

# Cardinell View Lofts Condominiums

## BOARD OF DIRECTORS MEETING MINUTES

Date: Wednesday – February 6, 2019  
Time: 6:30 pm  
Location: PSU, Karl Miller Center, 615 SW Harrison, Room 244, Portland OR 97201  
Notice: Sent by AMS by eblast to Owners on 1.24.19

### DIRECTORS/MANAGEMENT PRESENT

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

AMS MANAGEMENT	Yes / No
Kelly Cascino	Yes
Michelle Underwood – Guest	Yes

1. Meeting called to Order by Scott at 6:30 pm
2. Approval of Meeting Minutes
  - a. Board Meeting Minutes of December 10, 2018 – Approved with following addition:  
*2/6/19 Board signed directive to transfer funds from Reserve account to Operating account*
3. Open Forum – The following items were discussed with the owner’s present
  - a. No owners present

#### 4. AMS Management Report

##### **Financial**

- a. One Unit received two fines: non-receipt of leasing info; non-receipt of annual registration information; if no payment by first part of February a Notice to Lien will be sent

##### **Committee Reports**

- a. Landscape Committee – Rita reported for Josie: Committee met 1.13.19; most monuments found/comfortable in locating remaining; gaining info about trees/plantings/runoff from city & county entities w/no cost; general info search on landscaping companies; developing an Action Plan
- b. Water-Use Committee – Rita reported for Mike: Committee met 1.17.19; reviewed goals; contacted Portland Water Bureau/inquired about leak adjustment credit/to provide stormwater rebate info/to provide 2010 forward water usage chart/to place a flow data reader at meter (1.23) followed with PWB report/provide some water saving devices; contacted OR Energy Trust for incentives/submitted form.
  - i. AMS suggested each Committee craft own Charter; Board agreed; Scott to advise

- established committees
- ii. Board granted Landscape & Water Use committee's spending allowance of up to \$25 without requiring a request for approval

### **Owners Correspondence**

- a. Unit 309 – Owner requested compensation for lack of hot water for a reported month due to total failure of hot water system
  - i. After review, Board denied request to compensate
- b. Unit 404 – Owner requested compensation for lack of hot water for 10 days due to total failure of hot water system
  - i. After review, Board denied request to compensate
- c. Unit 605 – Resident reported to AMS a noise complaint against a neighboring unit; requested an eblast be sent re: quiet hours
  - i. Board determined an eblast was not required at this time; posted message on message board
- d. Unit 609 – Unit requested waive of fine & interest for non-receipt of Annual Registration form
  - i. After review & discussion, Board denied request to waive fine/interest
- e. Unit 705 – Owner requested compensation for lack of hot water for 10 days due to total failure of hot water system
  - i. After review, Board denied request to compensate
- f. Unit 302 – Last October move-out waiver was denied; Owner requested reason from AMS; also reported heating issues as well as lack of water from tub faucet; AMS advised equal pressure operation & after hot water system back on faucet was operational
- g. Unit 303 – Owner reported issues with smoke detectors in unit and requested repair; AMS advised smoke detectors inside unit are Owner responsibility; Owner confirmed they would work w/Tenant to address
- h. Unit 407 – Owner reported lack of water from tub faucet; AMS advised equal pressure operation; no future reports received after new system on line
- i. Unit 702 – Owner contacted AMS about the lack of communication re: boiler replacement; AMS confirmed both building posting & web posting
- j. Units 801/802 – 1) Property Manager request assistance in replacing each unit's locks; AMS advised that lock replacement was Owner responsibility; PM also confirmed units were vacant  
2) AMS was notified of loud music, shouting, other noises coming from 8<sup>th</sup> floor; AMS processed violations by email to PM; no response at this time

### **Administration**

- a. Annual Registration – AMS has been sending violations to those units that had not submitted their forms. To date all forms have been received.
- b. Board Appointment – Only one Owner responded to interest in serving on the Board & sent resume; AMS sent additional questions at Board request and invitation to meeting; no response has been received nor meeting attendance
  - i. Board agreed to reissue a "Message from the President" eblast solicitation letter
- c. Arbitration Update – In December legal counsel advised that the Board share with the CVLC homeowners as to the status of the settlement and planning for the roof placement;

