

Cardinell View Lofts Condominiums

BOARD OF DIRECTORS MEETING MINUTES

Date: Monday – July 1, 2019
Time: 6:30 pm
Location: PSU, Karl Miller Center, 615 SW Harrison, Room 425, Portland OR 97201
Notice: Sent by AMS by eblast to Owners on 6.17.19

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Scott Trinkle - President	Yes	Mike Whiteford	Yes
Rita Holland - Secretary	Yes	Kevin Cheung	Yes
Kismet Kilbourn	Yes		

AMS MANAGEMENT	Yes / No
Kelly Cascino	No

1. Meeting called to Order by Scott at 6:30 pm
2. Approval of Meeting Minutes
 - a. Board Meeting Minutes of June 3, 2019 – Approved
3. Open Forum – The following items were discussed with the owner’s present
 - a. Unit 601 inquired about availability to the BOD meeting minutes
 - b. Unit 305 stated that 1) at the time of her condo purchase she was not aware of potential special assessment; Board confirmed that pertinent information was on the community web portal and recommended she contact her realtor for clarification; Scott will provide letter sent by AMS 2) shared that an insurance company denied homeowners coverage due to high crime claims ([post meeting: in checking with our insurance agent our building had no crime claims/stated it was most likely a police report re: crime claims in the neighborhood](#))
 - c. Unit 703 volunteered to clean the carpet on the 4th floor
 - i. Scott to coordinate community event notice
4. AMS Management Report

Financial

 1. **Delinquency Report**
 - a. There are no unit’s delinquent 60+ days as of June 28,2019
 2. **Collection Services**
 - a. Current legal counsel for collection services notified AMS of discontinuing collecting practice;

AMS provided proposals for Board review and determination; at April meeting board tabled

i. After discussion, Board again tabled . . . pending selection of new management company

3. Reserve Study Status

- a. Board reviewed pending 2019 elements: Load Test-revisit for 2020; Fans-to be part of roof repair; Carport Roof-revisit for 2020; North/South/Central Roofs-open project

4. Treasury Advisory Board (TAB)

- a. Kismet reported: TAB reviewing May financials; researched OTIS *note* on contract re: 6% cap; noted that Reserve invoices paid from Operating without transfer from Reserve; advised BOD that Reserve account has been underfunded; the \$1,200 CPA fee appears to be posted in incorrect category/should be #4633 rather than #4631; noticed several unit delinquencies; Reserve Study information has been placed into a workable spreadsheet/available to Board; no action of budgeted monthly transfer of funds (\$4,060) from Operating to Reserves for several months/outstanding is \$27,890
 - i. TAB requests confirmation from AMS of CPA posting as noted above
 - ii. TAB recommends BOD that the \$20 charge from 2016 for Unit 404 be closed; party no longer owner
 - iii. TAB recommends that the BOD review/update/approve Reserve Study findings to current status + evaluation of no transfer of funds to this account

Committee Reports

- a. Landscaping Committee – to note: Last landscaping invoice indicated “final bill” even though BOD only suspended service. LC recommended that volunteer maintenance schedule to be the 2nd Sat of each month or as warranted/Scott will provide community event notices. June was an active volunteer landscaping participation for shrub trimming/front entry weeding/removal of ivy from our trees/dirt removal along west side of driveway. Information filed in LC notebook ([post LC minutes: additional work – carport roof cleaned/remaining driveway dirt removed/street corner driveway vines removed for visibility](#))
- b. Water-Use Committee – Continue to work in tandem with water leak project (JRT/Scott: lead) After JRT re-piping work PWB Meter Division sent out a technician to see if our meter was broken due to low usage reported. PWB did a flow read on 6.10 and 6.11 for general info; PWB did a 24/7 water flow test with 6.18 read + report; *quick recap*: boiler room drain flow present but diminished/no chlorine was measured/meter flow read did not go to zero/constant use of .75 GPM/one anomaly was on 6.16 with 2.2 GPM for 4 hours; flow examples: 5.1.19 flow of 16,115 vs 6.5.19 flow of 6,592. Also of note, NW Natural Gas therms will most likely also be reduced due to leak of hot water. WUC recommends another PWB flow test from street vault to building main water shut off. WUC requested PWB doorhangers that request residents to look for and report leaks. Information filed in WUC notebook. ([post WUC minutes: PWB scheduled for test 7.11; hanger received](#))
- c. OR Trust – (NOTE: an off shoot of water research lead to contacting OR Trust) –the filed OR Trust enrollment form resulted in multiple visits to the building. 3rd party on site visit 3.15/pending report after June 2019. Information filed in WUC notebook
- d. Janitorial Committee – No report
- e. Architecture Committee – No report.

