

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – August 5, 2021
 Time: 6:00 pm
 Location: TEAMS Virtual Meeting
 Notice: Sent by BOD Chair eblast to Owners on 07.26.21

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Kismet Kilbourn – Chair +TAB	Yes	Lauren Anderson	Yes
Heidi Trinkle – Treasurer +TAB Chair	Yes	Sunil Khanna	Yes
Jonathan Uto	Yes		
MANAGEMENT	Yes / No	Officer~Secretary	Yes / No
Mark Vandervest	Yes	Rita Holland	Yes
Cindy Vandervest	Yes		

I. Call to Order

- A. Meeting called to Order by Chair at 6:00 pm.
- B. Welcomed all participants to our TEAMS virtual meeting.
- C. Five attendees joined the meeting.

II. Administrative

- A. BOD Meeting Minutes of July 1, 2021 – Motion made and approved.
- B. BOD Special Meeting Minutes of July 22, 2021 – Motion made and approved.
- C. Announcements
 1. Next BOD Meeting is scheduled for September 1st.
 2. The Association’s Annual Meeting is scheduled for this fall either October or November.
 - a. Two Board Directors terms will be expiring with elections happening at the meeting. Kismet encouraged all Unit Owners to consider volunteering.
 - b. The 2022 budget will submitted at that time.
- D. Fresh Start Transition Status Report – by Mark
 1. Progress with bank account changes.
 - a. Some software interruptions with Banner Bank – resolved.
 2. Cardinellview.com is officially live – unit owners were provided email instructions.
 - a. Owners can create profiles and set up their ACH payments for September.
 - b. Many new functions as *alerts* each month. Contact Fresh Start.
 3. BPM will be providing their last information items sometime mid-August.

III. Financials

- A. Treasurer’s Report August 5, 2021 BOD meeting: *Heidi submitted report/inserted:*
 1. Most recent account balances as of August 5, 2021

	Northwest Bank	CIT	Columbia	Banner
Operating	NA	\$ 102,299		\$ 60,003
Reserves Acct	\$ 193,432	\$ 1,405		
Savings		\$ 22,150	\$0	

Construction Draw Acct	Cash \$ 14,491 \$1,382,020			
Loan info: Principal total Paid Aug 3, '21	\$ 1,851,961 \$18,909.58 (Verified that this was the payment due.)			

2. AR Balance information from end of month financials: \$ 3501 balance with \$ 2868 from unpaid Serial Assessments. To stay on top of the construction loan, it is vital for owners' and CVLC's finances that all owners make their monthly contribution each month.
 3. Banner Bank accounts are open as of August 2, 2021.
- B. TAB Report: *Heidi submitted report/inserted*: TAB Meeting August 1, 2021 - Attended: CVLC Chair and Treasurer
1. Financials and Invoices seem in order.
 2. AR \$2868 from unpaid Serial Assessment.
 3. Kennedy Restoration overpayment, appears resolved by BPM.
 4. Insurance premium coming due August. (Paid by BPM)
 5. Fresh Start Banner Bank account opening 2 August 2021. Closing Columbia Bank account after transfer of funds to Banner for Fresh Start to begin handling CVLC finances.
 6. Fresh Start to receive Submeter AC log and handle billing.
 7. Reaffirmed that the Chair of the Treasury Advisory Board (TAB) is the Treasurer. Current TAB Chair is Heidi Trinkle.
- C. Additional Financial Updates – reported by Kismet.
1. An invoice was received from Lovetts for plumbing work on Unit 707.
 - a. Fresh Start will communicate with them as this is a unit responsibility.
 2. Need to ensure full loan payment is made each month, not just what is collected.
 - i. ACTION ITEM: Treasurer is to contact NW Bank to confirm this is occurring and report back to board.

IV. Committee Updates – no reports received.

V. Projects

- A. Heating System – *assignees: Kismet, Heidi, Scott*
1. Availability of parking space still needs to be addressed as to how many spaces are needed and what are the schedule dates to be on-site.
 2. Schedule of work timeline including equipment deliveries and needed access to install systems in individual units is currently an estimated one. Neal has recommended not publishing the schedule until he can confirm actual equipment delivery. Anticipated work to begin August 7.
 - i. ACTION ITEM: Mark is to handle logistics.
 3. Risk Insurance quote has been received from ABI/Zurich for \$1,797.00 which came in under budget.
 - i. Motion made, seconded, and passed to submit the risk insurance invoice for payment.
 4. The question of how to address the construction repair work which will be needed after heating/cooling systems are installed in individual units.
 - i. ACTION ITEM: Tabled until next meeting.

