

# Cardinell View Lofts Condominium

## BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – November 19, 2020  
Time: 6:30 pm  
Location: ZOOM Virtual Meeting  
Notice: Sent by BOD Secretary by eblast to Owners on 11.16.20

### DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
TJ Holland - Chair	Yes	Kevin Cheung	Yes
Kismet Kilbourn - Treasurer/TAB	Yes	Sunil Khanna	Yes
Lauren Anderson	Yes		
PMI MANAGEMENT	Yes / No		
Deborah Baker-Portfolio Manager	No		
Rita Holland -Office~Secretary	Yes		

1. Meeting called to Order by Chair at 6:30 pm
  - a. Welcomed all participants to our virtual meeting
  - b. Thanked BPM for hosting this session; reported the session is being recorded
  - c. BPM management was not in attendance
  - d. Three owners were in attendance
2. Approval of Meeting Minutes
  - a. BOD Meeting Minutes of October 27, 2020 – Motion made and approved
  - b. BOD Organizational Meeting Minutes of November 10, 2020 – Motion made and approved
3. Management Report
  - A. Financial**
    - 1. Treasurer's Report**
      - a. Kismet reported due to focus on 2021 budget and other year-end reports, there was no prepared September financial summary report
      - b. The Financial Statements and Supplementary Information with Independent Accountant's Review Report for the year ended December 31,2019 has been reviewed/questions answered and is now finalized
      - c. The 2021 budget was sent to BOD for review 11/17
        - i. After Board discussion, moved and approved to accept with the unit assessments remaining the same as 2020.
      - d. The IRS 70-604 form has been signed and will be sent to BPM to forward to CVLC's accountant
    - 2. Treasury Advisory Board (TAB)**
      - a. Kismet reported that TAB has been working on:
        1. Reviewing and updating the drafted reserve study
        2. The Contingency Account at Columbia Bank signees have been updated to be:
          - A. TJ Holland, BOD President

- B. Kismet Kilbourn, BOD Treasurer
- C. Sunil Khanna, BOD 3<sup>rd</sup> Director at Large
- b. TJ submitted his resignation for TAB effective 11.11.20

## **B. Committee Reports**

1. Landscaping Committee (LC) – No report
2. Water-Leak Committee (WLC) – No report
3. Janitorial Committee (JC) – No report
4. Architecture Review Committee (ARC) – No report
5. Communications Committee (CC) – No report
6. Security Adjunct Team (SAT) – No report

## **Committee Volunteers**

- a. The following committee chairs have been assigned:
  1. Landscape: David Mansfield
  2. Architectural: Fred Cann
  3. Communications: Lauren Anderson
- b. Resignations:
  1. Jami Wireman submitted her resignation for CC effective 10.27.20
  2. Scott Trinkle submitted his resignation for SAT effective 11.18.20
- c. The Janitorial Committee will be renamed with new duties and responsibilities. Charter required.

## **C. Management Administration**

### **1. Owners Correspondence**

- a. 10.19 Unit 102 reported water issue in living room> BPM to report
- b. 10.21 Unit 504 requested lockbox form>sent by TJ; did BPM receive
- c. 10.21 Unit 305 tenant requested call box update> TJ responded - need another phone number
- d. 10.22 Unit 505 reported unit cold> BPM to report
- d. 10.28 Unit 310 requested tenant insurance information>Sec responded + forwarded to BPM
- e. 10.28 Unit 610 advised unit modification>BPM to forward ARC form
- f. 10.28 Unit 308 reported continuing issues with unit being cold>BPM to respond

### **2. Notifications**

- a. 10.26 BOD notice about heat
- b. 10.28 BOD notice about heat update
- c. 11.04 BOD notice about security and 911 calls
- d. 11.11. BPM notice about water shut down on 11.13 from 10 am to 2 pm

## **D. Maintenance & Repairs**

1. Heat System Comprehensive Check – USA Mechanical on-site 11.04
  - a. USA Mechanical report via BPM; incomplete information
  - b. Lauren email overview 11.19; need BPM report **1)** from Eric **2)** replacement of defective valve
    - i. After board discussion; USA Mechanical contract to be sent to BOD members
    - ii. TJ to contact BPM about poor activity/reports on heating
2. Drain Snaking Project – PENDING BPM report
3. Boiler Room Leak – from potable hot water tanks noticed 10.07
  - a. Dean/USA Mechanical on-site to fix leak 10.08

