

# Cardinell View Lofts Condominiums

## BOARD OF DIRECTORS MEETING MINUTES

Date: Monday – December 2, 2019  
Time: 6:30 pm  
Location: PSU, Karl Miller Center, 615 SW Harrison, Room 425, Portland OR 97201  
Notice: Sent by PMI by eblast to Owners on 10.25.19

### 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		

PMI MANAGEMENT	Yes / No
Brandy Wright	Yes

1. Meeting called to Order by TJ at 6:30 pm
2. Approval of Meeting Minutes
  - a. BOD Meeting Minutes of November 4, 2019 – Motion made and approved
3. Open Forum – The following items were discussed with the owner’s present
  - a. Unit 410 stated they were having an appliance delivered on 12.3 and had need of the elevator/ Kismet and TJ will assist; also requested board approval for installation of new flooring (see below: Administrative section); asked if contractor could have access to outside electricity outlet when onsite
  - b. Unit 302 reported tenant has had no heat since the end of October/possible sensor damage/Owner contacted BOD member 10.30 with instructions to contact PMI/not resolved/TJ to resolve (contact Scott with follow up with USA Mechanical if required); Kismet offered personal heater for unit’s use (post meeting: TJ to meet with resident; Owner requested to also meet-12.11/rescheduled 12.15/Owner did not show up)
  - c. Unit 801 stated he provided unit purchase disclosure documents via disk to BOD secretary

#### 4. Management Report

##### Financial

##### 1. PMI Update

- a. Issues with status of software TOPS
- b. Financial report to be sent separately
- c. All bills paid and current as of 12.2.19
- d. Received unit dues deposited in Washing Federal; any delinquencies addressed upon TOPS correction
- e. Due to WA Federal change in providing free lockbox to consumers, PMI began process of opening an account with Mutual of Omaha Bank. Currently in process of compliance. Noted that this action first requires BOD approval.

- i. BOD discussion with motion/new motion and approval to accept change to Mutual of Omaha Bank with addendum to management agreement for update of banking institution

## 2. Collection Services

- a. *History: AMS had advised BOD that the current legal counsel for collection services notified AMS of discontinuing collecting practice; AMS provided proposals for Board review and determination*
  - i. Tabled

## 3. Treasury Advisory Board (TAB)

- a. Kismet reported: Last financial packet was dated 9.30.19; **1)** TAB reviewed October bank statements; it was noted that the Portland Water Bureau invoice was not paid; after TAB discussion an online two month payment was made; during 12.2 meeting, PMI stated that they also had paid
  - 2)** Kismet reported that she received email from Talon re: non-payment of resident move in invoice of \$150/Unit 509; also records indicate only two weeks of service in Oct; PMI paid full month
  - 3)** Board determined due to non-payment of bills that it was time to update the Association's bank account with new signatures.
  - 1) Action
    - i. PMI will work with PWB to correct double payment; to request late fee dismissed
  - 2) Action
    - i. Board requested PMI to draft a letter to Talon re: failure to clean building per contract; only two weeks of service to be paid; settlement for \$150 to finalize account (post meeting: PMI sent draft 12.3; BOD Chair requested addition of fob to be returned; need status update from PMI)
  - 3) Action
    - i. Board approved new account signatures as TJ Holland/Chair and Kismet Kilbourn/Treasurer; removing Scott Trinkle/Chair and Rita Holland/Secretary

## 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.

## Administration

### Owners Correspondence

- a. Unit 204 had leak issue 11.8: overflow of bathtub; water intrusion in 2<sup>nd</sup> floor hallway, lobby, inside front entrance; noted water damage to flooring; PMI contacted Owner/no active claim filed
  - i. Board requested PMI to contact ABI to open a CVLC insurance claim
  - ii. Board requested PMI to contact Unit 201 to recommend own investigation
- b. Unit 410 submitted request for architecture review 11.14; to remove carpet and replace with vinyl plank flooring
  - i. BOD discussion with motion/new motion and approval to accept floor modification with date and time change on request form (post meeting: updated and approved form sent to PMI 12.4)
- c. Unit 508 reported power loss due to installing a new dishwasher and requested assistance with resetting breaker 11.22; TJ restored power 11.22 at 12:30 am

## Management Update

- a. PMI reported call 11.13 from Portland Disposal that truck slipping on leaves in driveway; need to be

- removed; due to emergency situation TJ hired temporary work to clean upper parking and driveway
- b. PMI stated they are aware of ongoing concerns and issues with CVLC management service and gave a statement as to their issues with transition

