

# Cardinell View Lofts Condominiums

## BOARD OF DIRECTORS MEETING MINUTES

Date: Monday – September 2, 2019  
Time: 6:30 pm  
Location: Fred Meyer Stadium Store; Overlook Room; 100 NW 20<sup>th</sup> Place; Portland OR  
Notice: Sent by AMS by eblast to Owners on 8.20.19

### DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Scott Trinkle - Chairperson	Yes	Mike Whiteford	No
Rita Holland - Secretary	Yes	Kevin Cheung	Yes
Kismet Kilbourn - TAB	Yes		

  

AMS MANAGEMENT	Yes / No	PMI MANAGEMENT	Yes / No
Kelly Cascino	No	Brandy Wright	Yes

- Meeting called to Order by Scott at 6:30 pm
  - Scott introduced new management (PMI) owner and CVLC manager, Brandy Wright
- Approval of Meeting Minutes
  - Board Meeting Minutes of August 5, 2019 – Approved
- Open Forum – The following items were discussed with the owner’s present
  - No owner’s questions posed at this time
- AMS Management Report

**Financial**

  - 1. Delinquency Report**
    - There are no unit’s delinquent 60+ days as of August 21, 2019
  - 2. Collection Services**
    - Current legal counsel for collection services notified AMS of discontinuing collecting practice; AMS provided proposals for Board review and determination; tabled
      - After discussion, Board agreed to solicit recommendations from PMI
  - 3. Reserve Study**
    - AMS provided the BOD with a draft version of 2020 RS + MP for review on 6.28.19.
      - Board members are to review before annual meeting
  - 4. Treasury Advisory Board (TAB)**
    - Kismet reported: TAB need to review the July financials and report to BOD; the discrepancies noted

from August meeting have been forwarded to AMS/no update as of 8.19.19 email

i. TAB is waiting for update:

- Operating Account refunded
- \$20 charge closed from books
- Plan for repayment of Reserve funds

ii. Kismet, in Scott's absence, will contact AMS's staff accountant to review pending items; will set up upper management meeting with AMS re: financials

(post meeting: as per TAB – the outstanding financial issues with AMS has been resolved)

### Committee Reports

- a. Landscaping Committee – Heidi reported: continuance of 2<sup>nd</sup> Sat of each month landscape maintenance for the summer. August activities included: ongoing tending of lobby live plants and watering of newly placed plants at the east curb + hanging baskets at the front; trimming of blackberry vines at back and trimming of front bushes + thorny bushes at curbside. Portland PEG will be out in the fall to trim vegetation from electrical lines. Discussed issues of small tree removal. Information filed in LC notebook
  - i. Next event 9.14 at 9 am – 10 am
  - ii. PBOT to be contacted re: speed bumps along College St
  - iii. Research/discussion needed for: new landscape company; method for required watering of newly placed plants
  - iv. Landscape Committee Charter adopted by BOD
- b. Water-Use Committee – Continues to work in tandem with water leak project (JRT/Scott: lead) PWB on-site 7.11 for another low water meter reading/still show .75 gpm of constant water loss; discovered that front water bibs are plumbed upstream from main building shut-off valve; shut-off valve for both bibs located in Unit 103; PWB provided records showing high water usage communicated to AMS as early as May 2014 (no additional rebates allowed); PWB on-site 8.14 to test front water drain for chlorine/unable to provide due to inaccessibility to water. Information filed in WUC notebook.
  - i. WUC recommended contacting JRT to present proposed solution to fix water leak
- c. Janitorial Committee – No report; Janitorial Service Guidelines adopted by BOD
- d. Architecture Committee – No report.

### Owners Correspondence

- a. Unit 202 – Owner contacted AMS to report issues with mailbox; AMS advised Owner contact USPS
- b. Unit 303 – AMS received reports of smoking marijuana; violation processed
- c. Unit 801 – New Owner contacted AMS about scheduling move in + deliveries

### 5. Maintenance & Repairs

- a. Leak Testing – Scott provided update: (*Note: Scott taking the BOD lead for JRT contact*) 8.24 JRT onsite to assess the .75 gpm water leak; due to costly expenditure to locate pipe leak, JRT recommendation to re-pipe by boring a new water pipeline from the street water vault to the building's main water line + realign the two bibs for dispersal after connection to the main water line; cost estimate to be between \$30-50k; Brian/JRT and Jeff/PWB were put in touch with each other to share any info
  - i. JRT to submit report/cost for BOD review/approval (post meeting: report/proposal sent by

JRT 9.13; to be forwarded to BOD for review/action)

b. Roof Projects:

