

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Tuesday – June 2, 2020
Time: 6:30 pm
Location: ZOOM Virtual Meeting
Notice: Sent by BOD Secretary by eblast to Owners on 05.27.20

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 - TAB	Yes		

MANAGEMENT	Yes / No
Deborah Baker – Portfolio Manager	Yes

- Meeting called to Order by TJ at 6:30 pm
 - Welcomed all participants to our first virtual meeting; introduced Deborah, our Portfolio Manager
 - Requested Board to reference checklist for virtual board meeting do's and don'ts
 - Thanked Deborah and BPM for hosting this session; Deborah reported the session is being recorded
- Approval of Meeting Minutes
 - BOD Meeting Minutes of March 3, 2020 – Motion made and approved

3. Management Report

Financial

1. Treasurer's Report

- Kismet reported:

Bank Accounts*	Balance (\$)
WaFed Checking	1,442.83
CA Banc Operating	63,964.74
Reserve	157,839.27
CA Bank Savings	107,465.88
Total	330,712.72

Internal Accounts	Balance (\$)
A/R Dues	3,207.17
Current Net Income	34,785.98
All Expenses are within budgets	
*Balance as of April 30th	

2. Treasury Advisory Board (TAB)

- TJ reported that TAB has completed their task to conduct a review of the Association's financials for the 6-month period beginning September 30, 2019 and ending March 1, 2020. TAB concluded that there was no evidence that any material modifications should be made to the financial documents. The compilation report was provided to the Board for review.
 - After discussion, Board unanimously voted to accept the report which will now be signed, dated, and submitted for permanent file
 - Recommended that Board conduct similar review of Brandy Wright's actions during PMI's

- brief position as the Association's management company.
- iii. Kismet will rejoin the TAB team as Chair

Committee Reports

- a. Landscaping Committee – No report
- b. Water-Use Committee – No report
- c. Janitorial Committee – Rita reported that the committee met via phone on 04.15.20. As new cleaning services active for 3 months, a building inspection was performed on 04.15. followed by recap document. Noted 4 cleaning issues with *recommendation* that info be forwarded to CleanSolution; 5 area tasks added with *recommendation* info be reviewed and noted for future specialty cleaning. Board agreed info to be added to TABLED CVLC ITEMS. Information filed in JC notebook
 - i. Board agreed that cleaning issues to be forwarded to CleanSolution (post meeting: email sent 6.11)
- d. Architecture Committee – No report.
- e. Communications Committee – No report.
- f. Security Adjunct Team (SAT) – TJ reported that the committee met on 05.19.20. **1)** Scott was appointed chair of the committee. **2)** Charter and R & R's are being worked on. **3)** Amazon is now using a single code for community buildings such as ours; TJ completed the form. **4)** Information filed in SAT notebook

Administration

Owners Info to Management/BOD

- a. Unit 501 reported 03.25 1) early hall vacuuming 2) loud early am 5th floor noise> BPM sent community notice 04.20
- b. Unit 401 requested vendor parking information>documentation sent
- c. Unit 506/renter inquired 04.20 about parking guidelines>documentation sent
- d. Unit 407 reported 04.25 kitchen sink not draining>later reported ok
- e. Unit 408 reported 04.25 4th floor entry door slams closed/loud>service scheduled-completed
- f. Unit 410 reported 05.05 problems with mailbox lock>unit to contact USPS
- g. Unit 304 reported 05.11 they replanted common area planters
- h. Unit 303 inquired 05.14 about package policy>informed for security, packages on shelf over 1 week were moved to security room; BPM to contact residents when parcels moved to security
- i. Unit 210 moved in of wash/dryer 05.22 with no notification to BPM
- j. Unit 605 reported 05.23 beeping sound within unit>later located alarm component found in desk drawer
- k. Unit 103 reported alarm beeping from alarm in unit 102>still beeping
- l. Unit 102 reported 05.27 moisture in baseboards>unit to contact appropriate vendor

Management Update

- a. BPM sent notices: 03.16 restrictive on-site meetings at office; 04.01 website info; 04.20 noise reminded
- b. Board Chair sent letters: 03.16 Owners forms to BPM by March 31st; 03.18 about community + coronavirus ; 03.21 COVIC-19 cleaning products; 03.21 board meeting cancelled; 03.25 community info about portable toilet and hall light fixture; 03.25 COVID-19 BCS resources; 03.26 new email address; 03.27 community info about BPM transition; trash/recycle issues; pest traps; 03.31 reminder to Owners of registrations forms to BMP; 04.22 COVID-19 update/building traffic flow; 04.26 community info about full building disinfection/sanitation scheduled for 4.27

