent to Unit 306 and requested AMS to reach out to this unit. AMS did, as well as, recommending Owner leave a note on that unit’s door. No response from either owner.
  - i. Unit 509 – Reported to AMS that the elevator was giving off a strong odor.
    - i. AMS requested Talon Cleaning to address cleaning of the elevator.
  - j. Unit 604 – AMS notified on 9/10 by Board that 6<sup>th</sup> floor smelled strongly of marijuana and appeared to be coming from Unit 604. AMS was supplied with documentation and a violation which was sent to the property management company on file. On 9/15 the Owner requested additional documentation also be provided to her. The video, screenshots and no smoking map were provided. On 9/26 the Board again reported that the 6<sup>th</sup> floor hallway smelled strongly of marijuana and appeared to be coming from Unit 604. AMS sent another message to the property management company and Owner and the property management company advised that their Tenant was notified of the no smoking rules, however stated that the indoor smoking of marijuana was not coming from their unit.
    - i. Board recommend continued observation of the strong smelling of marijuana.
  - k. Unit 610 – Owner notified Board of homeless person who entered property on east side and entered the building. It was determined that the west storage area was also entered. Owner and Scott encountered the individual with a male companion and when asked stated that they were there to see a friend Adrienne (no last name) on the 5<sup>th</sup> floor. They were advised that if seen again on the property, the police would be called. Upon further system viewing, Scott confirmed attempts via unregistered fob to enter but were unsuccessful. Incident was reported to non-emergency police/case PPB 18-274877. Scott determined that the front door panel has a lot of play.
    - i. AMS followed up with Metro and an extended lock panel was installed at the front entry door.
  - l. Unit 702 – 1) Owner notified AMS about the increased activity from urban campers.  
2) Also, it appears that someone may have been squatting in their parking space, P13.
    - i. re: 1) Board authorized AMS to send out an eblast to “Report a Problem”.  
re: 2) Talon Cleaning did additional clean-up because of reported dumpster mess; while they were on-site they also cleaned P13 parking space; AMS was advised about not setting a precedent by dispatching cleaning crew to address any Limited Common elements.

## 5. Maintenance & Repairs

- a. Door System Upgrade – Upgrades completed 8/15; a few issues with different access level issues; system is fully functional. Vendor needed to place several holes in drywall; repaired by Charter Construction.
- b. Fob Distribution – By 8/3 AMS had mailed all new fobs to those selecting this option; AMS reported two fob packages returned; 801/802 update to address and resent; 406 contacted Owner for updated address and resent; on-site distribution successfully completed.
- c. Fob Programming – AMS working with IT Dept. to coordinate TeamViewer software installation; appears a Partner ID is needed; documentation to be written for system process; need to confirm if fob reprogramming request are sent to AMS or the Board.
  - i. Discussion and decision tabled to next Board meeting.
- d. DoorKing Subscription – Board advised with new system this subscription is no longer needed.
  - i. AMS to monitor billing for cancelling.
- e. FHA Renewal – CVLC FHA approval status expired in 2010. Association legal counsel confirmed cost is usually around \$1,200.00.
  - i. After discussion, Board opted not to renew FHA approval status.
- f. Annual Registration – AMS at request of the Board sent out annual registration packets on 8/28. Units were asked to provide updated Tenant Registration Form, signed House Rules and that any unit that is rented provide proof of rental insurance. AMS is still missing 23 responses.
  - i. Board recommended that AMS resend notices with a notice to correct, with fines to follow.
- g. Blinds/Window Covering Color – Board requested discussion and decision regarding HOA rules regarding blinds/window coverings color options. This was tabled at 8.6.18 meeting due to time constraints.
  - i. Board tabled again due to time constraints
- h. Leak Testing – Water leak assessment due to excessive water use has been an on-going project. The last activity was for a voluntary leak testing within each unit. At this time 20 units have not responded to the questionnaire. Units 308, 608, and 708 all confirmed that a leak was present and the issues were repaired. Unit 604 confirmed that there was no leak, so no repairs were completed.
  - i. Board to table to next meeting with anticipated report from Kenzie Billings.
- i. Lovett Reimbursement – During the repair of the upper parking area catch basin, the Vendor cut off the hose bib locks. AMS received replacement reimbursement.
- j. Meeting Minute Approval Process – At 8.6.18 meeting the Board expressed an interest in changing our Board meeting minutes process.
  - i. Board has requested a draft of the meeting minutes be sent to the Board within three business days. The watermark *DRAFT* to be placed within the sheets.