- Board reviewed disclosure letter and sent updates to AMS; public notification pending (post meeting: [Document eblast to Owners + posted to CVLC/AMS website 2.7](#))
- d. Fob Programming – AMS’s IT Dept has recommended a program called Chrome Remote Desktop; Scott is working with AMS to complete (post meeting: [software up and running; Scott/AMS confirmation 2.14](#))
  - e. Access Code Change – AMS sent notice to all Owners (1.21) re: changes to their access codes effective 2.11; reminder eblast sent 1.25; specific codes will be provided to package delivery vendors, as well as, code for general contractor use; final notification to be sent 2.8; NOTE: Other vendors to contact AMS for code; AMS will provide entry door stickers with contact information & phone number (post meeting: [Scott posted reminders within the building 2.7; all Access Codes were updated as scheduled 2/11](#))
  - f. Insurance Resolution – In December, due to leak resolutions, legal counsel recommended that the Board update the current Insurance Resolution. As Board had concerns, they asked for legal counsel meeting outside of regular meeting.
    - i. Board has agreed to have Scott as their representative
  - g. Insurance Claim Update – Due to leak damage, insurance claim opened; common element damage/Unit 305 damage (repairs completed)/Unit 306 damage (insurance pending repair information)
  - h. Building Security – Throughout December & January there have been multiple reported thefts (packages & vehicle) reported to Owners & Police; no updates from Owners nor Police; access code change should help with building security as well as a rack within security camera viewing was placed in lobby for package delivery; AMS asked about sending notice reminder for building security as well as reference to package theft (post meeting: [re: 2 JAN fob/car theft, illegal entry, and package theft PPB Case# 18-1308 all video evidence, entry logs, and an event log were turned over to Officer Sharpe on 13 FEB; Portland DA is convening Grand Jury to decide on pursuing charges](#))
    - i. Board determined an eblast was not required at this time

## 5. Maintenance & Repairs

- a. Boiler Replacement – Scott gave a brief update of the failure of the old hot water boiler & installation of new high efficiency tank hot water system. The failure began 11.12.18 with the boiler leaking, putting out the pilot light, resulting in no hot water. US Mechanical did a temporary fix to allow for building hot water. Then on 12.26.18 the boiler failed completely. Board approved JRT Mechanical, a new association vendor, to work on this project. As this was now an emergency, JRT was able to reschedule our January work date and began this project on 12.27.18. Work completed for hot water to building on 1.4.19. Recirculation pump installed 1.8. Board signed directive for AMS to transfer funds from Reserve account to Operating account.
- b. Elevator Maintenance – Cleaning: In reviewing both the Reserve Study and the Maintenance Plan, it addresses elevator cab finishes/refinishing/cleaning/repair. The Board expressed concern about the cleaning products being used and our current policy for cleaning. Repairs AMS reported elevator was non-operational on 1.25. Otis was dispatched; resolved the issue. Board raised questions re: normal wear & tear; current contract scope; overall costs.
  - i. Scott appointed an ad hoc committee be formed to look into elevator issues. Rita

