

# *Cardinell View Lofts Condominium*

## BOARD OF DIRECTORS MEETING MINUTES

Date: Tuesday – August 4, 2020  
 Time: 6:30 pm  
 Location: ZOOM Virtual Meeting  
 Notice: Sent by BOD Secretary by eblast to Owners on 07.26.20

### DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
TJ Holland - Chair	Yes	Kevin Cheung	Yes
Rita Holland - Secretary	Yes	Lauren Anderson	Yes
Kismet Kilbourn – Treasured/TAB	Yes		
MANAGEMENT	Yes / No		
Deborah Baker – Portfolio Manager	Yes		

1. Meeting called to Order by Chair at 6:30 pm
  - a. Welcomed all participants to our virtual meeting
  - b. Thanked Deborah and BPM for hosting this session; reported the session is being recorded
2. Approval of Meeting Minutes
  - a. BOD Meeting Minutes of July 7, 2020 – Motion made and approved

### 3. Management Report

#### Financial

##### 1. Treasurer’s Report

a. Kismet reported:

Bank Accounts*	Balance (\$)
Operating	81,383.25
Savings	107,510.79
Reserve	157,523.76
<b>Total</b>	<b>346,417.71</b>

Internal Accounts	Balance (\$)
A/R	2,300.17
A/P	505.00
*Balance as of June 30th	

- b. Records show about \$40,000 saving on water so far this year
- c. Delinquency Report – There are three delinquencies as of June 30,2020 with one over 90 days
  - i. BPM will contact owners
- d. Board is still receiving owners checks at BOD postbox
  - i. BPM will contact those owners about submitting payment directly to BPM

##### 2. Treasury Advisory Board (TAB)

- a. Kismet reported that BPM addressed all queries sent to them
- b. Board Items:
  1. Owner capital contributions: **1)** TAB has created a spread sheet with information of purchase date

- extracted from county records **2)** Records from AMS only document 5 months of information
  - i. After discussion, TAB was tasked to compare purchase dates to capital contributions in financials to narrow it down further
- 2. Board Contingency Account: **1)** need to identify rules for purpose and utilization of funds **2)** TAB working on draft of suggested rules
- 3. Committee budgets: Committees to submit budget to BOD for approval prior to annual budget review
- c. TAB to meet and review June financials

### **Committee Reports**

- a. Landscaping Committee – No report
- b. Water-Use Committee – No report
- c. Janitorial Committee – No report
- d. Architecture Committee – No report.
- e. Communications Committee – No report.
- f. Security Adjunct Team (SAT) – No report

### **Administration**

#### **Owners Info to Management/BOD**

- a. Unit 801 reported 7.14 moving truck blocking driveway; recommended instructions to be generated>acknowledged
- b. Unit reported 7.29 liquid (urine smell) in south stairwell between 2<sup>nd</sup> – 3<sup>rd</sup> floors>acknowledged and cleaned
- c. Unit 503 inquired about extra fob>submitted request to BOD as ruling docs only allow 2 per unit
  - i. Meeting discussion revealed that owner lost fob and needs replacement; will be charged fee

### **Management Update**

- a. 7.01 BPM notice requesting owner response as to smoke/carbon monoxide detectors in units
  - i. As only a few units have responded, Deborah will contact remaining units
- b. 7.13 BPM notice about stolen packages; SAT working with USPS
- c. 7.20 BPM notice requesting owner response to schedule snaking of drains within each unit
- d. 7.22 BMP notice that snaking of drain project to be rescheduled to August due to Lovett services conflict
- e. 7.29 BPM notice requesting owners who had stolen packages report this to management for police report
- f. 7.31 BPM notice requesting owners to schedule their unit pipes to be snaked
- g. 8.04 BPM notice to owners regarding current insurance letter from ABI
- h. BPM to provide ‘Welcome Packet’ to new owners
  - i. Board requested sample of packet

