

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – July 1, 2021
Time: 6:00 pm
Location: TEAMS Virtual Meeting
Notice: Sent by BOD Chair eblast to Owners on 06.25.21

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Kismet Kilbourn - Chair/TAB	Yes	Lauren Anderson	Yes
Heidi Trinkle - Treasurer/TAB	Yes	Sunil Khanna	No
Jonathan Uto	Yes		
MANAGEMENT	Yes / No	Officer~Secretary	Yes / No
Mark Vandervest	Yes	Rita Holland	Yes
Cindy Vandervest	Yes		

I. Call to Order

- A. Meeting called to Order by Chair at 6:00 pm.
- B. Welcomed all participants to our TEAMS virtual meeting.
- C. Welcomed our new management officers: Mark and Cindy Vandervest/FRESH START Real Estate Inc.
- D. Four attendees joined the meeting.

II. Administrative

- A. BOD Meeting Minutes of May 27, 2021 – Motion made and approved.
- B. BOD Special Meeting Minutes of June 8, 2021, June 11, 2021, June 24, 2021 – Motion made and approved.
- C. Announcements
 1. BPM acknowledged receipt of termination notification and will work with BOD on turnover transition to be completed August 31, 2021.
 2. FRESH START officially begins management today, July 1, 2021, with overlapping of management for the months of July and August.
 3. Instruction to Owners: continue to contact BOD or BPM until further notice. Dues for July will be handled by BPM, August dues by FRESH START. There may be some overlapping between the two services.
 - a. During this two month turnover process, no late fees will be charged. BOD Chair encouraged all Owners to continue to make their payments on time.
 4. The recent 2021 repair to the building main water line has been successful with an average of 3,700 gallons/day. For comparison, in 2018 it was 19,000 g/day; in 2020 it was 4,500 g/day.

III. Financials

- A. Treasurer's Report: *Heidi submitted report/inserted:*
 1. Requested updated Serial Assessment tracking info from BPM's financial department.
 - a. Learned that June 2021 financials will have a new General Ledger account: GL1413
 - b. June 2021 Serial Assessments received from owners: \$15,863

- c. July 2021 Serial Assessments billed: \$19,437
- 2. On June 28, 2021, Gores' roof work Application #2 for \$217,561.28 was originally sent to Northwest Bank authorizing payment from the Construction Draw Account, approved by the Board on June 24, 2021. Northwest Bank required an additional onsite review of the work on July 1, 2021. The funds will be released after Northwest Monitoring confirms charged work is completed.
- 3. Requested read only access to the Northwest Bank loan account.
- 4. Most recent bank account totals:

CIT

Operating	\$47,952
Reserves	\$1,405
Money Market	\$47,666

Northwest Bank

Construction Draw *5811 Current available: \$16,412 Current Ledger: \$1,602,603
 Capital Reserve *5820 \$192,539
 Loan *5797 Principal balance \$1,865,500; estimated net payoff \$1,872,517

Columbia Bank (will transfer to **Banner** for Fresh Start management to use to set up CVLC accounts) \$60002

- B. TAB Report: *Heidi submitted report/inserted:*
 - 1. Meeting held June 27, 2021 via TEAMS
 - 2. Reviewed financials:
Question to BPM if movein/outs invoiced to CVLC are being charged in full to appropriate units.
AR \$550.
 - 3. Discussed Gores' second invoice/application for roof work & appropriate wording for authorizing payment from construction draw account.
 - 4. Request Fresh Start to send owner packet that includes detailed instructions for paying monthly dues & the serial assessments, and collects current a) owner information, b) tenant leases / management company information as soon as possible.
- C. Mark questioned if the BOD would consider a second Reserve account with Banner Bank. The term conditions of our loan with Northwest Bank require the Reserve account to be with their institution. The BOD is unable to answer all of the questions.
 - i. ACTION ITEM: Mark will contact Colleen Chesbrough at Northwest Bank to work out a solution and advise the BOD at the next meeting.

IV. Committee Updates

- A. BOD Chair received request by an owner willing to join ARC, TAB, SAT, CAC.
 - i. ACTION ITEM: Kismet will connect with each committee's chair to advise of committee interest. Volunteer is required, by charters, to attend one meeting before officially joining. SAT currently does not have a formed committee; security issues provided by a Board appointed security liaison.
- B. The Landscape Committee Chair called out special acknowledgement of grounds keeping efforts by Stephan and Rita.

