

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – May 20, 2021
 Time: 6:00 pm
 Location: TEAMS Virtual Meeting
 Notice: Sent by BOD Chair eblast to Owners on 05.17.21

DIRECTORS/MANAGEMENT PRESENT

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

I. Call to Order

- A. Meeting called to Order by Chair at 6:03 pm.
- B. Welcomed all participants to our TEAMS virtual meeting.
- C. Three attendees joined the meeting.

II. Administrative

- A. BOD Meeting Minutes of May 13, 2021 – Motion made and approved.
- B. Seth had to leave the meeting early due to prior commitment.
- C. With the open board position, an offer was extended to Jonathan Uto who has been an owner since 2010. He is currently working from home, employed by Kaiser in the Human Resources Department.
 - i. Motion made and passed to appoint Jonathan onto the BOD.

III. Financials

- A. Loan Status: Kismet reported:
 1. The bank loan is in process with closing planned for next week.
 2. Kismet sent the budget last week, as well as, answered follow-up questions from NW Bank.
 3. Legal counsel to provide refined contracts from THS for BOD review/approval before NW Bank can dispense funds for payments.
- B. Gores Construction:
 1. Seth/BPM reported receipt of first invoice #4635 from Gores for \$288,735.59 and will now proceed through the approval for payment process.
- C. Treasurer’s Report: Heidi reported:

Bank Accounts*	Balance (\$)
Operating	44,413.00
Working Capital	5,146.00
Money Market	47,654.00
Reserve	187,189.00

Internal Accounts	Balance (\$)
Construction	500.00
Reserves	1,000.00

Contingency	60,002.00	
Total	344,404.00	*Balance as of April 30th

1. Three Memos to be submitted over the next week to clarify timing and reason for moving funds from or to reserves and between CIT and Northwest Bank.
 2. Reserve Fund account being opened at Northwest Bank is required by the terms of the loan. \$190,000.00 to be transferred May 24, 2021. Small amount \$1,300.00 to remain with CIT in order not to incur monthly minimum charges.
 - i. Motion made and approved to transfer the \$190,000.00 from CIT reserve account to a new NW Bank reserve account with the stipulation that no construction payments would be made from this new account.
 - ii. Motion made and approved to automatically transfer the monthly \$10,000.00 budgeted 2021 reserve allocation into the new NW Bank reserve account.
 3. Clarification on one Memo that the newly set up Northwest Bank Reserve Fund account will not be used to pay any portion of the current Northwest Bank construction loan.
 4. Thus far, six unit owners have paid their assessments for the two large construction projects. All monies are being deposited into the CIT operating account. Early June, these funds will be transferred into CVLC's Northwest Bank Construction account. They will immediately be used to pay down principal on the loan. This transfer cannot take place sooner as the loan is not fully set up at Northwest Bank.
 5. By chance, received the information for elevator permit from the State of Oregon. It had been sent to PMI. Finance at BPM updated and paid the invoice.
- D. TAB Report: Kismet reported:
1. Receipt of April financials to be reviewed May 23rd.
 2. TAB meeting minutes are found to be located in different platforms and need to be placed under one location.

IV. Committee Reports

A. SAT

1. Kismet acknowledged that as stated earlier Scott Trinkle is not the SAT Chair. He is a board appointed security liaison to help the board members better understand and improve our processes.
 - a. Currently there are no members on the SAT committee.
 - b. Scott is making progress and still working on an audit of process and will provide an inventory upon completion of his task.
 - c. Kismet will have Jonathan (who has expressed interest in joining the SAT) reach out to Scott for a more in depth viewing of the security process.

B. All Committees

1. Kismet went out to the committee chairs for an update and to date has only received a response from ARC.

V. Management Report

A. Seth/BPM stated that in lieu of the physical monthly report, he would verbally report:

1. Related that he will be going through past emails and information from both Deborah and Debi to find information they may have on the August 2020 incident.
2. Had recently received the CVLC Reserve Study from RDH.
3. Received the State of Oregon elevator permit and will submit to accounting for

payment.

4. On Owners Correspondence, he stated that he had hardly received any questions.

B. Kismet deliberated the following matters:

1. Kismet reported that the BOD minutes of April 1st are not on the BPM portal, but were resent to Seth earlier today.

2. Kismet reported an email received from Unit 608 about a move out with no response from BPM. Seth will look into the matter.

3. Kismet asked if Seth knew the current occupancy rate? Is there a report that could be provided by BPM. She reiterated the need for occupancy information especially if there was a fire or other emergency with the need to evacuate.

VI. Projects

A. Heating System

1. The draft contract was received from THS and sent to legal counsel. The BOD will review Angie's feedback in Executive Session.

2. A drafted contract for Vitro (A106) was provided from legal counsel and BOD will review in Executive Session.

3. THS will need access to each unit in the building on May 24th.

a. A notice was emailed 5.16 to the owners with Kismet and Lauren following up with those units that need evaluation.

b. A schedule will be provided to THS by the end of this week.

c. Kismet shared her appreciation as to how responsive the owners were.

4. Heidi reported that the mini-splits identified in the storage areas and the elevator mechanical room still need some questions that need to be answered.

i. ACTION ITEM: Kismet will reach out to TJ for more information and specific reason for mini-splits in the storage areas.

5. The change order from THS for the upgrade to the elevator mechanical room with an ambient ductless split system. The system to be separate from the VRV system and not part of the central heating/cooling system. This would fall within the fire safety of the elevator system. The BOD will review in Executive system.