B. Roof Project – *assignees: Rita, Kismet*

1. Rita gave a brief update covering the last month's work.
 - a. On Friday, July 16th, an updated work schedule was placed in the lobby.
 - b. North roof: Working on flashing, repositioning of the railing, began installation of paver decking system and discussing the HRV safety/security fence.
 - c. Upper roof: Working on installation of parapet flashing.
 - d. South roof: Working on flashing, installation of railing posts, followed by reattaching the chain link fencing.
 - e. Met with Neal/THS on July 21st, for preconstruction meeting to go over details relating to additional work repair needed by Gores for installation of both the HRV and VRV systems.
 - f. Subset topic (out of scope of roof work) as to locating the outside venting of unit 801's dryer and bathroom fans will be revisited after the VRV and HRV systems are in place. This will be a T/M scope of work and bid proposal.
 - g. No roof work from noon till 4 pm on Thursday/Friday, 07.29th and 07.30th due to extreme hot weather forecast.
2. Gores submitted a change work order for additional roof work to be billed against general contingency in the amount of \$42,576.00. Chair recommended that we review the breakdown in two sections 1) related to roof expenses and 2) addition roof repair due to heating/cooling/ventilation systems being placed on roofs.
 - a. Related roof expenses: \$10,510.00 for parapet wrap + \$3,234.00 for stucco repair + \$3,317.00 for scuppers for a total of \$17,061.00. A motion was made and seconded to accept these additional roof expenses to be billed against the general contingency amount.
 - i. After discussion, the BOD approved the stated motion.
 - b. Additional roof repair expenses: \$1,320.00 for removing vents + \$11,040.00 to redo ventilation curbs + \$9,400.00 for heating/cooling racks to be sealed + \$3,755.00 for mechanical room AC removal and replacement with appropriate windows for a total of \$25,515.00. A motion was made and seconded to accept these additional roof repair expenses due to the heating/cooling/ventilation systems being placed on the roofs to be billed against the general contingency amount.
 - i. After discussion, the BOD approved the stated motion.
3. Fall Arrest System – roof anchors are a subset topic to the roof project as the attachment rods will penetrate the roof materials and into the concrete. As requested by BOD, Gores provided a cost breakdown letter on July 28th in the amount of \$20,340.00 for additional work and expenses for this installation. Concerns were raised about the need for this anchor system.
 - i. ACTION ITEM: A request to Gores to submit a detail line item scope of work and bid proposal for potential work being done after the roof project is completed.
 - ii. ACTION ITEM: Fresh Start to contact window washing vendors to confirm need or process with or without the roof anchors.
4. Alternative parking for loss of parking spaces during roof project for space P21. As per 4.1 minutes they were to use P15. This space is now unavailable. After contacting the Owner of P16 they are agreeable to offer a temporary lease option. This space will now be available for P21 until the completion of the roofing project.

- i. Motion made and passed that the association will be invoiced for \$125 per month.

- C. Document Storage – *assignees: Kismet, Rita*
 1. Kismet reported that the task of providing TAB documents is still pending.
 2. BPM has provided most of their documents to Fresh Start with completion by mid-August.

VI. Old Business

- A. Unit 103 Damage (JRT).
 1. Chair reported that this topic is still active and to be coordinated by Fresh Start
- B. 1st Floor Hallway Damage (JRT).
 1. Chair reported that this topic is still active and needs to be reviewed/evaluated by Fresh Start.
- C. Water Damage – Unit 303.
 1. Report and photos of water damage in the bathroom were provided. No active moisture was identified by contractor. Managements and insurances' opinion is that the costs to repair inside the unit is the responsibility of the Owner and their insurance company.
 - i. ACTION ITEM: Fresh Start will communicate with the unit owner.
- D. Water Damage – Units 703 and 704.
 1. Reports show that the ceiling damage on the west side was attributed to a compromised roof vent. This is an active topic and will be coordinated by Fresh Start.
- E. Microsoft Bill.
 1. Chair worked with Microsoft on this matter. There was confusion stemming from many license changes involving board learning curve and Microsoft billing practices. Chair confirmed that when individual license is removed from their email account, the email data and data on one drive is removed. Uploaded data to SharePoint will remain. Need clarification and guidance as to exporting emails (or if necessary to retain), process and software to export or retain board data. How does the board retention of information relate to how Management will maintain all association's records without duplication.
 - i. ACTION ITEM: Chair will look into with the possibility of alternative data retention methods and related costs.
 2. For financials: Microsoft program was paid using a no longer active/closed credit card. Issue is that normal action is for them to refund to the old card. The bank associated with this card should resolve payment by issuing a check to the original card holder.
 - i. ACTION ITEM: Chair will work with Treasurer, bank, and original card holder to confirm that refund has been received.
- F. Old Hose Bib Removal.
 1. A scope of work/bid has been received from I&E Construction for the remove of the interior hose bib soffit in Unit 103 in the amount of \$3,194.04. Need to compare scope of work and related costs to those from Kennedy Restoration work for the removal and repair done in Unit 102. Noted by Treasurer that Owner of #102 paid for their soffit removal and smoothing/painting on the interior of his unit. CVLC did not incur this expense.
 2. Also need additional information about the removal of the two exterior water hose bibs located on the east and west side of the building.
 - i. ACTION ITEM: Chair recommends tabling until heating/cooling/ventilation project is complete.

