

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – April 1, 2021
Time: 6:00 pm
Location: ZOOM Virtual Meeting
Notice: Sent by BPM by eblast to Owners on 03.30.21

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
TJ Holland - Chair	Yes	Sunil Khanna	Yes
Kismet Kilbourn - Treasurer/TAB	Yes	Heidi Trinkle	Yes
Lauren Anderson	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. Welcomed Seth to his first CVLC board meeting; Seth will be leaving our meeting early due to another meeting commitment
- d. Ten attendees joined the meeting

II. Administrative

- a. BOD Special Meeting Minutes of March 4, 2021 – Motion made and approved
- b. BOD Special Meeting Minutes of March 9, 2021 – Motion made and approved
- c. BOD Special Meeting Minutes of March 22, 2021 – Motion made and approved

III. Financials

- a. No financial reports

IV. Committee Reports

- a. No committee reports

V. Projects

- a. Heating System – Guests from The Heating Specialist – Neal Doering and Daniel Brent, GM
 1. Neal gave a brief overview of the specifics of the heating/cooling system – DAIKIN VRV
 - A. VRV is a modular, commercially applied air-conditioning and heating system that distributes refrigerant from the outdoor unit to multiple indoor units, providing efficiency, comfortable individual user control and reliability in one flexible package. For additional information visit the Daikin website. VRV stands for “Variable Refrigerant Volume”
 - B. Installation of wall mounted unit in each condo plus one each in 2nd & 3rd floor storage areas

- C. Cooling capacity (in BTUs) of wall-mounted units varies by square footage of each living space
 - D. System would have four roof top system condensers to be located at the south roof
 - E. Refrigeration lines will be exposed on each floor; soffits to hide are not included in scope
 - F. Scope of work excludes work that would require outside general contractor and electrical
 - G. Demo and removal of existing Boiler and associated piping in basement additional cost
 - H. Demo and removal of incinerator to roof top would be additional cost
 - I. A 6-week lead time is necessary for custom built condenser
 - J. THS will need 2 weeks timeframe for drawings and permit submission
 - K. Project completion approximately up to 4 months
2. Board member asked that all vendors providing scope of work/bids also provide references

b. Water Main Bypass

- 1. JRT is continuing to work on the re-piping of the building's main water line from the street to the building hookup.
 - A. Unanticipated discover of unidentified pipes located in the first floor flooring now requires JRT to locate the source of these pipes causing a change work order to be submitted for this project
 - B. [Post Meeting: The 2nd pipe was traced to connection with fire department pipe. Another change work order required. No additional costs for second change work order.](#)

c. Roof Replacement

- 1. Unit 608's parking space P21 will also be utilized by the construction company during the roof project and P15 offered a temporary lease option
 - A. Motion made and passed that the association will be invoiced for the \$125 per month

VI. Old Business

a. Maintenance Plan

- 1. The plan provided under the Reserve Study is being redrafted into a streamline check list form by TJ with this year's expenses to be about \$100,000
 - A. All building doors are being reviewed as they have been a constant closing problem and may be outside of the fire code requirements
 - B. The door project is budgeted under reserves
- 2. BOD to work on a program to provide a log to track assets tasks to evaluate need for this year or if they can be pushed into next year without compromising maintenance

b. Storage closet

- 1. The utility closet on the 3rd floor space to be divided into a storage space
- 2. Electrical work has been completed and construction bids are being solicited

c. Pressure Washing

- 1. BOD discussed that the entrance area to our community needs to be cleaned up
 - A. As the association owns a pressure washer it was suggested that we hire this work to be preformed by a third party
 - B. Two different parties were identified 1) Bret who has done work for the association in the past and Rogelio our cleaning person

- a. TJ is to check with CleanSolutions about legality of Rogelio providing this service outside of their contract with him

VII. New Business

- a. Board check-in program
 1. Lauren: continue to work with Sunil on the community newsletter, encouraging residents to volunteer for one of the association's committees
 2. Kismet: working on what is still needed; TAB activity on "hold" but financials look ok; continue to work with banks on loan activity
 3. Heidi: working on culvert matter; check on the downed trees; attend LC meeting this Saturday
 4. Sunil: Work on newsletter with Lauren; research community web site

VIII. Board Meeting – special meeting

- a. Next meeting
 1. Date: Tuesday April 6, 2021
 2. Time: 6:00 pm
 3. Location: Zoom meeting
- b. Motion made and passed to adjourn at 7:12 pm

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