

# Cardinell View Lofts Condominium

## BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – May 6, 2021  
Time: 6:00 pm  
Location: ZOOM Virtual Meeting  
Notice: Sent by BPM by eblast to Owners on 03.30.21/Agenda sent by BPM 05.04.21

### DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Kismet Kilbourn – Chair/TAB	Yes	Lauren Anderson	Yes
Heidi Trinkle - Treasurer	Yes	Sunil Khanna	Yes
TJ Holland	No		
MANAGEMENT	Yes / No		
Seth Schade - Portfolio Manager	No		
Rita Holland - Officer~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. Nine attendees joined the meeting.

### II. Administrative

- A. BOD Meeting Minutes of April 29, 2021 – Motion made and approved.
- B. Seth forwarded hosting to Chair as he had another appointment.

### III. Financials

- A. Kismet reported on the status of the loan from NW Bank
  1. Kismet went over loan budget with NW Bank on 05.04.
  2. The loan is expected to close/be signed by May 14<sup>th</sup>.
  3. Overall things are progressing, and they are being sent everything they have asked for.
    - a. A Board Roster was provided. A workable format for the board is on TEAMS.
  4. NW Bank recommended that we have a technical inspector for the Heating Project.
    - a. NW Monitoring contact information was provided.
      - i. ACTION ITEM: Kismet to schedule a meeting to go over the project and see what they can provide.

### IV. Management Report

- A. No report as Portfolio Manager not in attendance.

### V. Projects

- A. Heating System
  1. The scope of work/bid from Vitro Electric has been accepted by the board which allowed for finalizing of the loan. We will now need an actual contract from Vitro and proof on insurance for the project.
    - i. ACTION ITEM: Legal counsel has requested the addition of “proposal accepted subject to negotiation of a formal contract” added to Vitro proposal. Kismet will work with John/BPM to expedite.

2. THS contract is with their legal team and once it has been received and viewed by the board, it will be sent to legal counsel for review.
3. TJ Update – by Kismet:
  - a. THS provided a proposal for General Contracting/job coordination services for the board’s review which will be discussed in the Executive Session.
  - b. Neal/THS needs access to every unit in about two weeks to view with owners the positioning of the mini-splits. Neal indicated this would be an all-day event for three (3) days from **May 19<sup>th</sup> to May 21<sup>st</sup>**.
    - i. ACTION ITEM: Coordination of visit
- B. Water Bypass
  1. Kismet reported due to no activity, she will contact Seth about the damages incurred through JRT’s work on this project. (post meeting: JRT will be on-site May 10<sup>th</sup> to pressure wash the north wall and May 11<sup>th</sup> to repair the asphalt in the front parking lot.)
- C. Refurbishing – Unit 102
  1. Heidi reported she met with Aaron Metcalf, Project Coordinator/Kennedy Restoration on May 5<sup>th</sup>. Discussed was the removal of the decommissioned water bib pipes and soffit and the “smoothing” of the east wall.
  2. Neal/THS was also on-site and confirmed that the two cadet heaters should be removed due to heating being provided by the new mini-splits.
- D. Roof Project
  1. Rita gave a brief update
    - a. Abatement crew finished Tuesday, 05.04.
    - b. Today, 05.06 Carlsons Roofing began lifting materials to the roof.
    - c. An additional subset of the project is the review and location of 801’s dryer venting which may vented through the roof.
    - d. The subset to the project regarding 703 water intrusion via a roof vent will now be eliminated with the removal of the roof vent - as determined by RDH/Gores.
  2. Debris was reported in the north stairwell on the 7<sup>th</sup> stairwell landing. Gores is now aware of this matter and will put it on their check list for end of day clean up. A “thank you” to Rogelio for cleaning up the debris.

## VI. Old Business

- A. Maintenance Plan Update – No update.
- B. Door Repair/Evaluation – No update.
- C. Pressure Washing
  1. Work is scheduled to be completed this weekend. (post meeting: project completed on 05.07.)
    - a. Reminder that invoice(s) are to be forwarded to the Treasurer.
  2. Additional supplies need for pressure washing need to be submitted to the board.
- D. Rodent Complaint
  1. When A&A Pest was on-site, they recommended installing mesh over the holes in the carport.
    - a. Discussion tabled to next meeting.
- E. Insurance claims from August 2020
  1. This will be a topic of discussion at the next TAB meeting.

## VII. New Business

- A. An ARC request from Unit 102 was submitted to Seth/BPM on May 4<sup>th</sup> and will need to be reviewed and approved.

- B. The board received notification of interest of a volunteer to join the CAC. Volunteer, Rita, will need to attend one meeting before she can officially join.
- C. The front water hose bibs now have new locks installed.
- D. TJ has added CVLC as a business to Nextdoor.
- E. Building Security
  - 1. SAT identified the thief from the most recent package theft and is providing information to the police.
  - 2. Board discussed the increase in food delivery service and suggestions on minimizing non-residents within the building.
    - i. ACTION ITEM: BPM to send out a community EBLAST asking residents to meet the food delivery service at the lobby door rather than buzzing them in and having them go to their individual doors.
- F. ClickUp Project Management
  - 1. Kismet gave an overview of a new software that she feels would be a good planning tool for projects.
    - i. ACTION ITEM: BOD and Secretary to visit the site and view the tutorials/demos as well as to make a list of all the projects/to-do then rank them by considering the urgency and the impact to the association. Discussion time will be provided at the next BOD meeting. This is also open to all owners.

#### **VIII. Open Forum**

- A. Unit 801 suggested that if someone sees a “valuable” package that they might knock on the door of the affected unit and let them know about a package in the lobby.
- B. Unit 407 gave a heads-up that his car parked on the street was vandalized. The offender was arrested. He is a repeat offender. He provided a link for those who wanted more information.
- C. Unit 308 asked for a recap of the heating system.
  - 1. Response from Kismet: There will be mini-split units installed in each unit which provide heating and cooling. The electricity usage is billed to the association, not the individual owner though the expected cost savings from removing the old system are expected to offset the new electricity costs along with the improved energy efficiency of the new system.

#### **IX. Executive Session**

- A. Motion made and passed to adjourn to Executive Session at 6:55 pm.
- B. BOD Chair recapped that the Directors are adjourning into Executive Session to:
  - 1. Review a change order request from THS for the Heating System Project.
  - 2. Review a request from a unit owner regarding their insurance deductible.
  - 3. Review a request from the Association’s attorney regarding a letter to be sent to the former owner.
- C. BOD Chair announced that Owners may return to open session at 7:30 pm.
- D. Motion made and passed to adjourn to the Regular Meeting at 7:32 pm. Two owners returned to the open meeting.

#### **X. Regular Board Meeting**

- A. BOD Chair gave a brief recap in the open session:
  - 1. BOD reviewed a change order from THS to include General Contractor services for an additional cost of \$39,200.00. This was already estimated and built into the assessment.
    - a. Motion made and passed to accept the change order.

2. BOD reviewed a request from a unit owner regarding their insurance deductible. We need more assistance from our attorney so there is no decision to be made at this time.
3. BOD reviewed the letter request from the Association's attorney, Angie Bagby, and have further questions. This matter will be re-addressed at the next meeting.

**XI. Board Meetings**

- A. Next Meeting
  1. Date: Thursday, May 13, 2021
  2. Time: 6:00 pm
  3. Location: ~~ZOOM meeting~~ -- changed to TEAMS meeting
- B. Motion made and passed to adjourn at 7:37 pm

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