- ii. ACTION ITEM: Management in the meantime will continue to evaluate the work and needed construction repair for this matter.
- G. Evaluation of building's foundation.
 - 1. Kismet reviewed the Reserve Study and did not see any mention of foundation. An email was sent to RDH to confirm findings.
 - 2. Reports from Miller Consulting Engineers and PLi Systems have been received as well as a recommendation from RDH to connect with KPFF Engineering for a total scope evaluation of this topic.
 - i. ACTION ITEM: Management and roof liaison (contact for visits for reports) will work together to develop an action plan and next step recommendations.

VII. New Business

- A. Mask Policy.
 - 1. The approved mask policy will remain in effect due to the new variant. Management will continue to service the masks and hand sanitizer stations.
 - i. ACTION ITEM: CC to draft eblast "reminding owners of the policy", submit brief to Chair for review, and to be shared with all residents.
- B. Insurance Renewal.
 - 1. Chair provided information that the Association's new 2021 – 2022 insurance was for \$38,452.59 which is a little over \$5,000 more than a year ago and was due and paid 07.22.2021. A motion was made and seconded to ratify the vote to approve that the BOD made electronically.
 - i. ACTION ITEM: The motion as stated was approved.
 - 2. Part of the insurance policy is for Mechanical Breakdown under which the boiler is covered. Even though we no longer have an active boiler, this coverage includes items as a power surge that could take out the entire buildings' electrical components. As the cost is \$412.00 it is more cost effective to retain this coverage.
 - i. ACTION ITEM: A motion was made, seconded, and passed to accept the insurance policy in full which would include the Mechanical Breakdown portion.
- C. Fire Extinguishers.
 - 1. Building fire extinguishers were service by Pye-Barker on 07.28. One tank needed a 6-year service; two tanks were taken for hydrolow service and are to be returned. (post meeting: Serviced tanks returned 08.18.) The BOD had also requested fire extinguishers be placed in the 2nd floor south storage area and the 3rd floor storage area for safety purposes. A motion was made and seconded to ratify the vote to approve the action that the BOD had made electronically to purchase two 10# extinguishers which are be bracket attached in the 2nd floor south storage area and in the 3rd floor storage area.
 - i. ACTION ITEM: The motion as stated was approved.
- D. Security.
 - 1 Security Liaison has been asked to begin compiling instructions/manual for Management and BOD reference. Chair has received information/instruction on the lobby monitor and the security room computer. Management will be the main party responsible for security and systems with BOD as backup. All board members will receive instructions.
 - 2. Unit 608 has only one fob disk and has requested another one. Policy states that the lost one needs to be deactivated. A \$75 charge will be placed on owners account for a

replacement disk. Security will need to determine non-active disk as Owner cannot read the numbers on the disk. Fresh Start clarified that it is possible to see which fob has recently been used and to deactivate the unused one. Having a policy in place as to the notification of a lost fob disk was discussed.

E. Hose bib keys.

1. A request for a key to the water hose bid locks was submitted by the CAC Chair. Newly planted flowers need to be watered and the front entry steps need to be periodically washed. BOD Chair to check with other volunteers to see if they can share a key.

VIII. Open Forum

A. Unit 709 shared her appreciation for all of the work performed by the board and other volunteers. She is especially appreciative to receive the roof project update information and to see some of the project photos

1. They received a lien letter from THS and was concerned that this came to them as an individual.

a. Response from Kismet: There is a right to lien in all construction contracts, but was surprised that the legal team at THS sent letters to all Owners of the Association.

2. Asked for information on the website for the Association.

a. Response from Kismet: Website is **cardinellview.com**. Owners received an email from Fresh Start with instructions to set up a password and to set up for their ACH payments.

B. Unit 103 asked if there was going to be another special cleaning to the common areas in the building due to the spike in COVID.

1. Response from Kismet: No action to be taken at this time as our current cleaning service is performing special cleaning in high touch areas.

C. Unit 601 reported that there appears to be a lot of fragrant being sprayed on the 6th floor intended to mask smoking odors.

1. Response from Cindy: Caution as to indicating who is responsible for unacceptable odors. Might suggest a "do not spray" sign within the building.

IX. Board Meetings

A. Next Regular Meeting

1. Date: Thursday, September 1, 2021

2. Time: 6:00 pm

3. Location: TEAMS meeting

B. Motion made and passed to adjourn at 8:14 pm

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