

Cardinell View Lofts Condominium

BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Date: Tuesday – April 6, 2021
Time: 6:00 pm
Location: ZOOM Virtual Meeting
Notice: Sent by BPM by eblast to Owners on 04.05.21

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
TJ Holland - Chair	Yes	Sunil Khanna	Yes
Kismet Kilbourn - Treasurer/TAB	Yes	Heidi Trinkle	Yes
Lauren Anderson	Yes		
MANAGEMENT	Yes / No		
Seth Schade - Portfolio Manager	No		
Rita Holland - Office~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. Two attendees joined the meeting
- d. After the acceptance of the minutes the attendees were asked to log off due to executive session and to join again for open session

II. Administrative

- a. BOD Meeting Minutes of March 25, 2021 – Motion made and approved
- b. During open session BOD Chair tendered his resignation as Chair for the Board
 1. At that time the four Board Members reorganized the Board Offices to be:
 - A. Chair: Kismet Kilbourne
 - B. Treasurer: Heide Trinkle

III. Executive Session

- a. Motion made and passed to adjourn to Executive Session at 6:04 pm
- b. BOD Chair recapped that the Directors are adjourning into Executive Session to review heating bids
- c. Motion made and passed to adjourn to Regular Board Meeting at 6:25 pm

IV. Regular Board Meeting

- a. BOD Chair gave a brief recap in the open session
 1. Two bids provided by The Heating Specialist and Caliber have been received. No bids have been received from JRT
 2. The board agreed that more research into the scope of the work of this project along with the difference with the bids, as well as, to wait for the third bid will be needed
 3. The BOD acknowledged the need for a replacement heating system
 4. No vote was required at this time

V. Old Business

a. Heating System

1. The board acknowledges that the need to solidify the parts of this project as it will influence the amount of loan, the special assessments and the time coordination of two major concurrent projects
2. The following areas of concerns was brought up during the meeting:
 - A. Is a ventilation system being considered to be within the scope of this project
 - B. Location of system units in each condo
 - C. Number of system units in each condo and will that satisfy heating/color needs
 - D. If one condo has system issues how will that affect the whole system
 - E. How are the condo temperatures to be controlled and by whom
 - F. What is the order of this project if the bids exclude structural matters, coordination of electrical requirements and other items as abatement
 - G. Concern over the how a project would not electrical
 - a. Need to involve PGE
 - H. How will the project be coordinated to include deconstruction and repair for common areas or condo units
 - I. With the complexity of the project and the absence of knowledge within the board structure, the question of hiring a Project Manager should be considered
 - a. The benefits of board members doing individual research

b. Code of Conduct

1. To ensure the connectivity within the board team it is imperative to support and approve a document which will guide the board going forward
2. After going through the draft of the Code of Conduct the BOD agreed to make minor changes
3. Sunil offered to compile changes to the document and have available for the board to review at the next meeting
4. Board concurred that guidelines as to confidentiality and transparency needs further discussion and input from legal counsel

VI. New Business

- a. No new business was discussed

VII. Board Meeting

a. Next meeting

1. Date: Tuesday April 8, 2021
2. Time: 6:00 pm
3. Location: Zoom meeting

- b. Motion made and passed to adjourn at 7:55 pm

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