



*Cardinell View Lofts Condominiums*

THESE MINUTES ARE A DRAFT AND MAY BE APPROVED AND/OR MODIFIED AT THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS.

# MEETING MINUTES

## REGULAR MEETING OF THE BOARD OF DIRECTORS OF: CARDINELL VIEW LOFTS CONDOMINIUMS

**LOCATION:** Zoom Meeting held at remote locations  
**DATE:** 11/03/2022  
**CALLED TO ORDER:** 06:02 pm  
**QUORUM PRESENT:** Yes

### ATTENDEES (Board Members Bolded)

<b>John Uto, Chair</b>	Annette d’Autremont
<b>Sunil Khanna, Secretary</b>	Rita Holland
<b>Lauren Anderson, Treasurer</b>	Ruth Young
<b>Andy Ferguson, Director</b>	Lily Huang
<b>Sarah Daley, Director</b>	Fred Cann
	TJ Holland
	Jeff Sinanian
Mark Vandervest - FSRE	Justin Marzineck
Cindy Vandervest – FSRE	
Sunny Arruda - FSRE	

### OPENING BUSINESS

Agenda- Motion was made & Seconded to approve the meeting agenda as modified. Motion passed.

*NOTE: Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion if any, and a vote of a quorum of the Board of Directors.*

### RESIDENT OPEN FORUM

- Unit 407 has noticed more condensation on windows lately
- Metro Doors have been called to repair with 8<sup>th</sup> floor fire door not closing automatically and a broken door closer on the outside entrance door on the 5<sup>th</sup> floor. They have not yet responded.
- Need THS to supply bromide tablets for cleaning the heating systems. Also suggested having a special notice sent out twice a year with cleaning instructions



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**APPROVAL OF THE MINUTES**

A Motion was made & seconded to approve the meeting minutes from July 28, 2022 with the following additions/modifications:

1. Fire inspections/testing passed.
2. The Board ratified the decision of the Board to approve the proposal from Steph Gunderson to assume custodial cleaning responsibilities at Cardinell View at a rate of \$500.00 per month and misc. custodial work on the property at a rate of \$40.00 per hour effective 7/1/2022. A motion was made to ratify the proposal approval from Steph Gunderson. The motion was seconded. There was no additional discussion and the motion passed unanimously.

There was no additional discussion about the minutes from July 28, 2022 and the motion passed to approve the minutes as modified.

**FINANCIAL REPORT**

**Financials as of 9/30/2022:**

- Total operating funds: **\$ 292,075.48** including pending EFTs
- Total reserve funds: **\$ 331,698.99** including reserves interest
- Total special assessment funds: **\$ 187,830.56**
- Legal retainer deposit: **\$ 62,259.50** deposited to CVLC operating account
- Total cash assets: **\$ 873,864.53**
- Total YTD income: **\$ 863,606.66** including **\$612,733.37** of Special Assessment income
- Total YTD expenses: **\$ 308,808.37** including **\$139,982.39** of Special Assessment expenses
- Total delinquencies: **\$ 4,018.00** **1 account 91+ days; 0 accounts 61-90 days; & 1 account 31-60 days; and 2 accounts 0-30 days.**
- Special Assessment Loan Balance: **\$1,237,319.17**

Supporting statements were provided to the Board separately. Please review the **Expense Report**, as that will be the best way for the Board to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to call or email Management if you have any questions.

**MANAGER’S REPORT**

**REPAIRS, MAINTENANCE & UPDATES**

*The following maintenance update review is for informational purposes only and does not require Board action at this time:*

1. Elevator service calls are ongoing.
2. Exterior Landscape maintenance is ongoing
3. Website updates are ongoing.
4. Move-in & Move-out requests are ongoing
5. Lighting maintenance is ongoing.
6. Otis Elevator Inspection needs to be scheduled – Lauren will contact them.



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**Administration:**

**1. Violations & Warnings:**

- a. None

**2. Homeowner Correspondence and Administration**

*Board information only:*

- a. None

**3. Owner correspondence for Board Review**

*Board action requested:*

- a. None

**ON-GOING BUSINESS**

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**Limited Common Element Repairs**

- Bids are beginning to come in for the repair of drainage issues on the high side of the property including the garages and two carports. The first bid received is \$15,880.00 from Ability Plus Drainage.