Owners Correspondence

- a. Unit 305 – Owner contacted AMS to report they have bird pets. They may be noisy until they adjust to new environment; Owner also contacted adjoining neighbors
- b. Unit 604 – Unit contacted AMS that they are repairing windows/replacing balance. No ARC needs as repair is a hidden component
- c. Units 801/802 – Both units still pending lever door handles & replacement of unit numbers.
- d. Unit 801 – AMS shared that this unit has been sold/still pending official documents
- e. Unit 802 – AMS shared that this unit has been sold

Administration

- a. Board Appointment – At the June Board meeting Kismet Kilbourn was appointed to fulfill the remainder of the vacant BOD position. She indicated she still did not have Board access on the AMS/CVLC community web portal.

5. Maintenance & Repairs

- a. Leak Testing – Scott provided update: (Note: JRT was approved to locate potential leak with Scott taking the lead + to authorize additional work); JRT completed this leak project on 6.5. It was determined that the exposed holes be covered with a temporary closure as the Board evaluates structural integrity and review of PWB 6.18 report that indicated a constant .75 GPM leak. PWB will perform another flow test from street vault to building main water shut off on 7.11.
- b. Roof Projects:
 - 1) Carport Reroof – As per discussion at June BOD meeting, replacement to be revisited for 2020 RS
 - 2) Penthouse (north) Roof Repairs – Scott provided update: (Note: A signed contract was provided to RDH to design scope and oversee roof repair project); RDH in process of project requirements.
 - 3) Additional Roof Inspection – Scott provided update: (Note: approval for RDH to perform a conditional assessment of center and south roofs); Scott met with RDH staff 6.28. RDH recommends that due to both of these roofs needing replacement and being small in size that all three sections be replaced at the same time. A work schedule breakdown and price estimate will be forthcoming.
 - i. Board agreed that all three roofs be repaired at the same time, but would like to review the work + cost before a final determination

6. Old Business

- a. Comcast Equipment – AMS was to contact Comcast about missing fobs and missing front panel of lock box; no updated information from AMS
- b. General Contractor – Board recommended search for new general contractor (Scott to contact active building vendors for recommendations) received a recommendation from Dean/USA Mechanical
 - i. Search still in process
- c. Plumbing Reminder Eblast – AMS sent eblast 6.19
- d. Towing – AMS received a new contract from Retriever Towing.
 - i. After reviewing the Board determined not to execute
- e. Signage – Signs for “*private drive + location for the standpipe system*” has been purchased by Scott
- f. Load Test – AMD provided information that last test done in 2015/certification 8.19.15. Requirement is for every 5 years

- i. Update Reserve Study for action in 2020
- g. Fall Reported/Unit 508 – AMS reported no updates at this time
- h. Insurance Review – Annual community insurance review scheduled for 7.2 (post meeting: Agent recommends changing primary carrier; Board members Scott & Rita reviewed; update info to be forwarded to BOD for comments NOTE: insurance renewal required before 7.11.19)
- i. Motorcycle Parking Area – PDOT completed the shortening of the parking area + relocation of sign
- j. Housing Inspector – Ed Marihart on-site for follow up visit; reported “good to go on all issues”

7. New Business

- a. Meeting Schedule – Board elected to move Annual Meeting to October; AMS shared pertinent points that Board needs to consider as they coordinate this change with AMS
 - i. Board to draw up an action schedule to include AMS reminders
- b. Fire Extinguishers – AMS was notified by BOD that service date on tanks was to be May 2019; AMS set up vendor visit for 6.24; 5 tanks serviced/2 for 6yr service done on-site + 3 for 12yr service for hydro (re-chemical) off site service; NOTE: issues with no provided AMS access information to 2nd floor east storage area + 8th floor elevator room; on site Board member provided access – ACCESS INFO needs to be provided to vendor
 - i. NOTE for record that next service due June 2020
- c. Elevator Permit – BOD noted that permit to expire 6.30; AMS emailed that payment sent 6.13/pending receipt of permit for elevator. Scott stated that there was an elevator inspection today 7.1; inspector stated that results need to be fixed by the next inspection; he would also communicate results to CVLC OTIS technician.
- d. AMS contract – AMS emailed 6/11 notifying the BOD of non-renewal of AMS Management Contract. Scott went out to Board members for recommendations; list + proposals forwarded to BOD 7.1; comments to Scott by 7.8
 - i. Board agreed that notification letter to be sent to Owners; Scott to provide draft for review
- e. Insurance Claim – Scott stated that an insurance claim was submitted to ABI regarding potable hot water boiler failure
- f. Reserve Study – The 2020 Reserve Study + Maintenance Plan was provided by AMS via 6.28 email
 - i. Board to review and send comments directly to Scott

8. Regular Board Meeting

- a. Next Board Meeting
 - i. Date: Monday – August 5, 2019
 - ii. Time: 6:30 pm
 - iii. Location: PSU; Karl Miller Center; Room 425
- b. Motion made and passed to adjourn at 8:00 pm

Respectfully Submitted,
Rita S. Holland
CVLC AUO Secretary