- volunteered to take the lead and recruit additional members.
- ii. AMS provided Otis contract & price sheet; Board to review; AMS to also provide other Vendor contractors for Board review
- iii. Topic to reside under Old Business until resolved
- c. Janitorial Status – Stairwell Cleaning: Deep clean of the stairwells was completed by Talon on 10.26. Walk: AMS asked for on-site walk with Board to review pending janitorial concerns. Board would like to review current cleaning vendor contract and provide additional guidelines
  - i. Scott appointed an ad hoc committee be formed to look into this matter; Rita volunteered to take the lead and recruit additional members.
  - ii. Topic to reside under Old Business until resolved
- d. Roof Maintenance – Roof Sweep: On 11.16 KJ Maintenance was only able to complete carport roof sweep due to alarm issues when trying to access upper roof area. Scott reported alarm works properly but hard to turn. Roof Repairs – Settlement agreement for extensive roof replacement finalized. Board proposed that RDH Building Science LLC provide proposal for overseeing the project. Proposal submitted/Board to review. Meeting discussion outcome with another request to have RDH provide another proposal to include south and central roofs repair/replacement evaluation.
  - i. AMS will have KJ Maintenance contact Scott for on-site visit before scheduling remaining building roof cleaning
  - ii. AMS to contact RDH Building Science LLC for additional proposal; Scott agreed to be the Board's point person
- e. Front Entry Stairs Recoating – Project opened in February 2017; Board approved original bid from Charter Construction in February 2018; Board requested additional work with approval April 2018; work completed September 2018; Board reported unacceptable work; Vendor walk w/Board 10.4.18; Charter corrections made 10.26.18; Board reported still unacceptable work; 2<sup>nd</sup> Vendor walk w/Board on 11.30.18. AMS worked with Charter and legal counsel to seek resolution; presented Board with a reduction of total bill of 10%. Meeting discussion outcome with a firm counter of 20% reduction.
  - i. AMS to present decision to Charter; Scott agreed to be the Board's point person  
(post meeting: Board asked for 20% reduction, Charter countered with 15%, Board accepted and settled account)
- f. Comcast Equipment – AMS was contacted by Comcast re: non-access to their equipment; December on-site visit w/Scott; Comcast to provide plan to move/store equipment; Comcast has missing fob/replacement fee; AMS has received no concrete updates.
- g. Fire Alarm/Fire Pull Repairs – Fire system inspection report of 9.18 noted pull stations not operational except at 2<sup>nd</sup> floor lobby; Protec on-site 1.29 determined issue to be electrical; AMS contacting electrician for assistance for this issue; regarding 8<sup>th</sup> floor alarm lock AMS recommends KJ Maintenance have on-site visit w/Scott before proceeding with any work requests. (post meeting: ProTec could not assist, because they only work on low voltage systems, our fire alarm pulls operate on standard 120; Brightside Electric detached for repairs, they said it looked like someone had disconnected wires; as of 8 FEB, all Alarm Pulls were fully functional)
- h. Trash Service – AMS contacted by Portland Disposal about potential of their truck sliding towards P19 during wet/freezing conditions; Property Manager of Units 801/802 confirmed

that both units are vacant; Board President advised AMS of previous parking agreement with Unit 201; PM confirmed that this arrangement is still in effect; AMS to contact Unit 201 re: safety concern if vehicle is in P19; AMS inquired if Board wants to pursue alternative service.

- i. Board has already been researching companies with small trucks
- ii. Topic to reside under Old Business until resolved

#### 6. Old Business

- a. Boiler Room Key – With the replacement of the boiler room handle (11.26.18) an additional key was required for the fire department. Board proposed waiting for the inspection of the hot water system before meeting with the Fire Marshal; Scott will set up appointment. (post meeting: Boiler room key was handed over to fire inspector Keith Hill on 14 FEB; key was added to fire dept. ring kept in lock box outside of unit 102)

#### 7. New Business

- a. General Contractor – Board proposed search for alternative general contractor; AMS noted they had previously worked with Portland Construction Solutions & Har-Bro West Inc; meeting discussion of unhappy with Charter's quality of work and proficiency; AMS counselled availability of vendor to have after-hours team
  - i. Scott will take lead

#### 8. Executive Session

- a. Motion made and passed to adjourn to Executive Session at 7:33 pm
- b. AMS & Scott recapped incidents of numerous thefts
- c. AMS announced CVLC Associate Administrator is Stephanie Wynn
- d. AMS received a report of a fall occurring at front entry steps (post meeting: there is no video evidence showing the fall, if it occurred near the top of the lower east stairs, this is outside of camera range 2.8)
- e. Discussion of contractual obligations; designated representative authorized to work with AMS will be Board President
- f. Motion made and passed to adjourn to Regular Board Meeting at 7:49 pm

#### 9. Regular Board Meeting

- a. Next Board Meeting
  - i. Date: Monday – April 1, 2019
  - ii. Time: 6:30 pm
  - iii. Location: PSU; Karl Miller Center; Room 244
- b. Motion made and passed to adjourn at 7:59 pm

Respectfully Submitted,  
Rita S. Holland  
CVLC AUO Secretary