4. Maintenance & Repairs

- a. Roof Projects – **Update: 1)** At the stage of having printing of draft procurement set for board review; pickup scheduled for 06.05 **2)** Overview of RDH schedule of events: provide draft set for board review (need BOD authorization to proceed); schedule appointment with jurisdictional entity; send notice with draft procurement set to general contractors for review and bid; bids to BOD for review and selection **3)** *Recommendation:* due to time constraints board members need to review by 06.12; critical to have BOD authorization to proceed by 06.15. Board directive required
 - i. During board discussion it was agreed that members would have a tour of the roofs; TJ to coordinate (post meeting: tours set for 6.6 and 6.10; Comcast 6.10)
 - ii. Viewing of draft set by Board to be coordinated by TJ (post meeting: input by 6.12)
- b. Rodent Issue – **Update: 1)** Mice sounds reported in walls December 2019; hazard issue with exterminator A & A Pest Control on-site 03.05 with traps set 03.27; traps to be checked every other month
 - i. Vendor to be contacted for update (post meeting: on-site visit 5.28; next in July)
 - ii. Our security camera caught a racoon at our trash area; *recommendation* to monitor additional activity
- c. Building Heating Issues – **Update: 1)** Record keeping documents on heating was sent to BPM 04.09 **2)** Suggested tour for owners interested to see current heating system to be scheduled after system check is completed
 - i. BPM is to set up a complete check of heating issues with USA Mechanical
 - ii. TJ to provide an analysis of temperature and assess the situation for this coming winter
 - iii. Heat for the building was turned off 05.28; no boiler heating since 04.03
- d. Lighting – **Update: 1)** Missing light fixture in south stairwell, 5th floor; reinstallation on hold during COVID-19 restriction for Area Lighting
 - i. TJ to resolve installation issues with Portland Lighting (post meeting: White Lighting Electric on-site 6.28)
- e. Mechanical Maintenance – On 04.15 USA Mechanical was on-site for regular maintenance service of boiler system
- f. Drain Snaking Project – BPM to schedule whole building drainpipes to be evaluated for snaking; Mike Sminia/Lovett was on-site 05.29; recommended that individual units perform snaking of pipes prior to stack cleaning; scope of work/bid sent to BOD 06.01; Board directive required
 - i. After discussion, Board requested more information from Lovett; TJ will compile a list of questions
- g. Door Adjustments – Complaint received 04.25 about 4th floor entry door slams closed/is loud; HOA Services on-site to review doors 05.14 and make necessary adjustments
- h. Boiler Inspection – Association was notified that an internal and external inspection was required by State of Oregon; Fred Childers (inspector) along with Dean/USA Mechanical were on-site 05.28; additional internal cleaning was necessary
 - i. Inspector recommended that internal boiler tube cleaning be performed every other year
- i. Vents for Laundry Closet Doors – Research needs to be done on adding vents to laundry closet doors located in hallways; TJ to provide cost information; on hold during CORIC-19 restriction

5. Old Business

- a. Lobby Damage – **Update:** Incident occurred 11.08.19; working with Unit 204 insurance representative, Nick Reindl/Country Financial; contractors on-site to review/provide scope of work and bid; revised repair estimate received from CF 05.28
 - i. Requested confirmation on cost; still pending (post meeting: insurance check \$3,720.86 sent

upon release settlement signed 6.14.20; work by CBS 6.14 – 6.24 complete)

6. New Business

- a. Portland Disposal – On 05.10 it was noted that there was an overflow of recycling bins; prior Portland Disposal extra charge on invoices
 - i. Notice to correct will be sent out by BPM
- b. Office 365 Business Essentials – All board members have been set up under the new email system; TJ will continue to do research on system functionality
- c. Document Storage – Digital storage of CVLC documents continues
- d. Package Delivery – With current high volume of delivers, space on storage rack is at a premium; any package left in the lobby for more than a week will be moved into secured storage; any large packages that block access to the lobby area may also be moved
 - i. BPM will contact residents re: stored packages
- e. Signage for contact of management – Management contact information needed for front main entrance and 4th floor back door entrance; signage on order
- f. Security Keys – Locks on Wheels was on-site 04.15 to provide additional security keys
- g. Pressure Washing Attachments – To better utilize our pressure washer, additional attachments need to be ordered; Board directive required
 - i. After discussion, Board unanimously voted to have BPM purchase the accessories
- h. Submeter Policy – Submeters installed 10.04.19 for separate electrical charge for AC units; written policy provided for procedure; Board directive required
 - i. After discussion, Board requested additional information be included and resubmitted for review (post meeting: updated version to BOD 6.18)

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

- a. Unit 801 asked if there is any update on roof and roof deck replacement, as far as **a)** anticipated timeline **b)** whether the cost has radically changed
 - i. **a)** Draft set provided for BOD review scheduled 06.05; anticipated BOD authorization to proceed 06.15; RDH schedule appointment with jurisdictional entity week of 06.15; as well as notice to general contractors followed by receipt, review, selection of contractor
 - ii. **b)** Cost information unavailable; continue to utilize estimates received during arbitration

8. Regular Board Meeting

- a. Next Meeting
 - i. Date: Tuesday – July 7, 2020
 - ii. Time: 6:30 pm
 - iii. Location: ~~BPM, 1800 SW 1st, Suite 1, Portland OR 97201~~ changed to: Zoom meeting/see Agenda
- b. Motion made and passed to adjourn at 7:37 pm

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