

Cardinell View Lofts Condominiums

BOARD OF DIRECTORS MEETING MINUTES

Date: Monday – April 1, 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 3.18.19

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Scott Trinkle - President	Yes	Mike Whiteford	Yes
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 February 6, 2019 – Approved
3. Open Forum – The following items were discussed with the owner’s present
 - a. No owner’s questions posed at this time

4. AMS Management Report

Financial

- a. One Unit received two fines: non-receipt of leasing info; non-receipt of annual registration information; request for waiver of fine was denied; Notice to Lien was filed; waiver requested – see below under *Owners Correspondence (c)*
- b. Current legal counsel for collection services notified AMS of discontinuing collecting practice; AMS provided proposals for Board review and determination
 - i. After discussion, Board tabled for additional time for board to review
- c. Cash Flow – Additional \$16,000 transferred from reserve account to operating account
- d. Landscape vendor (Sanlino) sent AMS notification of maintenance price increase effective 4.1.19

Committee Reports

- a. Landscape Committee – Members worked on proposed charter; shared research on full service landscape companies; noted to board issues with current Vendor and encouraged Board to make formal complaint; submitted Clean River Rewards form resulting in approval of a 7% monthly discount; plan to plant test areas with native plants; evaluating ground cover to replace grass

- i. LC encouraged Board to make formal complaint to AMS
- b. Water-Use Committee – Opened dialog with PWB re: leak 1.14 resulting in leak adjustment of \$1261.17; PWB tested meters 1.23/submitted report; PWB provided a second test on 2.26 to evaluate water flow with building water shut off/ submitted report; research of public records was initiated/forwarded to PWB; PWB on-site for third test & evaluation 3.14/submitted report. Information filed in WUC notebook. As ad hoc committee no charter required
- c. OR Trust – an off shoot of water research lead to contacting OR Trust – submitted OR Trust incentive form resulting in energy rebate check for \$2388; filed OR Trust enrollment form resulting in walk through of building 2.18/submitted report; building plans & schematics to OR Trust; 2nd walk with OR T. boiler engineer 2.25; OR Trust advised the commission of 3rd party evaluation of boiler (at their expense) 2.28; walk through with lighting engineer 3.7/pending report; 3rd party on site visit 3.15/pending report. Information filed in WUC notebook
- d. Cleaning Committee – *title changed to Janitorial Committee* – earlier discussions during board meetings on building cleaning and special elevator cleaning resulted in forming committee; for efficiency both issues rolled into one project; members worked on big picture janitorial guidelines for CVLC; met with Talon Cleaning to talk about current process and Talon’s input. As ad hoc committee no charter required. Information filed in JC notebook

Owners Correspondence

- a. Unit 210 – Owner contacted AMS regarding car being broken into & requested installing a security camera to be pointed at the parking area. As they park on the street this is not a HOA responsibility
- b. Unit 306 – Unit construction work resulted in charge for additional cleaning in the common area in front of their door; request for waiver of billed amount
 - i. After discussion, Board denied waiver
- c. Unit 402 – Unit received two fines: non-receipt of leasing info; non-receipt of annual registration information; request for waiver of fine was denied; Notice to Lien was filed; waiver requested; fee is hard cost to association
 - i. After discussion, Board denied waiver
- d. Unit 201 – Unit had previously reported no receipt of fobs; paid replacement fee; fobs later located; AMS reimbursed fee due to address mix-up
- e. Unit 203 – Owner notified AMS of family to move into unit in April; move in fee charged/received
- f. Unit 303 – Unit has received two smoking violations 2.21/3.14; fines processed; no further issues
- g. Unit 304 – Unit received noise violation for dog barking in Feb.; no further issues received
- h. Unit 305 - Owner reported to AMS that main lateral drain for kitchen in units stack 305/405/505/605/705 had blockage below their units; DeTemple Plumbing contacted for on-site coordination with Owner; snaked about 12 ft of greasy clog; confirmed all functioning
- i. Unit 309 – Resident contacted AMS in mid-March about high unit temperature; AMS confirmed heat cycles adjusted; Unit requested heat to be shut off; AMS confirmed unable to do as this is an all-building heating system control; Unit reported transient activity; AMS advised unit to report to police; asked about installing a security fence for security; no written request received
 - i. After discussion, Board determined that a fence is not doable
- j. Unit 402 – Owner contacted AMS regarding a car parked in loading area preventing use of their car from P16; after hours emergency contacted; issues with unknown required code; unable to

