

# Cardinell View Lofts Condominium

## BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – April 29, 2021  
Time: 6:00 pm  
Location: ZOOM Virtual Meeting  
Notice: Sent by BPM by eblast to Owners on 03.30.21/Agenda sent by BPM 04.26.21

### DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Kismet Kilbourn – Chair/TAB	Yes	Lauren Anderson	Yes
Heidi Trinkle - Treasurer	Yes	Sunil Khanna	No
TJ Holland	Yes		
MANAGEMENT	Yes / No		
Seth Schade - Portfolio Manager	No		
Rita Holland - Officer~Secretary	Yes		

### I. Call to Order

- A. Meeting called to Order by Chair at 6:00 pm.
- B. Welcomed all participants to our virtual meeting.
- C. Ten attendees joined the meeting.

### II. Administrative

- A. BOD Meeting Minutes of April 22, 2021 – Motion made and approved.
- B. Seth forwarded hosting to Chair as he had another appointment.

### III. Financials

- A. Treasurer’s Report – No Report

### IV. Projects

- A. Heating System
  1. Kismet reported that neither Seth nor board were able to provide recommendations for Project Manager.
  2. TJ checked with Neal/THS about concerns of liability, and he suggested that we hire THS as a General Contractor and then employ another state certified engineer to review and certify THS’s submitted plans.
  3. Lauren mentioned that she would check with her contact tomorrow (4.30) and if interested will let BOD know.
    - i. ACTION ITEM: TJ to contact THS for an estimate of the General Contractor fees and the verification fee for a state certified engineer.
    - ii. Heidi to contact THS for a draft of the contract
  4. (post meeting: In working to streamline this project, the Chair assigned the lead responsibilities to TJ who with Kismet will make an action plan. During the transition time, TJ and Heidi will co-partner on overlapping matters.)
- B. Water Bypass
  1. Kismet reported due to no activity, she will contact Seth about the damages incurred through JRT’s work on this project.

- a. TJ reported that there was no shut-off valve(s) for the two new water hose bibs.
2. The missing stones in the front wall need to be special ordered. Kismet will contact vendor who previously worked on the wall for material information.
3. The cadet heaters currently in Unit 102 and Unit 103 will need to be removed so that the power allotted for their use is available for the new heat pumps.
  - i. ACTION ITEM: Kismet to work with BPM on JRT damage compensation.
  - ii. Kismet to contact Charter about source for wall stones

C. Roof Project

1. Rita gave a brief update
  - a. Demolition of the north decking began on Monday and finished on Tuesday.
  - b. The abatement team began work on the north roof on Wednesday. They confirmed that asbestos was found in the black roofing felt as noted in the August 4, 2020 report from Sterling Technologies.
  - c. Gores informed us that a special materials delivery is scheduled for Monday, May 3<sup>rd</sup> at 7:30 am. Community notice sent on April 28<sup>th</sup>.
  - d. Weekly site visit on April 28<sup>th</sup> included overview of work since 04.19, plans for inclement weather, and a site view of roof drains.
  - e. Kismet reported requests have been received by some unit owners not to have unit windows covered. She has requested written documentation from those owners.

V. Old Business

A. Insurance Deductible

1. Revised insurance resolution was reviewed.
  - i. Motion made and approved to accept the resolution with changes of: the effective date of 06.01.2021 and the addition of the date that the \$10,000 deductible change was implemented.

B. Maintenance Plan Update

1. The plan was posted for board members to review and note comments for editing.
2. TJ offered to work with members as to changes to be made as to dates, tasks, and responsible entity.
3. General consensus is that there is a lot of daily tasks, a lot to ask of volunteers, how to be cost efficient with vendors involvement and how/what is Management's involvement with the plan.
4. Kismet asked board members to think about how to address past maintenance for 2021 that was not addressed.
  - i. ACTION ITEM: TJ and Heidi to connect and review what portion of the plan should be considered to be outsourced to Management.
  - ii. This is a work in progress and TJ will work on a revised version.

C. Storage Unit Project

1. Scope of work/bids received from I & E Construction and Gores Construction which will be reviewed in Executive Session.

- D. Sub-meter Issue
  - 1. The manual for the sub-meter was provided for the board members to review but found not to be helpful.
  - 2. PGE and Young Electric were contacted but provided little information. Leviton, the manufacturer, was also contacted. Heidi reported that they needed additional information, but an electrician would still need to be involved.
  - 3. The board determined that due to the pending heating system project, no repairs would be performed at this time since there would be no monetary effect on Association financials.