### **4. Maintenance & Repairs**

- a. 8<sup>th</sup> Floor Submeters – BPM scheduled Young Electric to confirm meter to unit usage and re-label; completed 7.14
- b. Annual Inspection of Fire Extinguishers – completed 7.06
- c. Heat System Comprehensive Check – BPM to schedule with USA Mechanical
- d. Drain Snaking Project – BPM is working with individual owners to schedule work with Lovett August 10 through August 21
- e. Load Test for Fire Escape – BPM Maintenance to schedule with fire marshal

- f. Engineer for Sink Hole Evaluation – BPM contacted Central Geotechnical Services for on-site visit week of August 10<sup>th</sup>
- g. Roof Projects – **1)** Board forwarded updates to draft process set which were forwarded to RDH **2)** RDH still waiting on City to schedule appointment **3)** Testing for asbestos materials completed 7.17 by Sterling Technologies and now waiting for report (post meeting: **1) report received 8.06 and forwarded to Board 2) bidders scheduled to view property roofs 8.17)**
- h. Lighting Overview – Requested scope of work and bids for additional safety lighting projects; no responses received (post meeting: **Portland Lighting and ABC Electric were contacted with bids to come next week)**
- i. Door Adjustments – HOA Service were asked for scope of work and bids for **1) 8th floor elevator service door arm replacement 2) front entry door replacement**
  - i. BPM to coordinate these projects
- j. Pressure Washing – Front entry and step washed by TJ on 7.11 and 7.12; no association charge

#### 5. Old Business

- a. Microsoft 365: Business Basic – Research for board training services: Bigger Brains eLearning, Stone River eLearning, and Pluralsight
  - i. TJ will provide Bigger Brains demo account access info for Board; active for only 2-weeks
- b. Reserve Study – **1)** Kelly Lamb is our contact for RDH Level -1 Reserve Study **2)** a list of requested documents and information were provided **3)** on-site visit 7.30

#### 6. New Business

- a. Recommendation of Service Request – CleanSolutions asked for an Association testimonial for their cleaning services
  - i. After discussion, Board unanimously voted to support the request
  - ii. Deborah will compose and forward to Board for review
- b. New Monitor – TJ announced that the Association received a donated monitor and is set up in the lobby
- c. Committee Charters – Three committee charters were forward to Board for review **1) Communications Committee Charter 2) Architectural Review Committee Charter 3) Security Adjunct Team Charter**
  - i. After discussion, Board voted to adopt the CC Charter and the ARC Charter and to provisionally adopt the SAT charter with change of idiom “eyes/ears” in the Statement of Purpose
- d. Storage Space – Storage space allocation according to our ruling documents has been brought to the attention of the Board
  - i. After discussion, Board determined that more coherent information was required with the need for a written resolution or policy (post meeting: **legal counsel was contacted with the following results:**
    1. **Once assigned by the board, storage areas become limited common elements which are attached to the Unit**
    2. **Units are required to maintain (in a reasonable safe, clean, and sanitary condition) and repair their limited common elements**
    3. **Maintenance, repair, or upgrade costs (even if the Association coordinates the work) are billed to the units that benefit.**

- 7. Open Forum – Due to virtual board meeting, the following questions/comments submitted by owner were to be read and addressed.

a. Unit 801 shared: *As we move into the hottest period of the year, a unit owner who has lived in Portland for forty years reminded us that opportunistic burglaries through open windows historically increase when it is hot out. Thieves know that people leave windows open, even when occupants are not present, day and night. This intersects with the fact that Portland, especially the core of the City where we are, is facing an unsettled security situation. Everybody is always responsible for their own safety and security, and in a communal living situation like we have, everybody has a kind of social responsibility to maintain the security of the building as a whole. Units at ground level on the west and south side of the building are the most exposed. Those units in particular should fully secure their windows when they leave their units. Once someone is in the building, it is easy to leave; and, once inside the building, it is easy to case the entire building. People who break into occupied buildings are not fully rational, so do not try to approach this problem in a logical way.*

8. Regular Board Meeting

a. Next Meeting

i. Date: Tuesday – September 1, 2020

ii. Time: 6:30 pm

iii. Location: **Zoom meeting/see Agenda**

b. Motion made and passed to adjourn at 7:39 pm

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