- b. Email 10.13 to Dean that repair did not work
  - i. After board discussion, to ask BPM to have original installer of tanks, JRT to repair
- 4. Roof project – *recap*: **1)** Notified RDH that CVLC Board agreed to accept the updated bid proposal dated 10.27.2020 from Gores Construction 10.28 **2)** RDH sent Notification of Award to Gores Construction 10.29 **3)** Request for Sean Gores to generate an editable version of AIA 104 agreement to legal counsel 11.02 **4)** communicated with Angie about separate sections for invoicing due to Settlement Agreement 11.09
  - a. Angie’s comments
    - 1. A104 draft received on 12.12.20
    - 2. Currently reviewing; discussions with Sean Gore
    - 3. Recommends approaching the invoicing as all listed under single contract, but separate invoicing
- 5. Water issues in Unit 102
  - a. BMP email alerting owner reporting water coming up in living room floor 10.19.20
    - i. After board discussion; TJ to contact BPM for more in-depth reporting of situation
    - ii. Board discussion about choices made for activity of the magnitude of this matter

## E. Old Business

- 1. Annual Meeting Recap
  - a. Board reported that meeting with power point presentation was successful; disappointed in owners attendance
  - b. Received owner request for power point; TJ to provide to CC for all owner distribution
- 2. Fire and Emergency Plan
  - a. Fire Marshall contacted Board about updating contact info required by **12.13.2020**
    - i. After board discussion; it was agreed that the CC will review current plan and restructure for board review
- 3. Microsoft 365: Business Basic
  - a. No reported activity from BPM on the purchasing of accounts
    - i. After board discussion; TJ was again to contact BPM
- 4. Pest Control
  - a. TJ contacted vendor for placing additional traps within internal stacks; will be on-site 11.25
  - b. Lauren had earlier indicated hearing rodent noises in her wall; TJ will work with her about trap location  
(post meeting: 11.27 Due to time constraints in contacting unit owners reporting hearing mice within the walls the additional traps will be put in place in January 2021. The traps within the building are bait stations which are stocked with a food source that is poisonous to the vermin. Thus, the outside traps are especially good about keeping the population in that local area reduced in number.)

## F. New Business

- 1. 2021 BOD Meeting Schedule
  - a. Current schedule is the 1<sup>st</sup> Tuesday of the month at 6:30 pm
  - b. New schedule will be the 1<sup>st</sup> Thursday of the month at 6:30 pm
- 2. ARC request from Unit 610
  - a. ARC form submitted 10.31 with minor modifications of removing carpet to polish and seal concrete floors; scheduled to be complete by 11.18
- 3. Rogelio Vega – Extra Acknowledgement
  - a. Since mid-January, Rogelio has been cleaning our building each Wednesday and then during the onset of the pandemic added enhanced cleaning of high touch areas to his schedule. He is now our primary third-party contact for all moves in the building. Received reports of him personally and the high level of

his work performance have been positive.

- i. After discussion, the board agreed to send our thanks with an appreciation gift of \$250
- ii. TJ will contact BPM about the best way to handle this matter

4. COVID-19 – New records being reported in Oregon

- a. With the continuing cases, our community needs to be diligent in making our building and residents safe
  - i. After discussion, the board agreed that strong measurers need to be in place over the next 3 to 4 months
  - ii. Sunil volunteered to provide for board review guidelines to encourage and support residents

**G. Open Forum** – Due to virtual board meeting, the following questions/comments submitted by owner were to be read and addressed.

1. Unit 801 report continuing issues with squeak in bedroom above bed; now has a temporary fix in place  
(post meeting: 11.23 meeting set up for 12.3 with Sean Gore to view both Unit 703 and Unit 801 ceiling issues)

4. Regular Board Meeting

a. Next Meeting

- i. Date: Thursday, December 3, 2020
- ii. Time: 6:30 pm
- iii. Location: **Zoom meeting**

b. Motion made and passed to adjourn at 7:41 pm

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