



Cardinell View Lofts Condominiums
6107 SW Murray Blvd., #313; Beaverton, OR 97008
www.CardinellView.com

**CARDINELL VIEW LOFTS CONDOMINIUMS
2023 OWNER PACKET**

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2023 Reserve Study can be found at www.CardinellView.com	

**IMPORTANT DOCUMENTS ENCLOSED!
PLEASE REVIEW CAREFULLY.**

✓ NOTICE OF DUES INCREASE ENCLOSED.



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YEAR-END SUMMARY

- Your Board of Directors adopted the 2023 budget at the board meeting held on November 3, 2022. It is the result of a proposed budget presented by Management along with the review and input of each of the Board members.
The 2023 overall increase is **1.09%**. **This is a minimal increase for Cardinell View Lofts.** The reserve contributions for 2023 increases **3.0%**. The Operating Budget **increased 0.15%** overall with operating expenses **decreasing 6.3%** due largely to savings planned in communications, office expenses, natural gas expenses, and water/sewer expenses. Grounds R&M increased **12.81%**, which represents an increase in the budget of **\$2,965.00** from 2022. Building R&M increased **21.13%**, which represents an increase in the budget of **\$5,470.00** from 2021. Insurance premium increases are anticipated to be around **16%**. The increase in the Reserves follows the schedule outlined and is necessary to complete projected repairs identified in the Reserve Study and 30-year Maintenance Plan without the need for any additional special assessments. Reserve contributions will compromise **40.05%** of the total monthly HOA payment and the Operating contributions will comprise **59.95%** of the total monthly HOA payment. The above percentages are based on the needs from actual spending in 2022 and projected trends that are expected in 2023.
- **Monthly HOA Dues will increase as follows beginning January 1, 2023:**
 - If your HOA Dues were \$390.00 in 2022, they will increase to \$453.00**
 - If your HOA Dues were \$442.00 in 2022, they will increase to \$513.00**
 - If your HOA Dues were \$468.00 in 2022, they will increase to \$543.00**
 - If your HOA Dues were \$949.00 in 2022, they will increase to \$1101.00**
- The combined operating and capital reserves for the 2023 budget increased to \$361,868 with the operating budget being \$224,404 and contributions to the reserves at \$137,464 for the calendar year 2023.
 - The Board and Management are managing collections & delinquencies very effectively. Although the delinquency amount as of 09/30/2022 is \$4018.00, that amount is due largely to one unit with fines and legal fees that are being managed by the Associations attorney. Other than that account, all other delinquencies are 0-30 days.
 - The Reserve Study and 30-year Maintenance plan draft has been updated and uploaded to the Association website www.CardinellView.com. Projections indicate that the proposed funding model will adequately accommodate the needs of the Association. **The outlined funding schedule requires 2% annual increases through 2025, then reduces 2% each year from 2026 through 2036.** This schedule is projected to adequately fund the needed repairs and replacements without need for any special assessment.

- All Owners continue to pay their COA dues online through the portal at www.PayCVLC.com. Please note that HOA dues are due on the first of each month and considered late if payment is not received on or before the 10th of each month. Additionally, maintenance requests can also be submitted from this portal. Management is happy to help you set up or process payments.
- The Association website at www.CardinellView.com continues to grow with an abundance of information about the Association. You can download most documents directly from the website for free. Unlike most Associations who charge for documents through services like CondoCerts or Homewise, Cardinell View Lofts provides access to documents at no charge to Owners, or prospective Buyers.

ACTION →✓ Insurance Policy Named Interest: If you have not done so, please make certain to add the following as an “additional interest” on your Owner’s and Renter’s policies:
Cardinell View Lofts Condominium – C/O 6107 SW Murray Blvd., #313; Beaverton, OR 97008

ACTION →✓ Are you in Compliance?: If you are leasing your Unit, you are required to provide within 5 days of entering a Lease/Rental Agreement all documentation and fees as defined in the Cardinell View Lofts Leasing Resolution dated 4/8/2013 (the Leasing Resolution can be found at www.CardinellView.com). Failure to provide the defined information within the time specified is a violation and is subject to a fine. If you have not done so already, all lease documentation or lease updates should be emailed to Manager@FRESHSTARTofOregon.com.