V. Projects

- A. Heating System – assignees: Kismet, Heidi, Scott

1. Recent complications relating to available parking spaces needed by the vendors of the heating/cooling/ventilation system need to be addressed. A timeline of work schedule has not been received nor the time requirements for parking during the project. It was suggested that these vendors contact the City for special street parking either along College or Cardinell.

i. ACTION ITEM: No resolution until more information is received.

B. Roof Project – assignees: Rita, Kismet

1. Rita gave a brief update covering the last month's work.

a. During the week of June 14th, no roofing work performed due to rain; no work on June 28 due to extreme high temperature. On rainy days, Gores is on-site, and crew are performing non roofing projects.

b. Finished sheet has been applied on the north, upper and mechanical roofs.

c. Crew is working to complete the finished sheet for the south roof by end of today.

d. Xfinity was on-site to pull cable box at the upper roof for the roofers to extend material behind and up under the flashing.

e. Gores is currently working on upgrades to the south railing.

f. Penetration holes for the north railing rods are completed and Carlson Testing was on-site today for inspection.

g. The original curbing at the HVAC sites have been covered with roofing materials. Neal/THS has noted that new manufactured curbs will be required for the new system. This will require the roofed curbs to be removed, the new curbs installed with cutting into/removal of new roof materials, 3rd party structural testing and re-roofing at those sites. This process will add additional costs to the overall roof project. It was recommended that the heating project assignees, reach out to THS for immediate receipt of the curbs to minimize costs for time/material.

h. The pavers have arrived in Portland and the pedestals are on order with planned installation in July.

i. No work on Monday, July 5, in observation of 4th of July.

2. RDH/Gores requested a written overview of outside scope of work topics. This details the projects that are separate from roof work and identifies action requirements. Provided June 15.

3. Fall Arrest System – roof anchors are a subset topic to the roof project as the attachment rods will penetrate the roof materials and into the concrete. Anchors are necessary on high-rise building for window washing and such. Gores/RDH provided contact with Millers Consulting Engineers to evaluate. Drawing received 06.15. On-site visit 06.30 by a high-rise window cleaning vendor, Rudmar Inc/Pro Clean, to evaluate and review placement; Jon joined. How does the board want to proceed?

i. Motion made, seconded, and passed to provide Gores with an authorization to proceed but not to purchase for a scope of work/bid for time/materials.

4. Maintenance Room – Elevator.

a. Jon asked that with the removal of the AC unit on the south side wall would a window be installed, what is required for lighting, window type, who will do construction. The north wall has a louvered window that may need to be removed

due to new mechanical room split system controlled room temperature requirements.

- i. ACTION ITEM: Rita to work with Gores on a scope of work/bid for window replacement project.

VI. Old Business

- A. Document Storage – assignees: Kismet, Rita
 1. Kismet reported that task was in work and association records were provided to FRESH START on 07.01.
- B. Website/Newsletter – assignees: Lauren, Sunil
 1. Kismet reported that work on the website will be postponed and to be re-visited after viewing new management’s proposal for an association website. Mark provided some input as to their website format.
- C. Emergency Fire and Safety Plan – assignees: Jon, Heidi
 1. Status: No additional work has been completed at this time.
 2. Kismet reported that work on the plan will be suspended and revisited with FRESH START.
- D. 1st Floor Hallway Damage (JRT).
 1. Kismet reported that this topic is still active and needs to be reviewed/evaluated by FRESH START.
 - i. ACTION ITEM: Topic “tabled”.
- E. Unit 103 Damage (JFT).
 1. Kismet reported that this topic is still active and needs to be reviewed/evaluated by FRESH START.
 - i. ACTION ITEM: Topic “tabled”.
- F. Unit 102 Restoration – revisited.
 1. Noted at the 06.24 meeting was approval to pay the association’s portion of the bill. In the meantime, issues have occurred relating to unit’s insurance company.
 - i. ACTION ITEM: Kismet will be working on this topic with Sara/ABI for guidance and advise.

