



Cardinell View Lofts Condominiums

THESE MINUTES ARE A DRAFT AND MAY BE APPROVED AND/OR MODIFIED AT THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS.

MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF: CARDINELL VIEW LOFTS CONDOMINIUMS

LOCATION : Zoom Meeting held at remote locations
DATE : 3/16/2023
CALLED TO ORDER : 06:02 pm
QUORUM PRESENT : Yes

ATTENDEES (Board Members Bolded)

John Uto - Chair	Rita Holland
Absent – Sunil Khanna - Secretary	Jami Wireman
Lauren Anderson - Treasurer	Jeff Sinanian
Andrew Ferguson - Director	Justin Marzineck
Sarah Daley - Director	Barbara Leeming
	Tori Kunzler
	Marc Barnes
Mark Vandervest - FSRE	Ruth Young
Cindy Vandervest – FSRE	Fred Cann
Sunny Arruda - FSRE	

OPENING BUSINESS

Agenda- Motion was made and seconded to approve the meeting agenda, after a few last-minute additions to New Business including 4th floor door, Board vacancy, cameras & elevator noises. Motion passed unanimously.

NOTE: Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion if any, and a vote of a quorum of the Board of Directors.

OPEN FORUM

- Owner requested having her daughter, living in her unit, be included on the notifications sent out to owners. Management suggested adding the daughter as a secondary email, which will be included in notifications, other than for financial issues. Owner to send the email she wishes to add along with a statement of permission to add it. Owner expressed this was exactly what she wanted.

24 Hour Notice to Access

- Owner requested 24-hour notice be given before access is needed to the units. This is the normal protocol but recent ongoing issues with the heating system have caused a need for immediate access several times. Owner was assured things should be improving quickly now that THS was no longer the contracted vendor for the heating system and a minimum 24-hour notice should be the norm again.



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Owner Maintenance & Emergency Water Repair

- Owners are reminded to take care of maintenance needs within their units quickly. Recent issues with water pressure dropping too low, essentially causing a lack of water to floors 7 & 8 was caused by a toilet that was left running for several days.
- Owner of the toilet causing the problem to be held responsible for the bill to restore water to the 7th & 8th floors.

Car Wash area

- An owner asked if there was a place behind the building near the carports where washing of cars could be done. There is not a place for this, and the Board agreed this is not allowed.

Plumbing Plan

Owner mentioned in 2009, the Board had been looking into replacing the plumbing plan. She will email the files to management.

Water Leak

- JRT was called to repair a water leak near Fred Cann’s storage area but stated the leaking needs to be active in find the hole or other issue causing the problem.
- If anyone sees water in this area please report it to management and they will call JRT back in.

APPROVAL OF THE MINUTES

- Meeting Minutes from November 3, 2022 - A Motion was made & seconded to approve the meeting minutes modified to include Marc Barnes in attendance. Motion passed unanimously.
- Meeting Minutes from the Annual Meeting on January 19, 2023 were presented for review. Corrections were made to include Annette d’Autremont in attendance and to correct the location of Fred Cann’s storage area to clarify it is on the 3rd floor as one owner misread the sentence and took it to mean the storage unit was on the 1st floor. Annual Minutes will remain in draft form until approved or modified at the next Annual Meeting.
- It is Management’s goal to upload the minutes in draft form to the HOA website within 14 days after each meeting.

FINANCIAL REPORT

Financial Summary as of 1/31/2023:

Financials as of 1/31/2023:

§ Total Operating Funds:	\$ 396,306.03	including \$4,547.00 in pending EFTs
§ Total Reserve Funds:	\$ 377,360.29	including reserves interest
§ Total Special Assessment Funds:	\$ 187,830.56	
§ Total Cash Assets:	\$ 961,496.88	
§ Total YTD Income:	\$ 41,873.47	including \$11,329.00 of Special Assessment income
§ Total YTD Expenses:	\$ 17,739.82	including \$4,042.52 of Special Assessment expenses
§ Total Delinquencies:	\$ 5,656.00	1 account 91+ days; 1 accounts 61-90 Days; 0 accounts 31-60 days; and 0 accounts 0-30 days.
§ Special Assessment Loan Bal.:	\$1,197,735.87	



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Financials as of 2/28/2023:

§ Total Operating Funds:	\$ 397,874.42	including \$4,214.00 in pending EFTs
§ Total Reserve Funds:	\$ 389,722.62	including reserves interest
§ Total Special Assessment Funds:	\$ 187,830.56	
§ Total Cash Assets:	\$ 975,427.60	
§ Total YTD Income:	\$ 84,331.15	including \$22,658.00 of Special Assessment income
§ Total YTD Expenses:	\$ 36,148.41	including \$8,055.17 of Special Assessment expenses
§ Total Delinquencies:	\$ 6,205.00	1 account 91+ days; 1 account 61-90 Days; 0 accounts 31-60 days; and 1 account 0-30 days
§ Special Assessment Loan Bal.:	\$1,187,617.50	

Please review the expense report, as that is the best way to see what expenses have been paid out since the last financial report. As always, please contact management if you have any questions.