ACTION →✓ Move-in & Move-out Policy: All Unit Owners are required to notify the management office or any move-in and move-out. A move-in fee of **\$20.00** will be charged to the units within the 1st, 2nd, and 4th floors. This fee covers the updating of the entry call box and door access system. Owners of units on all other floors will be charged a fee of \$175.00 for each move-in and move-out. This fee covers the updating of the entry call box and door access system and also provides a 2-hour window in which the elevator is shut down for exclusive use by the residents moving in or out of the building. Please read the Move-in and Move-out /Rental Registration Policy dated 5/19/2022 at www.CardinellView.com. Failure to follow protocol is a violation and is subject to a fine.

ACTION →✓ Vehicle Registration Updates: All vehicles must be registered with the Association. Failure to update vehicle registrations or license plate changes (either as an owner or a landlord on behalf of his tenant) is a violation. A vehicle registration form is included in this packet. Please complete the vehicle registration form and return it to management no later than January 31, 2023 to remain in compliance. Email your updated vehicle registration form to Manager@FRESHSTARTofOregon.com or mail your vehicle registration form to the address shown at the top of this notice **no later than January 31, 2022** to avoid a violation.

✓ **No Smoking Community:** This is a friendly reminder that Cardinell View Lofts Condominium is a No Smoking community. Smoking is strictly prohibited anywhere within the boundaries of Cardinell View Lofts including inside any unit, in any hallway or elevator, in the parking lot, in a vehicle in the parking lot, on the sidewalks, or in any common or limited common area. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or smoldering cigarette, cigar, tobacco product, marijuana product, and all similar substances (i.e., e-cigarettes or vaping products), whether legal or illegal. All smoking, if any, shall take place completely off site. Cigarettes and cigarette butts shall not be disposed of anywhere on the ground or in common areas or dumpsters. Anyone found violating this provision shall be subject to a fine of \$250.00 per occurrence. No warnings are provided. Owners are responsible for Tenants and their guests.

- ✓ **Vandalism Concerns:** Since the pandemic began, the crime rate for vandalism including but not limited to vehicle break-ins and catalytic converter thefts has risen considerably. It is highly advised that no valuables or sensitive information are left in your vehicles overnight. Also, please remove your mail often from your mailboxes. If you experience a break-in or observe suspicious activity within the community, please contact Portland non-emergency at 503-823-3333 right away. Your report of information may help to solve other similar crimes in the area. Cardinell View has experienced some vehicle break-ins this year. Owners are encouraged to install cages around their catalytic converters to prevent vandalism. If you see anything that looks wrong, please let Management know right away. Try to take photos or video with your phone.
- ✓ **Garbage Violations:** Cardinell View Lofts has a strict policy regarding disposal of garbage (Rules & Regulations Garbage & Recycling). Garbage is to be placed inside the dumpster and recycling must be placed inside the recycling receptacles (Styrofoam is not recyclable and must not be placed in the recycle dumpster). Only household garbage may be put in the dumpsters. The dumpsters are not to be used for disposal of furniture, building materials, or other large items for which the Association is charged an additional fee. Owners and Occupants need to contact the waste management service or another waste removal company to make arrangements for the disposal of such items. To remain in compliance, please read the rest of the Rules & Regulations regarding Garbage & Recycling at www.CardinellView.com.
- ✓ **Special Assessment, Payments, and Balances Due:** As you know, in 2021 a special assessment was adopted at Cardinell View Lofts for the replacement of the roof and installation of mini-split units in each unit. If you did not pay off the special assessment balance in a lump sum, the monthly special assessment payment is due with your HOA dues on the first of each month. The special assessment is a 10-year loan that will mature in May of 2031. To receive a payoff amount of your special assessment please contact Management. NOTE: There is an administrative fee of \$50.00 for Management to provide you a payoff balance. Payoff balances are only good through the end of the month in which they are requested. **Some Owners have been asking what the plans are for covering the visible refrigerant lines in the hallway corridors. Please know that a decision has not been made on that process yet. It will be a topic of discussion at upcoming Board of Directors meetings. At this stage, the priority of the Board is to get heat back into each unit as quickly as possible. Management has been told that December 17, 2021 is the anticipated completion date.**

Information provided by:

FRESH START Real Estate, Inc.
Community Manager
Manager@FRESHSTARTofOregon.com
503-319-5848 Cell-Text-MMS/SMS

Did you know? Nearly all HOA documents can be found at www.CardinellView.com.