VII. New Business

- A. Water Damage Unit 310.
 1. Unit reported ceiling in closet showed water damage. BPM sent out notice for water shut off 06.09 for unit 401. Are these two topics related?
 - i. ACTION ITEM: Kismet to follow up with management that unit needs to work with their insurance company before bringing issue to the BOD.
- B. Unit 704 report of ceiling water damage.
 1. Update from 06.24 meeting minutes: Gores and RDH were on-site on 06.30 to visit the unit. No report received at this time.
 - i. ACTION ITEM: Kismet to check on receipt of report.
- C. Security Recommendations.
 1. Lockbox Theft on 06.17: the association box was removed from the post which contained the master door key. The Board authorized a recommended locksmith to come out and immediately rekey the exterior doors. At that time, a bid from the same locksmith was requested to rekey the necessary interior doors. No document received yet, but not urgent.
 - i. ACTION ITEM: Lauren to follow up with Precision Locksmith.

2. There was an unauthorized access to the building on 06.16 in which the person was let in by a resident. Recommendation that Communication Committee draft an eblast reminding owners/residents:
 - Absolutely do not let anyone in the building you do not know.
 - If someone calls you from the callbox, do not let them in unless you are expecting them.
 - All delivery services have their own codes, there is no need to give them yours or allow them in via the callbox.
 - i. ACTION ITEM: CC to draft eblast for BOD review
 3. Fobs vs. codes.
 - a. Review of recommendation to provide only fobs for owners and utilize codes for vendors or delivery services.
 - i. ACTION ITEM: BOD to draft an eblast to owners asking for their input before final decision is made.
 - b. Amazon Key service provides another alternative for this vendor.
 - i. ACTION ITEM: Lauren to look into this service and report back to the BOD.
 4. Door Security.
 1. It was noted in the June 3, 2021, meeting minutes of a break-in to the 2nd floor west storage area and an attempted break-in to the 3rd floor storage area. Resulting from the incident and access to the building via the front lobby entrance door, Metro Door was contacted for emergency work to install a full-length astragal with work completed on 06.07.
- D. Code of Conduct – revisited.
1. This topic has been in discussion since the 01.07.21 meeting. The Code of Conduct document was adopted on 04.08.21. Not all board members signed. Kismet provided the Code of Conduct document, ORS 65.357, 65.361, 65.377 and 65.369 for board members to read for reference. A motion was made and seconded to remove the Code of Conduct adopted 04.08.21 from Board policies.
 - i. After discussion, the BOD approved the stated motion.
- E. Microsoft Bill.
1. An invoice has been submitted for payment and a request has been submitted to their support service contact about their billing process with no response to date.
 - i. ACTION ITEM: TAB will continue to follow up prior to payment.
- F. Old Hose Bib Removal.
1. A scope of work/bid has been received from I&E Construction for the remove of the interior hose bib soffit in Unit 103. Need to compare scope of work and related costs to those from Kennedy Restoration work for the removal and repair done in Unit 102.
 2. Also need additional information about the removal of the two exterior water hose bibs located on the east and west side of the building.
 - i. ACTION ITEM: Mark to look into this matter.
- G. Evaluation of building's foundation.
1. In light of the recent news about the collapse of the condo in Miami, Kismet went out to RDH for their response as to if this topic is under their engineering services and if not, do they have a recommendation.

2. As part of the subset topics to the roof project, Miller Consulting Engineers reached out to PLi Systems for a scope of work/bid for the undermining of slab on the 3rd floor/storage area. Report received 06.09.21. Report to be forward to BOD for reference.
3. Is the building's foundation part of the Reserve Study?
 - i. ACTION ITEM: Kismet will revisit the Reserve Study documents and if needed work with RDH/Kelly Lamb to verify.

VIII. Open Forum

- A. Unit 709 gave a "thank you" and is grateful to those people working on the many association's projects.
 1. As they live out of Portland, they are unable to view the ongoing roof project work, so wanted to know when it is projected to be complete.
 - a. Response from Kismet: The project is on schedule. There have been delays due to weather, but work continues. The project is scheduled to be completed the end of August 2021.
 2. Since they purchased in 2008, there seem to be a lot of management companies. They have encountered issues with their automatic monthly dues. How will it work with this new company?
 - a. Response from Kismet and Mark: FRESH START will shortly be providing information to each unit owner as to due payment process. Most likely July dues will be handled by BPM and August dues by FRESH START with possible crossovers happening.

IX. Board Meetings

- A. Next Regular Meeting
 1. Date: Thursday, August 4, 2021
 2. Time: 6:00 pm
 3. Location: TEAMS meeting
- B. Motion made and passed to adjourn at 7:36 pm

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