6. Sara at ABI Insurance stated that there are no rebates available for the boiler.

7. Oregon Trust rebate information is still in work.

B. Water Bypass (2nd water leak)

1. Kismet has asked Seth/BPM for a summary on the lack of response from JRT about their repairs to damage occurred during their water bypass (2nd water leak) project.

a. Lauren reported that she was unable to have success in cleaning the clay spots on the north wall.

b. Rogelio Vegas has been contacted about doing a test spot clean and will report back to the board.

C. Refurbishing – Unit 102

1. Kennedy Restoration is progressing on the refurbishing of the unit.

2. ARC form was provided to the board for review.

a. Seth felt that in his professional opinion that since the work is a result of repairs, an ARC request evaluation is not needed.

D. Roof Project

1. Rita gave a brief update

a. Carlson Roofing finished applying the vapor barrier to the north roof.

- b. On May 19th there was the first of three inspections by Soprema as required by the RDH manual.
- c. With the removal of asbestos felting, we incurred a DEQ required asbestos abatement notice fee.
- d. Still pending the venting locations to the exterior of the unit 801 dryer vent and electric exhaust fans.
- e. ARC request form was provided to the board. This is for replacement of new skylight for unit 802 which is a subset of the roof project. As the original skylight was to be removed for roofing replacement, the replacement is to be part of the scope unless structural work as a raised curbing is required. No manufacturing specifications received, final results pending.

VII. Old Business

- A. Insurance claims from August 2020
 - 1. Heidi provided the board with a Post Incident Evaluation.
 - a. Leak was result of poor maintenance and unit owner failing to notify either management or the Board of their vacant unit for an extended period of time.
 - b. The Association's insurance provider was not notified of the damages until November 2020, leak occurred in August 2020.
 - c. The Board suspects predatory business practices from ServPro on unit owners.
 - d. Management's inability to properly and proactively manage the crisis including lack of communication with the BOD, unit owners, or the Association's insurance carrier, as well as allowing a banned contractor to perform work in the building.
 - e. Unit owner and BOD confusion regarding insurance processes and coverages.
 - f. Poor follow through from BOD due to numerous urgent projects, including a second leak and lack of support from management.
 - g. Better, consistent communication between all entities is necessary to avoid future messes like this
- B. Storage Unit Project
 - 1. Project approved in 04.29.21 minutes with work completed to paint ready status on May 17th; volunteer painting completed on May 21st.
- C. Door Repair/Evaluation
 - 1. Part 1: Several discussions about security issues with exterior doors not closing properly.
 - a. Gores provided an emergency door service on April 26th for three doors: 4th floor exit door/interior fire door, front lobby door and north/east side entrance door.
 - b. Lauren stated that the doors are now consistently locking.
 - 2. Part 2: During maintenance plan tasks, an all door evaluation was discussed with proposals requested to come from I & E Construction and Gores Construction.
 - a. I & E sent email 05.19 stating they had recently had several requests for estimates and their estimator is working on the matter.
 - b. Gores were scheduled for a site visit on 04.26, but was cancelled; need to reschedule.

- i. (post meeting: ACTION ITEM: as the 2021 door repair allotment under the Reserve Study is met, the all-door evaluation will not be a priority project).

VIII. New Business

- A. A tenant via another tenant texted Kismet and Heidi about a wet carpet in front of a private closet which contained the washer/dryer appliances for unit 704. The door was unlocked and it was later discovered that the occupant in unit 704 had not been at the unit for 18 months. Clothes were discovered in the washing machine and after cleaning up and returning to place a note on the door, the clothes were gone.
- B. ClickUp Project Management
 1. Board discussed the benefits of using this program as well as Teams and Share Point. More in depth research and evaluation is needed before a final decision can be made.
 2. Additional discussion followed with use of information on web site, administrative person, confidentiality of information and security of files/folders.
 - i. ACTION ITEM: Lauren and Sunil to research Blue Host
 - ii. ACTION ITEM: Kismet to contact TJ about the current Cardinell View website.
- C. Next Projects:
 1. Document storage
 - a. Email addresses
 - b. Safe shared data location; outlive board transitions
 - c. Location of current data
 2. Website/Newsletter

IX. Open Forum

- A. No owner's questions posed at this time.

X. Executive Session

- A. Motion made and passed to adjourn to Executive Session at 7:20 pm.
- B. BOD Chair recapped that the Directors are adjourning into Executive Session to:
 1. Review the draft contracts for THS and Vitro.
 2. Review the proposal from THS for the elevator/mechanical room.
- C. BOD Chair announced that Owners may return to open session at 7:50 pm.
- D. Motion made and passed to adjourn to the Regular Meeting at 7:50 pm. One owner returned to the open meeting.

XI. Regular Board Meeting

- A. BOD Chair gave a brief recap in the open session:
 1. BOD reviewed the drafted contract from THS with the attorney's suggested changes. BOD agreed with the attorney's changes. Kismet will send the updated contract to THS for their review.
 2. BOD reviewed the drafted contract for Vitro. Kismet will send the contract to Vitro for their review.
 3. Kismet reminded BOD that if finalized contracts are sent to us prior to the Thursday meeting she will call an emergency meeting to discuss due to the extremely tight timeline.
- B. Announcements/Housekeeping.
 1. Kismet reminded all board members that when you are viewing the "agenda" on PLANNER you may add, but do not mark off.

2. Kismet recapped that per BOD's request she spoke with FreshStart to discuss what services/benefits they could provide to the Association. Per BOD's request, Kismet will invite FreshStart to the BOD meeting on 05.27 for everyone to meet their team and ask questions.

XII. Board Meetings

- A. Next Meeting
 1. Date: Thursday, May 27, 2021
 2. Time: 6:00 pm
 3. Location: TEAMS meeting
- B. Motion made and passed to adjourn at 8:13 pm

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