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2023 DUES NOTICE

- **This serves as your notice that the total monthly HOA dues will increase beginning January 1, 2023. Refer to the following Budget and 2023 Fee Allocation Schedule.**
- If your dues are currently being paid via autopay, the amount will automatically update on 1/1/2023 and no action is required by you. However, if you are not on autopay, you **MUST** change the amount paid to avoid late fees.
- **Effective January 1, 2023 HOA dues are as follows:**
 - If your HOA Dues were \$390.00 in 2022, they will increase to \$453.00**
 - If your HOA Dues were \$442.00 in 2022, they will increase to \$513.00**
 - If your HOA Dues were \$468.00 in 2022, they will increase to \$543.00**
 - If your HOA Dues were \$949.00 in 2022, they will increase to \$1,101.00**

Gardinell View Lofts Condominiums 2023 Annual Budget_draft 1					Revised:	10/31/2022	
Revenues:	%/Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	Variance	% Change
Assessment Income (Operating)		259,920.00	187,313.00	187,033.00	224,404.00	37,371.00	19.98%
Reserve Income		48,720.00	121,327.00	124,967.00	137,464.00	12,497.00	10.00%
Special Assessment Income		0.00	0.00	0.00	0.00	0.00	0.00%
Capital Contribution Income		0.00	0.00	0.00	0.00	0.00	0.00%
Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Interest Income		0.00	0.00	0.00	0.00	0.00	0.00%
Key Income		0.00	0.00	0.00	0.00	0.00	0.00%
Late Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Move In/Out Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
Violation Fee Income		0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL INCOME		308,640.00	308,640.00	312,000.00	361,868.00	49,868.00	15.98%
Expenses:		2020 Budget	2021 Budget	2022 Budget	2023 Budget	Variance	% Change
Common Area Maintenance		5,000.00	7,155.00	5,000.00	2,500.00	-2,500.00	-50.00%
Elevator		5,200.00	5,280.00	9,300.00	20,000.00	10,700.00	115.05%
Lighting Repair		0.00	0.00	2,500.00	2,500.00	0.00	0.00%
Landscaping Maintenance		3,860.00	5,200.00	4,000.00	5,000.00	1,000.00	25.00%
Landscape Improvements		0.00	600.00	2,000.00	1,000.00	-1,000.00	-50.00%
Pest Control Services		100.00	1,320.00	1,320.00	600.00	-720.00	-54.55%
Security Patrol Service		3,500.00	3,600.00	2,000.00	0.00	-2,000.00	-100.00%
Total Grounds Maintenance & Repair	8.73%	17,660.00	23,155.00	26,120.00	31,600.00	5,480.00	20.98%
Building Maintenance		10,000.00	10,200.00	15,000.00	12,000.00	-3,000.00	-20.00%
Cleaning & Janitorial		5,000.00	6,280.00	6,600.00	6,000.00	-600.00	-9.09%
Electrical R&M		0.00	0.00	2,000.00	1,500.00	-500.00	-25.00%
Gutters and Roof Maintenance		1,390.00	1,390.00	3,760.00	1,200.00	-2,560.00	-68.09%
Boiler R&M		7,000.00	7,020.00	3,000.00	0.00	-3,000.00	-100.00%
HVAC R&M		0.00	0.00	0.00	2,500.00	2,500.00	0.00%
Plumbing R&M		0.00	0.00	0.00	14,000.00	14,000.00	0.00%
Pressure Washing		945.00	1,000.00	1,000.00	1,000.00	0.00	0.00%
Total Building & Repairs & Maintenance	10.56%	24,335.00	25,890.00	31,360.00	38,200.00	6,840.00	21.81%
Accounting / Audit / Tax Prep		1,850.00	1,980.00	1,980.00	2,000.00	20.00	1.01%
Administration Charges / BOD Meetings		0.00	0.00	0.00	500.00	500.00	0.00%
Bank Fees		250.00	360.00	370.00	400.00	30.00	8.11%
Communication & Security		0.00	2,308.00	0.00	2,500.00	2,500.00	0.00%
Fire & Life		500.00	500.00	1,700.00	2,000.00	300.00	17.65%
Insurance		26,250.00	33,000.00	38,525.00	59,000.00	20,475.00	53.15%
Legal Fees		4,335.00	3,270.00	3,000.00	5,000.00	2,000.00	66.67%
Licenses/Fees/Permits		650.00	650.00	1,000.00	350.00	-650.00	-65.00%
Management Fee - Base		18,540.00	16,900.00	23,700.00	24,859.00	1,159.00	4.89%
Office Expenses / Professional Fees		1,500.00	8,700.00	1,100.00	600.00	-500.00	-45.45%
Reserve Study Fee		550.00	550.00	700.00	895.00	195.00	27.86%
Garbage & Rubbish Removal		3,000.00	3,000.00	2,500.00	4,600.00	2,100.00	84.00%
Gas		21,500.00	12,900.00	9,500.00	4,800.00	-4,700.00	-49.47%
Electricity		9,000.00	9,150.00	8,500.00	10,000.00	1,500.00	17.65%
Telephone & Internet		1,650.00	0.00	1,500.00	2,100.00	600.00	40.00%
Water & Sewer		128,000.00	45,000.00	35,000.00	35,000.00	0.00	0.00%
Other Contingencies		350.00	0.00	478.00	0.00	-478.00	-100.00%
Operating Expenses	42.72%	217,925.00	138,268.00	129,553.00	154,604.00	25,051.00	19.34%
Total Ground, Building, Utility, & Operating	62.01%	259,920.00	187,313.00	187,033.00	224,404.00	37,371.00	19.98%
Reserves	37.99%	48,720.00	121,327.00	124,967.00	137,464.00	12,497.00	10.00%
Calculated Expenses Plus Reserves	100%	308,640.00	308,640.00	312,000.00	361,868.00	49,868.00	15.98%
Projected Revenue Over Expenses		0.00	0.00	0.00	0.00	0.00	
2022 Annual Budget					361,868.00		