**Oden Settlement Update**

- All money has been collected from Oden and is now on deposit with the Association
- Jeremy James has given his opinion as to the percent of disbursement. One owner has stated he has issues with the percentages but has agreed to continue conversations with the goal of reaching a mutual agreement

**First Floor Repairs**

- Leaks have been reported near unit 103. JRT has not provided a satisfactory remedy to stop the sweating of the water main pipe. Other options will need to be explored before the drywall and flooring repair can be made.
- A leak has been ongoing in Fred Cann's storage area. It was suggested that a different contractor evaluate both this leak and the sweating pipe outside of unit 103.

**HVAC Servicing Updates**

- A broadcast was sent out to all building owners with info to contact the THS company to request maintenance on mini-split units, as the method to receive warranty work. The phone number to call is 503-257-7000 Monday thru Friday from 7:30 AM to 4:30 PM. It is the owner's ongoing responsibility to maintain and repair the Daikken units as needed. Warranty information and manuals can be found on the website at [www.CardinellView.com](http://www.CardinellView.com).
- An owner reported THS attempted to charge them \$200 to come out to deal with a warranty issue.
- Lauren will craft and send a letter for the board to review and approve to send to THS with clear expectations including charges, warranties, what owners are responsible for and include clarification of what THS stated previously.



## **NEW BUSINESS**

### **Board of Directors New Member**

A motion was made to ratify the decision of the Board of Directors to appoint Sarah Daley to the Board of Directors. Sarah will fill the vacated position by Kismet Kilbourn who sold her unit. The motion was seconded. There was no additional discussion and the motion passed unanimously.

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### **Board of Directors New Positions**

A motion was made to ratify the decision of the Board of Directors to modify officer positions. The motion was seconded. There was no additional discussion and the motion passed unanimously. The officer positions are as follows:

- Chairperson: Jon Uto
  - Secretary: Sunil Khanna
  - Treasurer: Lauren Anderson
  - Directors: Andrew Ferguson & Sarah Daley
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### **Landscaping Maintenance**

A motion was made to ratify the decision of the Board of Directors to approve the proposal from Steph Gunderson to take over landscaping duties at Cardinell View effective 10/1/2022. The cost of the proposal is \$500.00 per month from May thru October and \$300.00 per month from November thru April. The motion was seconded. There was additional discussion about liability. Lauren will reach out to a labor law attorney who she knows to clarify how to properly handle the liability. The motion was modified to state that Steph's proposal would be approved thru December 31, 2022 giving time for the Association to work out any liability issues. The modified motion was seconded. There was no additional discussion and the modified motion passed unanimously.

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### **2022 HOA Reserve Study**

- The 2022 Reserve Study was reviewed and explained in detail by Mark. The schedule of upcoming repairs identified in the 30-year maintenance plan were reviewed and discussed.
  - The association appears to be in good shape to be able to cover upcoming needs.
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### **2023 HOA Proposed Budget**

- The 2023 HOA proposed Budget was discussed in detail.
  - Water is expected to increase 10.6% in 2023
  - HOA dues will raise \$63-\$71 per unit (depending on size of unit) with the two penthouses being a larger increase. A motion was made and seconded to approve the budget as proposed. Without further discussion, the motion passed unanimously. The new budget and unit allocations will be uploaded to the website at [www.CardinellView.com](http://www.CardinellView.com), and broadcast to all unit Owners before the end of November.
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NEXT MEETING DATES: **January 19, 2023 at 6:00 pm (Annual Meeting)**  
The Board briefly discussed holding the annual meetings in January moving forward. One large benefit would be that year-end financials could accurately be reported. This matter will be discussed further at the Annual Meeting scheduled for January 19, 2023.

MEETING ADJOURNED: **8:12 PM**

**--- END OF MEETING MINUTES ---**

MINUTES PREPARED BY: **FRESH START Real Estate, Inc.**  
Community Manager