- 1) Carport Reroof – No additional information; replacement to be revisited for 2020 RS
- 2) Roof Repairs – Scott provided update: (*Note: A signed contracts provided to RDH to design scope and oversee roof repairs - north/south/central - project*); RDH in process of project requirements; 8.30 proposed timeline + ROM budget received from RDH; Scott reported both Unit 801/Unit 802 are agreeable to work with RDH to place a walkable deck surface system + upgrade to inserted glass railing system

i. Board to review the work + cost before a final determination

ii. Due timeline into 2020

iii. Kismet/Rita to submit financial overview to BOD (*post meeting: TAB provided overview to BOD Chair on 9.6*)

c. Storage Door – Reported that 2<sup>nd</sup> floor south storage door + front side entry door not closing. Scott adjusted storage door; now closing. He shared that on the north side entry door the closer just gets temperamental when there are rapid temperature changes.

d. Fire Extinguishers – Tanks serviced 6.24 with 3 to be serviced off-site; all tanks returned and verified all are in place; each tank now labeled with A – J for easier identification

6. Old Business

a. General Contractor – Search for new general contractor tabled until review with PMI

b. Comcast Equipment – AMS was contacted by Comcast in July re: accessing equipment in limited common areas; suggested lockbox with necessary keys

i. AMS to resolve missing fobs + missing front panel of lockbox

ii. Scott to take lead in contacting Comcast re: equipment access; email contact/no update

c. Insurance/Unit 508 – Owner reported fall to AMS (minutes: 2.6.19); AMS reported no updates

i. AMS to track; follow up with ABI; no update from AMS (*post meeting: AMS reported due to no further pursuit insurance company closed claim 9.20*)

d. Insurance/Boiler – A claim was filed with insurance; no updates

i. Scott to follow up with ABI; pending

e. Signage - Signs for “*private drive + location for the standpipe system*” + pole installed 8.10

f. Towing – AMS received a new contract from Retriever Towing.

i. Contract “pending” by Board; to review with new management

g. Real Estate Annual Report – Report submitted to State by PMI

h. CAI registration – renewal of subscription due

i. Scott to submit to CAI

i. Penthouse AC units –Units 801/802 to have additional electrical charge due to AC equipment; 8.6 on-site visit Paul Flora/PGE electrician to evaluate potential solutions – no work, advice only; PGE provided list of PGE approved contractors; 8.14 on-site visit AJ Pomante/Sunset Heating & Cooling; provided proposal; request input from PMI; schedule visit for 9.3 Young Electric + Squires Electric

i. Scott to provide additional updates to BOD (*post meeting: Young Electric scheduled for 10.4 at noon/technician: Patrick; completed installation 10.4*)

j. Lock Boxes – AMS has been contacted about the numerous lock boxes at the front entry

i. No update from AMS (*post meeting: info from AMS:*

o 1<sup>st</sup> pole

- Unit 705/contractor No form submitted. Management sent inquiry to unit
- Unit 509/realtor Form on file. Submitted 7/3/19
- Unit 609/realtor No form submitted. Management sent inquiry to unit
- 3 boxes not identification Please advise what you are requesting clarification on
- 2<sup>nd</sup> pole
  - Unit 102/realtor Form on file. Submitted 7/10/19
  - CLVC box OK
  - Unidentified contractor Please advise what you are requesting clarification on
  - Comcast with missing front panel Management was advised that the Board would be taking point in speaking with Comcast Management has no further updates)
- k. Association Property/AMS – A request was made to AMS re: retrieval of association stored documents; AMS confirmed that AMS remains custodians for CVLC documents until 9.30.19; 10 day retrieval timeframe; signature required
  - i. Scott to work with PMI to coordinate (post meeting: partial box pickup 9.27; document file link sent to PMI 9.30 for retrieval)
- l. Meeting Schedule – Board meetings will continue to be scheduled monthly in 2019; Annual Meeting scheduled for October 7<sup>th</sup>
  - i. Location for 10.7 meeting discussed; vote resulted in tie/Mike to be tie breaker (post meeting: Annual Meeting, Monday 10.7 will be in the event room at Fred Meyer Stadium Store)
- m. Board Meeting – Board agreed to the November and December meetings be resumed at PSU

## 7. New Business

- a. Insurance Inspection – AMS contacted BOD for member on-site for our insurance company building inspection 9.28; Scott escorted Ray Coronado/Pacific Inspections throughout building
- b. Annual Meeting Prep – Action checklist was provided to BOD + PMI; PMI will work with AMS re: transition of information; Kismet/TAB will work with PMI on 2020 budget
- c. PMI Comments – Brandy provided BOD with a “New Community Onboarding Checklist”; confirmed that new banking accounts have been set up with Washington Federal Bank for both Operating and Reserve accounting
- d. Storage #42 – A non-owner of storage unit #42 has taken possession
  - i. AMS to contact Owners to advise removal of items (post meeting: issue resolved)

## 8. Regular Board Meeting

- a. Next Meeting – Annual Meeting
  - i. Date: Monday – October 7, 2019
  - ii. Time: 6:30 pm
  - iii. Location: Fred Meyer Stadium Store; Overlook Room; 100 NW 20<sup>th</sup> Place; Portland OR
- b. Motion made and passed to adjourn at 7.57 pm

Respectfully Submitted,  
 Rita S. Holland  
 AUO/CVLC Secretary