Cardinell View Lofts Condominiums 2023 Fee Allocations_draft 1							Revised:	10/31/2022
(Allocations 1/1/2023 - 12/31/2023)								
Unit Address	Sq. Ft.	Unit Int.	'23 Dues	Operating	Reserves	'23 Round	'22-'23	
102	580	0.01700	513.00	318.12	194.87	0.35	71	
103	548	0.01700	513.00	318.12	194.87	0.35	71	
201	433	0.01500	453.00	280.91	172.08	0.66	63	
202	579	0.01700	513.00	318.12	194.87	0.35	71	
203	566	0.01700	513.00	318.12	194.87	0.35	71	
204	774	0.01800	543.00	336.73	206.27	0.20	75	
210	385	0.01500	453.00	280.91	172.08	0.66	63	
301	396	0.01500	453.00	280.91	172.08	0.66	63	
302	579	0.01700	513.00	318.12	194.87	0.35	71	
303	566	0.01700	513.00	318.12	194.87	0.35	71	
304	370	0.01500	453.00	280.91	172.08	0.66	63	
305	599	0.01700	513.00	318.12	194.87	0.35	71	
306	607	0.01700	513.00	318.12	194.87	0.35	71	
308	484	0.01500	453.00	280.91	172.08	0.66	63	
309	555	0.01700	513.00	318.12	194.87	0.35	71	
310	532	0.01700	513.00	318.12	194.87	0.35	71	
401	393	0.01500	453.00	280.91	172.08	0.66	63	
402	602	0.01700	513.00	318.12	194.87	0.35	71	
403	587	0.01700	513.00	318.12	194.87	0.35	71	
404	367	0.01500	453.00	280.91	172.08	0.66	63	
405	598	0.01700	513.00	318.12	194.87	0.35	71	
406	580	0.01700	513.00	318.12	194.87	0.35	71	
407	533	0.01700	513.00	318.12	194.87	0.35	71	
408	583	0.01700	513.00	318.12	194.87	0.35	71	
409	555	0.01700	513.00	318.12	194.87	0.35	71	
410	533	0.01700	513.00	318.12	194.87	0.35	71	
501	393	0.01500	453.00	280.91	172.08	0.66	63	
502	578	0.01700	513.00	318.12	194.87	0.35	71	
503	570	0.01700	513.00	318.12	194.87	0.35	71	
504	367	0.01500	453.00	280.91	172.08	0.66	63	
505	599	0.01700	513.00	318.12	194.87	0.35	71	
506	581	0.01700	513.00	318.12	194.87	0.35	71	
507	533	0.01700	513.00	318.12	194.87	0.35	71	
508	583	0.01700	513.00	318.12	194.87	0.35	71	
509	557	0.01700	513.00	318.12	194.87	0.35	71	
510	532	0.01700	513.00	318.12	194.87	0.35	71	
601	393	0.01500	453.00	280.91	172.08	0.66	63	
602	578	0.01700	513.00	318.12	194.87	0.35	71	
603	570	0.01700	513.00	318.12	194.87	0.35	71	
604	367	0.01500	453.00	280.91	172.08	0.66	63	
605	599	0.01700	513.00	318.12	194.87	0.35	71	
606	581	0.01700	513.00	318.12	194.87	0.35	71	
607	533	0.01700	513.00	318.12	194.87	0.35	71	
608	583	0.01700	513.00	318.12	194.87	0.35	71	
609	574	0.01700	513.00	318.12	194.87	0.35	71	
610	552	0.01700	513.00	318.12	194.87	0.35	71	
701	393	0.01500	453.00	280.91	172.08	0.66	63	
702	601	0.01700	513.00	318.12	194.87	0.35	71	
703	569	0.01700	513.00	318.12	194.87	0.35	71	
704	368	0.01500	453.00	280.91	172.08	0.66	63	
705	599	0.01700	513.00	318.12	194.87	0.35	71	
706	581	0.01700	513.00	318.12	194.87	0.35	71	
707	533	0.01700	513.00	318.12	194.87	0.35	71	
708	583	0.01700	513.00	318.12	194.87	0.35	71	
709	554	0.01700	513.00	318.12	194.87	0.35	71	
710	533	0.01700	513.00	318.12	194.87	0.35	71	
801	1,380	0.03650	1,101.00	682.76	418.24	0.32	152	
802	1,437	0.03650	1,101.00	682.76	418.24	0.32	152	
Totals.....	32,638	1.00000	30,179.79	18,715	11,464	24.12	72.07	
			2023 Total	'23 Operating	'23 Reserves			
	Monthly Budget (rounded):		30,180	18,715	11,464			
	Annual Budget (rounded):		362,157	224,584	137,574			
	Avg. Ann. p/door:		6,244	3,872	2,372			
	% of budget (rounded):			62.01%	37.99%			