use car for an off-site appointment

- i. After discussion, it was determined that AMS would update the Retriever's CVLC parking owner's spreadsheet & provide LE parking owners with the required code
- k. Unit 408 – Unit received a violation w/payback fee for additional cleaning of reported spill in lobby. No further issue
- l. Unit 502 – Owner reported to AMS in March the loss of one of their fobs; fob deactivated; replacement fee received; new replacement fob sent
- m. Unit 508 – Owner reported to AMS they fell on the front stairs 2.5 due to ice/slippery stairs; AMS received documentation + body photos; owner advised that they would provide medical info; no further updates received
- n. Unit 604 – Unit contacted AMS about delivery of washer/dryer; AMS confirmed type required no additional plumbing/venting changes; PM advised AMS of delivery on 3.20; no further issues reported
- o. Unit 703 – Unit reached out to AMS to report a water leak in Unit 603; unit plumber vendor contacted; water request shut off on 3.19/changed to 3.21 due to scheduling; no additional info received
- p. Units 801/802 – Activity in vacant units reported to AMS; PM + realtor advised AMS units to be staged; units billed for unscheduled move; no further updated /reports of this issue
 - i. When locks in both units were changed, incorrect type was installed; AMS to contact PM to replace with appropriate lever type handles

Administration

- a. Board Appointment – At the resignation of Board Member in 2018, only one Owner responded to interest in serving; after initial interest no further response was received; another “Message from the President” eblast solicitation letter was sent 3.27; AMS received a response from another Owner interesting in serving but is currently out of the country
 - i. Board suggested that an invitation be extended to attend the next meeting
- b. Arbitration Questions – Disclosure letter sent to Owners and posted to website 2.7; AMS has received questions especially related to potential assessment amount and start of roof replacement project; AMS will continue to reiterate that no pricing or clarification regarding the process can be provided until after the project is further along
- c. Fob Programming – AMS has assumed the responsibility of fob programming; no issues to report
- d. 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. Updated document was reviewed and signed.
- e. Insurance Claim Update – Due to leak damage in October 2018, between common element/Unit 305/Unit 306; insurance claim was opened; 305 claims to insurance & paid; 306 claims currently with insurance adjuster
- f. ARC Process – AMS noted that at prior meeting there has been discussions related to the architecture process for CVLC
 - i. Architecture Committee was appointed; members: Rita Holland; TJ Holland; Scott Trinkle
 - ii. This committee requires a written charter

- g. Plumbing Reminder Eblast – Due to recent plumbing issues, AMS recommends that the Board send out a plumbing reminder; draft provided for review
 - i. Scott to provide additional information to AMS before the eblast is sent
- h. AMS Information Stickers – AMS provided window stickers showing contact information
 - i. After reviewing, the stickers will not work; Scott to work with AMS for updates