## 5. Maintenance & Repairs

- a. Leak Project – *History: Scott the BOD lead contact with JRT; first leak project completed 6.5.19; JRT onsite 8.24 to assess the continued .75 gpm water leak; 9.13 JRT report; forwarded to BOD 10.7.19*  
**NOTE:** no action taken on 9.13.19 JRT report; project to be kept active 1) review need for structural engineer of 3<sup>rd</sup> floor storage due to ground settling 2) need for permanent floor coverings 3) resolution of continued water leak
- i. Tabled
- b. Roof Projects – *History: Scott the BOD lead contact with RDH (contracts to design scope and oversee roof repairs -north/south/central; both Unit 801 and Unit 802 agreeable to work with RDH for walkable deck system + requested upgrades to railing system*  
**12.2 NOTE:** RDH (Parker Liebe) requested roof access to take additional measurements on south and central roofs; on site visit 11.22; additional discussion on: south fire door stop/central fire ladder/north window replacement/south safety railing/exhaust fans/south roof drain
- i. New board project lead (Rita) to review the project with Scott
- ii. Recommendation that an overview report be provided to BOD after which a meeting to be scheduled to bring all involved parties together
- c. Winterizing – Ice Melt product has been placed at front lobby entrance and at 4<sup>th</sup> floor door so that anyone can spread it as needed.
- i. Need to have further discussion on the process at next board meeting

## 6. Old Business

- a. General Contractor – Tabled
- b. Comcast Equipment – *History: AMS was contacted by Comcast in July re: accessing equipment in limited common areas; Scott the BOD lead contact with Comcast re: equipment access; email contact; no updates received*
- i. TJ to connect with Scott for update/resolution
- c. Insurance/Boiler – *History: A claim was filed with insurance; Scott to follow up; no updates received*  
**12.2 NOTE:** PMI contacted insurance company; decision letter sent to Scott (his name on file); PMI contacted Scott to forward to PMI (post meeting: 12.11 Scott reported no letter received)
- d. Towing – *History: AMS received a new contract from Retriever Towing; need review of “hold harmless” clause + updated list of vehicles*
- i. Tabled
- e. Meeting Schedule – Board to determine 2020 BOD meeting date/time schedule
- i. Board determined to meet on the first Tuesday (business day) of each month; motion made and approved
- f. Lock Boxes – *History: AMS has been contacted about the numerous lock boxes at the front entry; no updates received*
- i. Tabled
- g. Association Property/AMS – *History: A request was made to AMS re: retrieval of association stored documents; AMS confirmed that AMS remains custodians for CVLC documents until 9.30.19; 10 day retrieval timeframe; signature required; Scott to work with PMI to coordinate: no update received*
- i. Tabled
- h. Landscape Design and Maintenance Search – PMI began vetting companies for 3 bid process to BOD;  
\*Pistils Landscaping Design \*Gonzalez Landscaping \*Pacific Landscape Management \*Precision

Landscape \*Vasquez Lawn and Landscapes (post meeting: PMI scheduled HD Landscape and Maintenance LLC for on-site visit 12.4)

- i. Janitorial Service Search – PMI contacted vendors for 3 bid process to BOD; \*Cirrus Commercial Cleaning \*CleanSolution \* Cascade Building Services
  - i. Cirrus scheduled for walk through 12.3 at 9:30 am with PMI/TJ/Kismet
  - ii. Kismet also to search sources and coordinate onsite walk-through (post meeting: scheduled Clean Solutions 12.6 at 12 noon; PDX Cleaning Services 12.6 at 1 pm)
- j. Contracts – Sonitrol contract and services provided to be reviewed
  - i. Tabled
- k. Oregon Trust Lighting Project – Lighting evaluation report received 4.3.19/Brian Morrison; project reviewed by Jami Nov 2019/advantage of incentives; contact with OR Trust recommended trade allies/Portland Lighting (Celia DeGrande-Bowgren) for onsite visit 11.20; waiting for report from Celia

#### 7. New Business

- a. Leaf Day – PDX city event scheduled 12.5; Lauren to coordinate parking restrictions and volunteers for 12.4 at 1 pm.
- b. Charter – Treasury Advisory Board (TAB) Charter and Roles and Responsibilities were adopted by the BOD
- c. Resignation – TAB Director, Rita Holland announced her resignation from TAB

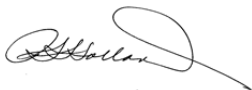
#### 8. Executive Session

- a. Motion made and passed to adjourn to Executive Session at 7:58 pm
- b. BOD Chair recapped the issues concerning management issues with PMI
- e. Motion made and passed to adjourn to Regular Board Meeting at 8:17 pm

#### 9. Regular Board Meeting

- a. As one Owner and PMI re-joined the regular meeting, BOD Chair gave a brief update on Board's concerns relating PMI management affairs with the decision to resolve tasks on time
- b. Board is working to schedule roof cleaning/gutter cleaning for December 2019 (post meeting: KJ on-site 12.11)
- c. Landscape Committee reported at 11.4 meeting safety issue with tree hitting 8<sup>th</sup> floor window; LC to search tree service (post meeting: Rich's Tree Service and NW Tree Specialist contacted for on-site visit)
- d. BOD Chair recommended that we set up a format to standardize our Charters
- e. Unit 102 has been occupied by a short-term resident which is in violation of our governing documents
  - i. Board asked PMI to contact the Owner and Real Estate Agent to resolve
- f. Next Board Meeting
  - i. Date: Tuesday – January 7, 2020
  - ii. Time: 6:30 pm
  - iii. Location: PSU; Karl Miller Center; Room 425
- g. Motion made and passed to adjourn at 8:21 pm

Respectfully Submitted,  
Rita S. Holland



AUO/CVLC Secretary