## VI. New Business

- A. Rodent Complaint
  - 1. Owner complaint received as to rodent damage to tenant's car.
    - a. Board suggestions: Pest control vendor offered to increase rodent poison in trap for a one-time charge of \$25.00 or to move other building traps to the back parking lot.
      - i. ACTION ITEM: TJ to work with A&A Pest to move traps when they are next on-site. (post meeting: [A&A Pest on-site 05.04. Removed the hornet's nest and relocated a front trap to the back parking lot.](#))
- B. Circulation pump on 2<sup>nd</sup> floor – *Informational only*
  - 1. When the building heating was turned off an unexpected incident occurred with the circulating pump failing. THS reviewed and confirmed that the wrong pump was installed.
    - a. Reference info: Current pump is iron which rusts with domestic water use; should be either stainless or brass.
  - 2. THS replaced the circulating pump with a brass variable speed pump on 04.28.
- C. Building Security
  - 1. SAT recommended that 1) the boiler room lock be replaced due to vendor assigned keys were not returned and 2) the security room lock be replaced due to manufacture recall due to easy break-in issues. (post meeting: [Both locks are replaced.](#))
  - 2. Board determined that both locks be replaced due to security issues.

## VII. Open Forum

- A. Unit 407 asked board to confirm the interest rate. Response: 3.75%
- B. Unit 204 and Unit 510 both shared their appreciation for time and work on these "immense" but needed projects.
- C. Unit 505 expressed surprise at the special assessment amount and asked if there were options to pay lump sum amounts over possible three (3) years. Response: Payment options are:
  - 1. Pay in full by May 30<sup>th</sup> with no interest.
  - 2. Pay monthly amount stipulated on sheet sent with resolution which includes interest.
  - 3. Pay some amount more than monthly amount.
  - 4. Pay in full at a later date which would include some amount of interest.
  - 5. OPTIONS 3 and 4 would require communication from the unit owner with BPM directly: ([lynette@bpmgmt.com](mailto:lynette@bpmgmt.com))
- D. Unit 407 stated that he had a "bunch of keys" that he received when he moved in over 10 years ago. TJ/SAT Chair stated he would like to see if the keys are valid; to contact him at: [tj.holland@cardinellviewlofts.com](mailto:tj.holland@cardinellviewlofts.com). (post meeting: [Keys received and being checked.](#))
- E. Unit 510 asked if the amount per unit covers all assessments. Response: Yes, the amount assessed per unit encompasses both major projects, the roof and the heating system.

**VIII. Executive Session**

- A. Motion made and passed to adjourn to Executive Session at 7:04 pm.
- B. BOD Chair recapped that the Directors are adjourning into Executive Session to:
  - 1. Review two electrical bids related to the Heating System Project.
  - 2. Review add-ons proposed the THS for the Heating System Project.
  - 3. Review two proposal related to work for the Storage Unit Project.
- C. BOD Chair announced that Owners may return to open session at 7:40 pm.
- D. Motion made and passed to adjourn to the Regular Meeting at 7:39 pm. No owners returned to the open meeting.

**IX. Regular Board Meeting**

- A. BOD Chair gave a brief recap in the open session:
  - 1. BOD discussed the two bids received 1) Vitro and 2) McCoy for the electrical component of the Heating System Project.
    - a. Motion made and passed to accept Vitro.
  - 2. BOD discussed the urgency of receiving a draft contract from THS for the Heating System Project component of the bank loan and the urgency of the bank loan in order to move forward with the Heating System Project as a deposit is required in order to purchase the necessary equipment.
  - 3. BOD discussed a proposed add-on to the Heating System Project regarding covering the refrigerant lines in the common areas. BOD has deferred a vote on this until we receive an estimate for one of the options. We have a month to make a decision on this specific add-on.
  - 4. BOD discussed a proposed add-on to the Heating System Project regarding UV scrubbers on the in-unit equipment. Additional cost is \$40,000. The BOD reviewed the contingencies and costs and believe this add-on can be covered in the existing budget.
    - a. Motion made and passed to accept this add-on.
  - 5. BOD reviewed two Proposals 1) I & E and 2) Gores for work to install a door and wall in the storage room.
    - a. Motion made and passed to accept Gores' proposal.

**X. Board Meetings**

- A. Next Meeting
  - 1. Date: Thursday, May 6, 2021
  - 2. Time: 6:00 pm
  - 3. Location: ZOOM meeting
- B. Motion made and passed to adjourn at 7:57 pm

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