5. Maintenance & Repairs

- a. Leak Testing – The Water Use Committee has been actively working with PWB to test and eliminate probable leak locations. Findings & reports are filed in the WUC notebook. With the successful replacement of the hot water system by JRT Mechanical, Scott contacted them for their expertise in leak detection. JRT submitted a quote to investigate water loss in building.
 - i. Board reviewed and approved work order
 - ii. Scott will take lead on working with Vendor
- b. Elevator Maintenance – Prior board discussion on routine maintenance service; AMS provided other Vendor proposals
 - i. After review, the Board agreed to continue working with Otis
- c. Roof Projects:
 - 1) Roof Sweep – KJ Maintenance was able to complete 2018 building roof cleaning on 3.20; reported door alarm was still an issue.
 - i. Scott received schematics from KJM and will work to resolve
 - 2) Carport Reroof – Discussion for repair was tabled until Spring 2019; AMS provided proposals for review.
 - i. Board agreed to table further discussion until more information is received about the north roof repairment costs
 - 3) Penthouse (north) Roof Repairs – A signed contract was provided to RDH to design scope and oversee roof repair project; RDH in process of submitting permits
 - i. Board requested a preliminary bid for roof work; information to be provided to Owners for clearer picture of potential assessment fee
 - ii. Project to be paid from reserve account, including all necessary permits
 - iii. Scott agreed to be the lead contact with RDH
 - 4) Additional Roof Inspection – Board requested proposal from RDH to inspect the remaining central and south roofs
 - i. After review and discussion, Board approved proposal
 - ii. Project to be paid from reserve account
 - iii. Scott agreed to be the lead contact
- d. Front Entry Stairs Recoating – Project opened in February 2017; completed work was deemed unacceptable; final settlement agreement of 15% bill reduction; formal settlement agreement signed by Scott 4.1

6. Old Business

- a. Comcast Equipment – AMS was contacted by Comcast in Dec 2018 re: non-access to their equipment; after on-site visit there has been no further contact since Feb 2019
 - i. AMS to contact Comcast about missing fobs and missing front panel of lock box

- b. Trash Service – AMS contacted by Portland Disposal about potential of their truck sliding towards P19 during wet/freezing conditions; PD contacted Scott & to date no further issues; research of additional vendors with small trucks will be kept in file
- c. Janitorial Walk – concerns relating to building cleaning has been discussed at prior meetings; suggestion by AMS for a walk through; a committee was appointed and will provide a janitorial overview to the Board; no action until guidelines have been adopted
- d. Time Usage – discussion at February meeting re: AMS time allotment for CVLC; AMS provided tables for board's review

7. New Business

- a. General Contractor – discussion at February meeting re: search for general contractor; Scott to contact USA Mechanical & JRT Mechanical for recommendations
 - i. Scott to follow up on recommendations
- b. Heat Adjustment – Scott announced the building heat will be turned off within the next two months
- c. JRT Mechanical Maintenance Contract – Brian submitted a proposal for annual maintenance work
 - i. After review, Board approved
- d. CAI Update – Scott gave a brief recap of CAI event on 2.20: Homeowner Roundtable – Enforcement
- e. Annual Meeting Date Change – after reviewing Bylaws it was recommended to change the date of CVLC Annual Meeting to October; Board will review ruling documents/legal rules & work with AMS to implement this change
- f. Fire Sign – 1) Scott announced that the Fire Marshall stated that CVCL needs to place a sign at the beginning of our private driveway indicating the way to the water connector pipe.
 - i. Scott will work with AMS on physical sign & where and how it will be located2) Fire Escape – Reserve Study called for a Load Test to be performed this year; action was placed on hold until Portland Fire & Rescue report reviewed & potential corrections; work completed 2.8
 - i. AMS to coordinate required test
- g. Treasurer Position – Scott recommended an interim two-person Treasury Advisory Board; team: TJ Holland & Heidi Trinkle; Board agreed
- h. Security Adjunct – Scott recommended an aide position appointment for on-site assistant for security cameras; team: Scott Trinkle & TJ Holland; Board agreed

8. Regular Board Meeting

- a. Next Board Meeting
 - i. Date: Monday – June 3, 2019
 - ii. Time: 6:30 pm
 - iii. Location: PSU; Karl Miller Center; Room 244
- b. Motion made and passed to adjourn at 7:49 pm

Respectfully Submitted,
Rita S. Holland
CVLC AUO Secretary