

# Cardinell View Lofts Condominium

## BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – December 3, 2020  
Time: 6:30 pm  
Location: ZOOM Virtual Meeting  
Notice: Sent by BOD Secretary by eblast to Owners on 11.28.20

### DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
TJ Holland - Chair	Yes	Kevin Cheung	Yes
Kismet Kilbourn - Treasurer/TAB	No	Sunil Khanna	Yes
Lauren Anderson	Yes		
PMI MANAGEMENT	Yes / No		
Deborah Baker-Portfolio Manager	Yes	Debi Widmer – Guest	Yes
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. Two owners were in attendance
2. Approval of Meeting Minutes
  - a. BOD Meeting Minutes of November 19, 2020 – Motion made and approved
3. Management Report
  - A. Financial**
    - 1. Treasurer's Report**
      - a. In the absence of Treasurer, Kismet, there was no prepared September or October financial summary reports
      - b. The finalized Financial Statements and Supplementary Information with Independent Accountant's Review Report for the year ended December 31,2019 has been sent to IDHE
        - i. BPM to contact IDHE for final documents
      - c. BPM reported that the IRS 70-604 form has been forwarded to our CPA
    - 2. Treasury Advisory Board (TAB)**
      - a. TJ reported
        1. The funding models for the reserve study are being reviewed by TAB
        2. The signees for the Contingency Account at Columbia Bank are in the process of having their signatures notarized
  - 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

## C. Management Administration

### 1. Owners Correspondence

- a. 11.20 -Unit 601 reported water leak near the toilet; water shut off requested 11.27 and 11.30>no action required
- b. 11.30 -Unit 604 requested additional FOB (2 for resident/1 for Property Manager)
  - i. After Board discussion, current policy is 2 FOBs per unit and the security system will need to be reconfigured for additional custody of FOB
  - i. Board requested that the FOB policy be updated. (post meeting: 2020-12.16; SAT will draft the Rental Property Management Company Access policy and submit to the board)
- c. 11.30 -BPM reported that Unit 708 requested access to retrieve unit keys> BPM resolved
- d. 12.1 -Unit 610 reported work on floor requires additional time>noted for minutes
- d. BPM reported Unit 802 complained about smelling smoke in unit> BPM contacting surrounding units
  - i. After discussion it was determined that BPM send out a general reminder notice to owners about CVLC is a no smoking building

## D. Maintenance & Repairs

1. Drain Snaking Project – BPM reported project finished (not correct)
  - i. After discussion it was determined that Lovetts had stopped snaking of the roof drain stacks due to different size pipes within the drain stack and that the PSI required for cleaning was excessive for these pipes but no resolution was provided
  - ii. BPM to contact Lovetts for not advising Management of stopping project, no reports/photos on individual units drain snaking, no info about plumbing issues in units, no reduction in charges
2. Heat System Comprehensive Check – USA Mechanical
  - a. Board voiced dissatisfaction with vendor
    - i. After discussion, TJ will reach out to legal counsel about vendor contract
    - ii. Board will begin search for new HVAC vendor  
(post meeting: On 12.4.2020, USA Mechanical gave notice of termination of their contract with Cardinell View; 12.15 BOD via BPM sent out acknowledgment letter)
3. Roof project – Potential ceiling issues with Unit 703 and Unit 801 that may be related to the roof
  - a. Gores Construction was on-site 12.3 to review; report pending  
(post meeting: 12.4 bid for the investigation work at unit 801 and emergency repairs at unit 703 was received with only emergency work scheduled for 12.22)
4. Water issues in Unit 102 – BPM reported that Kennedy Restoration was brought in to work on this by the Owner. TJ reported that “2<sup>nd</sup> leak” reference information was filed on TEAMS and that BPM had also received a set
  - i. Owner, Pat Gendreau, was in attendance and was asked about his input: he stated that he was being kept abreast of all activities and had nothing to report. (post meeting: 2020-12.17; Unit Owner has wondered if there is a way to store unit 102 belongings during construction. Outcome pending.)

## E. Old Business

1. Fire and Emergency Plan – Updates to Cardinell View’s plan is due to the Portland Fire & Rescue division by 12.13.2020.
  - i. After Board discussion, it was determined that the critical contact information would be updated at this time and that Lauren and Sunil would continue to bring the plan up to date for board review and approval

## F. New Business

1. New Portfolio Manager – On 12.3.20 BPM notified the Board that a new manager would be assigned to the CVLC account to provide continuing association support. Deborah introduced Debi Widmer. They will be working together over the next few months. Deborah shared that she is excellent, very organized, and will be able to provide needed support to the community.
  - i. Portfolio Manager: Debi Widmer – [debiw@bpmmgmt.com](mailto:debiw@bpmmgmt.com)
2. Rogelio Vega / Extra Acknowledgement – BPM reported that a check would be forwarded to board by next week (post meeting: 2020-12.19; Check arrived; the amount is incorrect. BPM contacted to issue a 2<sup>nd</sup> check for the missing amount.)
3. COVID-19 – Notice for mask wearing mandate
  - a. Communication Committee Chair, Lauren, provided a first rough draft for review.
    - i. After discussion, it was determined that the notice be restructured to include the mask image provided by Sunil
    - ii. A policy to support the mask notice will also be written and posted on the portal
4. Trash Notification
  - i. A trash notification was tabled and to be revised at a later time
5. FHA – CVLC approval status expired in 2010 and not reviewed by board action in 2018.
  - i. BPM noted that the rate of rentals in our community disqualifies us

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

1. No owner’s questions posed at this time

## 4. Regular Board Meeting

- a. Next Meeting
  - i. Date: Thursday, January 7, 2021
  - ii. Time: 6:30 pm
  - iii. Location: **Zoom meeting**
- b. Motion made and passed to adjourn at 7:49 pm

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