

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – April 8, 2021
Time: 6:00 pm
Location: ZOOM Virtual Meeting
Notice: Sent by BPM by eblast to Owners on 03.30.21/Agenda send by BOD 04.06.21

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	Yes		
MANAGEMENT	Yes / No		
Seth Schade - Portfolio Manager	Yes		
Rita Holland - Office~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. Six attendees joined the meeting
- d. After the acceptance of the minutes and question/answer session on insurance, the attendees were asked to log off due to executive session and to join again for open session at 6:50 pm; six attendees re-joined

II. Administrative

- a. BOD made and passed a motion to amend the meeting agenda of April 8, 2021 to include an open session with a representative of our insurance company
- b. BOD Meeting Minutes of April 1, 2021 – Motion made and approved
- c. Seth had to leave the meeting early due to losing power for his laptop

III. Guest Speaker

- a. Sara Eanni, CIRMS, Senior Account Manager from ABI Insurance
 1. After introduction by BOD Chair, the session was open for questions and answers
 2. General topics included:
 - A. Reasons for building being in high risk category
 - B. Potential suggestions to mitigate
 - C. Effect of claims to acceptance of carriers
 - D. Potential effects of raising the individual unit's deductible
 - E. Ratio of deduction amount to insurance cost savings
 - F. Alert our insurance agent about an incident that may or may not have a claim filed to better see the financial implications before making a determination for insurance claim
 3. Sara recommended that the board begin to discuss raising the individual units deductible concurrent with evaluating of the current insurance policies
 4. Board recommends that each Owner contact their own insurance agent for additional information

IV. Executive Session

- a. Motion made and passed to adjourn to Executive Session at 6:30 pm
- b. BOD Chair recapped that the Directors are adjourning into Executive Session to readdress bank terms between NW Bank and Columbia Bank
- c. Motion made and passed to adjourn to Regular Board Meeting at 6:47 pm

V. Regular Board Meeting

- a. BOD Chair gave a brief recap in the open session
 1. The BOD concurred that we continue to work with NW Bank in securing the loan

VI. Old Business

- a. Heating System
 1. BOD continues to discuss the scope of the heating project
 2. With several issues unresolved, BOD Chair appointed an ad-hoc committee to gather information that relates to the heating system
 - A. Heidi and Lauren volunteered for this assignment and will report to the board
 - B. Seth recommended an EBLAST go out to community asking for other volunteers
 3. General information shared at the meeting:
 - A. PGE was contacted and stated that the electrical into the building can get up to 500kVA. Building is using 40kVA each month of the installed 75kVA.
 - a. It will be necessary to determine the load on the panels along with the specific requirements from the bidders
 - b. PGE is not a vendor and specific information must come from the electricians
 - B. As per TJ, both electrical vendors, ABC Electric and McCoy are willing to put information for project into a bid for the board
 - C. The THS bid had the general contractor involvement noted in the scope
 4. Board concurred that there are a lot of specifics and as we do not want to self-manage, having a project manager is an option to consider
 - A. The BOD agreed that we should look into the option of an outside project manager with no commitment to make an offer to hire at this time
 - a. Seth offered to open a conversation with Erik Lawrence at RDH
 5. Board recommended that Seth contact the bidders to better support the board; Kismet to secure the contact info
- b. Code of Conduct
 1. The document was updated incorporating the changes agreed to at the last meeting and provided to all directors
 - A. Motion made and passed to adopt with the added signatures from all directors
- c. Special Assessment
 1. Options were reviewed as to what action the BOD would like to take
 - A. Wait until there is a confirmed heating system amount . . . or
 - B. Provide a resolution and assessment without the heating system amount included . . . or
 - C. Sign a resolution and include in the assessment both the roof project amount and an estimated heating system amount
 2. The BOD determined option C and that we proceed with assigning a resolution to include the amounts of both projects and to work with the bank on the maximum amount of a loan
 3. With that directive, Kismet recommended that TAB meet this week to tabulate all financial

information, continue to work with legal counsel, and have recommendations ready to present to the BOD at the next meeting

4. It was decided that a representative from NW Bank be present at the next BOD meeting

d. Main Water Bypass

1. BPM sent out final notification for JRT work schedule and required water shut-off

2. Completion scheduled for Tuesday, April 13th

3. TJ reported that JRT project was delayed due to parts deliver needed for unaccounted pipes that required the new main pipe line to be above these allowing for longevity of pipes

4. TJ to provide Chair with JRT's damage to the building when working on this project ([post meeting: proof provided](#))

e. Roof Project

1. Project on track to begin April 19th with final date confirmation from Gores

2. Gores is still refining the details of their mobilization plan with publication to association next week

3. Gores will be providing hard copy notices for the driveway and for inside the building

4. Schedule of Value documentation received and to be provided to the BOD

5. It is critical that BPM be a partner in the activities surrounding all of the avenues of the project

A. Seth was asked to verify that he has access to all of the roof project information previously provided to BPM and if additional information is required to contact Rita or Kismet

VII. New Business

a. Landscape temporary work maintenance person, David Mansfield, sent the BOD his letter of resignation

1. It was determined that Kismet would contact Seth/BPM about management's recommendation for maintenance

b. The Landscape Committee submitted their reformatted committee charter to the BOD for review

1. Motion made and withdrawn to approve

2. The Board agreed that the charter will be reviewed and final changes added for adoption at the next meeting

c. Board check-in program

1. Sunil: working with Lauren to finalize the newsletter; next to work with TJ on the website

2. Lauren: working with Sunil to finalize the newsletter; will then start working on the associations fire safety and evacuation plan

3. TJ: transition with new chair

4. Heidi: verify financials with TAB; search for city professions regarding lack of trees/erosion of neighboring property impacting CVLC

5. Kismet: schedule TAB meeting; confer with legal counsel on outstanding issues

d. Kismet has created a BOD Orientation group so that board can collaborate with members of the group across Microsoft 365; This platform is ideal for interaction for evaluating protocols, updating of ruling documents, reference Chapter 100 and such

VIII. Open Forum

a. Unit 802 inquired as to the delays in the main water bypass project and acknowledged as he join later this matter may have been discussed

1. Kismet and TJ gave a brief recap

IX. Board Meeting

- a. Next meeting
 - 1. Date: Thursday April 15, 2021
 - 2. Time: 6:00 pm
 - 3. Location: Zoom meeting
- b. Motion made and passed to adjourn at 7:55 pm

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