MANAGER'S REPORT

REPAIRS, MAINTENANCE & UPDATES

The following maintenance update review is for informational purposes only and does not require Board action at this time:

1. Drywall & plaster patching completed in corridor areas, with texture and paint to match.
2. Tub leaks repaired in units 303 & 403. Drywall repaired, textured and painted to match.
3. Security room door secured, new lock, security hinges, deadbolt, transom mesh.
4. Elevator service calls are ongoing.
5. Exterior Landscape maintenance is ongoing
6. Website updates are ongoing.
7. Move-in & Move-out requests are ongoing
8. Lighting maintenance is ongoing.
9. A van was parked outside for several days, blocking the service van's parking– An owner mentioned they had been towed for temporarily parking in the same area. A reminder was given that all vehicles belonging to any occupant need to be registered with management to avoid issues when something like this happens.

Administration:

1. **Violations & Warnings:**
 - a. None
2. **Homeowner Correspondence and Administration**
Board information only:
 - a. None
3. **Owner correspondence for Board Review**
Board action requested:
 - a. None



ON-GOING BUSINESS

Heating System Updates

- THS is no longer handling the system after too many unresolved issues for too long. Door Codes and key fobs have been blocked.
- Awaiting Attorney's letter w/ directions regarding THS liabilities and recourse.
- Jensen Synergy Heating has taken over and are very thorough so far. A really detailed update was sent from them last night regarding THS and the system not being commissioned properly. THS deliberately neglected to do steps that were necessary to properly install the system, including not having Daikin come out to check the system configuration during installation.
- Estimated cost to resolve all issues and complete the installation as it should have been done originally is \$24,561.00
- Owners will need to be vigilant in correcting issues that pop up with their systems to avoid affecting all other units in their same system stack.
- The covering of the refrigerant lines will be held until the issues have all been corrected with the system.

NEW BUSINESS

Fire & Safety Evacuation Plan

- All City of Portland requirements have been met.
- Private Evacuation plans with instructions for owners as to what steps to take in case of a fire are not completed though this is a community goal, not a requirement by the city.
- Lauren will get the file with the plans that are currently drafted, to management.

Ceiling Squeak in Unit 801

- Waiting for info from Attorney Jeremy James to know who is responsible to pay for the repairs, and once that info is received, the problem can be corrected.

Exit Doors Update

- Doors are still not properly repaired on 4th & 5th floors.
- Door King Log-in to be sent to Andy.
- Door requiring replacement needs to be dealt with sooner rather than later. Chown Hardware gave a quote \$6072.00. Powder coating is not part of what Chown's does, and will cost approx. \$300.00 additional. A Motion was made and seconded to accept Chown's bid and get on their schedule. The motion was passed unanimously.

Cameras

- Sonitrol to come out to repair broken dome in the lobby and to give access to the cameras.

Elevator Noise

- A shudder is noticed when the door closes on certain floors and there seems to be a delay in closing on the 2nd floor.
- Otis needs to be called to check these issues
- Lauren would like to meet with them when they come out so she can explain exactly when and where the issues occur.

Trees

- Some trees behind the building seem to be in need of attention and heavily trimmed back though it seems these trees may not be on CVLC property.



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Recycling

- The recycling dumpster seems to fill up quickly. A 2nd dumpster was suggested. Portland Disposal will need to be contacted to check on the feasibility of a second recycling dumpster.
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Upcoming Board Vacancy

- Andrew will be leaving when his unit sells. The Board will be seeking an individual to fill the vacancy.
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Changing Meeting Schedule

- It was proposed to consider changing the board meetings schedule from bi-monthly to quarterly. A motion was made and seconded to approve the move to quarterly meetings with the agreement that meetings can always be called as needed in between the normal schedule. The motion passed unanimously.
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NEXT MEETING DATES: **June 16, 2023 at 6:00 pm**

MEETING ADJOURNED: **7:55 PM**

- - - END OF MEETING MINUTES - - -

MINUTES PREPARED BY: **FRESH START Real Estate, Inc.**
 Community Manager