

# Cardinell View Lofts Condominiums

## Board of Directors Meeting Minutes

April 2, 2018 @ 6:30 pm Park Avenue Café – 1535 SW Park Ave.

BOARD MEMBERS PRESENT	Scott Trinkle, Amy Spiker, Mike Whiteford
BOARD MEMBERS ABSENT	Kathy Kerr, Kenzie Billings
MANAGEMENT PRESENT	Michelle Underwood and Kelly Cascino, AMS
CALL TO ORDER	The meeting was called to order at 6:35 pm
APPROVAL OF MINUTES	Minutes from the February 28, 2018 meeting were approved.
HOMEOWNER FORUM	<p>The following items were discussed with the owners present:</p> <ul style="list-style-type: none"><li>• Ice Melt and other winter supplies purchased and left at the entries</li><li>• Heating will be monitored to be turned off somewhere between April 15<sup>th</sup> and the end of May.</li><li>• Retaining Wall condition</li><li>• Carpet on the 4<sup>th</sup> Floor needs to be cleaned</li><li>• Trash being stored in the garage areas</li></ul>
BOARD RESIGNATION AND APPOINTMENT	Kathy Kerr resigned from the Board as her unit sold. Kevin Cheung was appointed to serve the remainder of the term.
<u>MANAGEMENT REPORT</u>	
OWNER CORRESPONDENCE	A letter regarding a reported gas leak was received and reviewed. NW Natural and a vendor confirmed there was no gas leak.
FINANCIALS	<p>No delinquencies as of March 28, 2018</p> <p>The 2017 tax returns were reviewed and signed by the Board.</p>
REPAIRS & MAINTENANCE	<p><u>Concrete Step repair</u> – A motion was made, seconded and carried to approve the proposal from Charter Construction for a total cost of \$3,750 and \$14,252 for front step repairs. Management to confirm that the initial bid of \$3,750 is not included in the total cost of \$14,252.</p> <p><u>Toilet Dye Test</u> - The Board reviewed the notice to send out to the owners. Management authorized to send this after final review from Kenzie Billings upon her return.</p> <p><u>Janitorial Service Review</u> - Management provided 2 additional proposals for janitorial services. One was just slightly higher than current expense with a 5% increase annually. The second was almost double the current pricing. The Board discussed the current service. No specific details were provided with concerns to address with the service provider. Management recommended walking with vendor on a twice a year basis to confirm that all services are being met and also identify when issues do arise are they from lack of service or</p>

based on the once a week service. Previously vendor was servicing 4 days per week. May want to consider increasing service in the winter months when the dirt, water and leaves are tracked in more regularly. No change in service at this time.

Metal Door Painting - A motion was made, seconded and carried to approve a proposal from Verhaalen Paint to repaint 3 exterior metal doors at a total cost of \$300.00 each. Management to also ask Verhaalen if they could provide paint touch up in the hallways as they were the vendor who performed the full paint. This will be paid out of reserves.

Parking Structure Rebuild/Repair - The Board reviewed two proposals from Charter Construction and Portland Construction Solutions. At this time, management to have a structural engineer assess the current condition and make recommendation. The Board will take no action until this has been done.

Exterior Lighting - A motion was made, seconded and carried to move forward with Brightside electric to replace 10 HID Fixtures with LED as well as the option for additional wall pack lights in front of the building if elected during installation. Management to also confirm the voltage of the proposed bulbs. This will be paid out reserves.

Fence Behind Dumpster - A motion was made, seconded and carried to accept the proposal from West-Meyer Fence for a cost of \$2,005 for installation of a metal fence with gate behind the dumpster/recycling area. Management to schedule an initial walk to ensure attachment of the new fence to the curb/wall. This will be paid out of reserves.

Roof Cleaning - This service was performed by KJ Maintenance as contracted.

Door Closer - Metro Overhead replaced the door closer on the 7<sup>th</sup> floor door at the top of the south stairwell.

Fob System - Management to schedule a time for the Board to meet with Metro to discuss options for updating the system. The current system is beginning to fail.

8<sup>th</sup> Floor Fire Door Alarm - Metro repaired the 8<sup>th</sup> floor fire door alarm while on-site on March 9<sup>th</sup>.

Street Repairs - A motion was made, seconded and carried accepting the proposal from Lovett to complete the repair to the street for a total cost of \$2,460.05. This was confirmed to be in the Right of Way which would be HOA responsibility. Management has contacted the City to make repairs to the street in the area that is not HOA responsibility.

ADJOURNMENT

Adjourned at 8:15 pm.