Cardinell View Lofts Condominium Vehicle Registration Form

OWNER NAME _____

UNIT ADDRESS _____

MAILING ADDRESS _____

PRIMARY PHONE _____ EMAIL _____

IF UNIT IS RENTED, THE FOLLOWING INFORMATION MUST BE COMPLETED

TENANT NAME(S) _____

PRIMARY PHONE _____ SECOND PHONE _____

LEASE TERM _____ EMAIL _____

VEHICLE INFORMATION

Registration is **required** for **ALL** vehicles per Cardinell View Lofts Condominium Rules & Regulations. Failure to register a vehicle is subject to a violation and fine as defined in the Cardinell View Lofts Enforcement & Fine Resolution.

1. _____ STATE & LICENSE PLATE NUMBER _____ COLOR OF VEHICLE _____
YEAR, MAKE & MODEL
2. _____ STATE & LICENSE PLATE NUMBER _____ COLOR OF VEHICLE _____
YEAR, MAKE & MODEL
3. _____ STATE & LICENSE PLATE NUMBER _____ COLOR OF VEHICLE _____
YEAR, MAKE & MODEL

AGREED: The Residents of this property have been advised that they are living in a Condominium Association and have been provided with copies of the Declarations, Bylaws, and adopted Rules & Regulations, which include Parking Rules established in the Governing Documents and by the Board of Directors and can be found at www.CardinellView.com. Signature on this form verifies that Owners and Tenants agree to abide by the above documents and rules set forth therein.

Owner Signature

Tenant Signature (if applicable)

Owner Signature

Tenant Signature (if applicable)

Date

Date

Please mail or email completed form on or before January 31st of each year to:

FRESH START Real Estate, Inc.
6107 SW Murray Blvd., #313; Beaverton, OR 97008
(503) 319-5848 Cell-Text-MMS/SMS
Manager@FRESHSTARTofOregon.com