



MEETING MINUTES

LOCATION : Zoom Meeting held at remote locations
DATE : 05/19/2022
CALLED TO ORDER : 06:02 pm
QUORUM PRESENT : Yes

ATTENDEES (Board Members Bolded)

Lauren Anderson	Marc Barnes
John Uto	Rita Holland
Kismet Kilbourn	Ruth Young
Sunil Khanna	Andrew Rhodes
Heidi Trickle	Robert Foster & David
	Lydia Taylor
	Sarah Daley
Mark Vandervest - FSRE	Scott Trickle
Cindy Vandervest – FSRE	TJ Holland
Sunny Arruda - FSRE	Jeff Sinanian
	Tori Kunzler
	Justin Marzineck
	Rick Gonzalez
	Fred Cann

OPENING BUSINESS

Agenda- Motion was made & Seconded to approve the meeting agenda, after a few last-minute additions. 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

- Lydia Taylor was missing from the last minutes, which will be corrected.
- Didn't remember Sunny being introduced before, although she had been, she was reintroduced tonight. Sunny is an Executive Assistant for FRESH START Real Estate, Inc.
- Parking time limits (in back) had been discussed last meeting
- Unit numbers will not be displayed with names in the minutes for privacy and safety reasons. However the Board is aware of all pertinent info for all issues.
- Question about \$100,000.00 reserves need to be addressed by Board members as it was before the Management took over CVLC.
- Ceiling brackets for refrigerant lines – meeting with the vendor referred to us for covering the refrigerant lines The clips are a warranty issue and will be dealt with.



Smoke Alarm Testing

- All Owners or their tenants must test and report the results of each smoke alarm in their unit per mandate of the Portland Fire and Safety Division.
- 9 units still have not responded and can face a fine as this is a violation of the Bylaws requirement to adhere to all local laws.

Issues on Rooftops

- Steph will keep the roofs clear of leaves for now.
- Gore was to address leveling the roof to abate the current pooling issue. We may have to explore other options.

Water Leak Audit

- It was requested Kismet audit the invoices and budgets for the 2nd water leak issue
- Heidi will look into having the city come out and check to make sure everything is right now after the 2nd repairs were made.
- JRT Invoice should be sent to City of Portland for credit towards part of the excess water used during the leak.

APPROVAL OF THE MINUTES

A Motion was made & seconded to approve the meeting minutes from March 17, 2022, after they were modified to include Lydia Taylor in attendance. Motion passed.

FINANCIAL REPORT

Financial Summary as of 4/30/2022:

- | | | |
|--------------------------------|------------------------|--|
| ▪ Operating funds: | \$ 237,648.70 | |
| ▪ Pending EFTs: | \$ 3,735.00 | |
| ▪ Subtotal Operating Funds: | \$ 241,383.70 | |
| ▪ Reserve Funds: | \$ 277,901.63 | |
| ▪ Total Cash Assets: | \$ 519,285.33 | |
| ▪ Special Assessment Account: | \$ 432,691.58 | |
| ▪ Total Current Assets: | \$ 1,014,236.41 | |
| ▪ Total YTD Income: | \$ 378,933.82 | including \$270,550.50 of Special Assessment funding |
| ▪ Total YTD expenses: | \$ 171,554.60 | including \$111,369.75 of SA Project Expenses |
| ▪ Total delinquencies: | \$ 7,445.40 | One account 91+ days (406) & one accounts 61-90 days (509) & two accounts 0-30 days. |
| ▪ Special Assmt. Loan Balance: | \$ 1,725,110.12 | Maturity date of May 1, 2031. |

Supporting statements were provided to the Board separately. Please review the **April 2022** expenses, 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. 2022 Heating project completed. – Owners are to contact The Heating Specialists directly. Contact information is listed under Documents on the CVLC website
2. 6-stack leak repaired. Interior repairs to be made once evaluated again for no further leaks.
3. Elevator shaft cleaned
4. Elevator service calls are ongoing.
5. Website updates are ongoing.
6. Move-in & Move-out requests are ongoing – Motion was made and seconded to keep Move In -Move Out fee the same. Motion passed with 4 ayes and 1 nay.
7. Lighting maintenance is ongoing.

Administration:

1. Violations & Warnings:

Four noise violations for Unit #508 – Tenants will be moving out on May 31, 2022.

2. Homeowner Correspondence and Administration

Board information only:

- a. None

3. Owner correspondence for Board Review

Board action requested:

- a. None

ON-GOING BUSINESS

Heating System Installation Updates

- Sheetrock Repairs – all areas that need repair need to be identified
- Covering Refrigerant Lines – Meeting set up for to discuss this issue with vendor

Repairs outside of Units 102 & 103

- Meeting with JRT to discuss sweating in standpipes that has been ongoing.

Roof Funds Accounting

- CVLC Legal counsel has resigned
- New Legal counsel proposed and Board will do some research and read his proposal.



Cardinell View Lofts Condominiums

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- Special Account needs to be established for deposit of the check for the special assessment.
 - A motion was made and seconded to create a special account at NW Bank. The motion passed unanimously.
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NEW BUSINESS

Operating Funds Balance

- Suggested to use recent payoffs to paydown the line to save on interest.
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Security Update Discussion

- Discussed updating the names and phone numbers in the call box so residents can call to let themselves in if needed or use their fobs to enter the building.
 - Only Owners to have codes.
 - Coat-tailing is an issue that needs to stop. Each person should only let in their own families, guests and deliveries. Never allow others to come in because the door happens to be open.
 - Research needed to find out how other similar buildings handle secure package deliveries.
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Rules & Regulations Update

- Special meeting is set for June 2, 2022 solely to discuss the updates needed for Rules and Regulations
 - Resolutions that have been made, need to be checked and updated along with the Rules and Regs to avoid potential conflict.
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Fire/Smoke Alarm Signoffs

- 9 units still need to report on the results of testing their fire/smoke alarms.
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NEXT MEETING DATES: **June 2, 2022 at 6:00 pm – Rules & Regulation Update meeting**
 July 28, 2022 at 6:00 pm – Regular meeting

MEETING ADJOURNED: **8:11 PM**

--- END OF MEETING MINUTES ---

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