Board updates/comments to be sent only to the Secretary for updates to the drafted minutes. Meeting minutes will be sent to AMS for inclusion into the AMS Management Report for final approval or with corrections.

- k. Parking Structure Engineer Assessment – AMS contacted Kevin McCormick of Miller Engineering to provide a formal assessment of the parking structure. They were on-site 7.31.18 to perform a visual inspection and report. There are comments in the report that pertain to the structure, but these appear to be long standing issues. Miller Engineering reported that the structure does not require replacement at this time, but the roof should soon be replaced.
  - i. Board confirmed that the parking structure would not be replaced at this time. It was noted that the roof replacement is scheduled for 2019.
- l. Front Entry Stairs Recoating – Charter Construction performed the stair recoating on 9.19<sup>th</sup> – 21<sup>st</sup> . Note due to weather initial date of 9.12 was rescheduled. Issues with communication, barriers not set up, residents walking on uncured steps and unfinished safety painting along the edge of the steps have occurred. Additionally, the recoating of the sidewalk along the north side of the building were raised.
  - i. Scott has agreed to walk the site/project with Cory from Charter Construction; Charter to report evaluation back to AMS for Board review/advise. ([post meeting: on-site visit: 10.4](#))
- m. Fence Repair – On 7.11.18 several large tree branches located on the adjacent property to the west did extensive damage to the Limited Common area fence and blocked the driveway to the upper parking lot. Initial after hours work by NW Tree Specialist assessed that no utility lines were involved and cleared the driveway. AMS submitted requested bids; the Board discussed using the funds that would be allocated for this repair be refunded to the Owner of Unit 103 in that amount to contribute towards the fence improvements.
  - i. Board requested this topic be tabled to the next meeting.
- n. 8<sup>th</sup> Floor Casement Window - Board requested discussion and decision about a replacement window located at the Penthouse Limited Common roof deck for ease of access for common area maintenance/repair.
  - i. Board requested this topic to be tabled to the next meeting.
- o. 4<sup>th</sup> Floor Stairwell Door – After the repair to the 4<sup>th</sup> floor stairwell door the Board reported difficulty with opening the door. AMS contacted Metro to assess this issue. Vendor technician bent the hinge-backers back into place as that had been forced out of their position.
  - i. NOTE if this issue persists a frame replacement needs to be considered; AMS requested rough cost estimate for file.
- p. Annual Fire System Inspection – Completed on 9.18.18; AMS still pending report from this inspection.
- q. Heat System On – Time to consider when the building heat will be turned on. On 10.1.18 Board requested AMS to schedule with Vendor. ([post meeting: heat turned on: 10.3](#))

- r. Stairwell Cleaning – Talon Cleaning has suggested an all-stairwell cleaning as the light paint show high levels of dirt due to frequent use.
  - i. A request for an April on-site walk with Talon did not happen; Scott has agreed to walk the site with AMS to evaluate the stairwell wall condition.
- s. Landscaping – 1) Potential Future Tree Damage: Board requested this topic for discussion due to other trees on CVLC or adjacent property are dying/dead or leaning which are of concern for future expenses 2) Plant Replacement: Sanlino identified 4 dead/dying plants recommended to be removed/replaced; In August the Board approved only one plant be removed but no replacement 3) Landscape Walk: On 9/21/18 Rita walked the community property with a representative of Sanlino Landscaping.
  - i. re: 2) Motion made and passed removal of one more dying plant and replacement of the newly planted one in its place.
  - ii. Scott appointed a Landscape Committee to evaluate the extensive landscaping issues. All three landscaping topics to be forwarded to a Landscape Committee. Current committee members: Josie Last and Rita Holland with the goal of recruiting additional members. (post meeting: additional members: Kim Lattin & Heidi Trinkle)

6. New Business

- a. Board had recommended that the Association join CAI.
  - i. Motion made and passed that Scott would be the representative for CVLC.
- b. Scott asked that the Board research additional locations for the Board meetings.

7. Executive Session

- a. Motion made and passed to adjourn to Executive Session at 7:49 pm
- b. Scott recapped the mediation meeting that was held with legal counsel
- c. Motion made and passed to adjourn to Regular Board Meeting at 7:53 pm

8. Regular Board Meeting

- a. Next Board Meeting
  - i. Date: Monday – December 3, 2018 (post meeting: changed to December 10, 2018)
  - ii. Time: 6:30 pm
  - iii. Location: Park Avenue Café; 1535 SW Park Avenue, Portland OR 97201
- b. Motion made and passed to adjourn at 7:55 pm

Respectfully Submitted,  
Rita S. Holland  
CVLC AUO Secretary