

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – May 27, 2021
Time: 6:00 pm
Location: TEAMS Virtual Meeting
Notice: Sent by BOD Chair eblast to Owners on 05.25.21

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Kismet Kilbourn – Chair/TAB	Yes	Lauren Anderson	Yes
Heidi Trinkle - Treasurer	Yes	Sunil Khanna	Yes
Jonathan Uto	Yes		
MANAGEMENT	Yes / No		
Seth Schade - Portfolio Manager	No		
Rita Holland - Officer~Secretary	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. Two attendees joined the meeting.

II. Administrative

- A. BOD Meeting Minutes of May 20, 2021 – Motion made and approved.
- B. BOD Special Meeting Minutes of May 25, 2021 – Motion made and approved.
- C. Kismet stated there was an update to the Agenda: there would be no Executive Session.
- D. Announcement/Housekeeping
 1. To be consistent and in keeping with our ruling documents, the owners of the association will be identified as unit owners rather than homeowners.
 2. As Monday, May 31st is a holiday, there will be no construction work on that day.

III. Financials

- A. Loan Status: Kismet reported:
 1. Kismet provided a brief overview that the BOD has over several weeks determined and that all required actions have been supported by unanimous vote:
 - a. That the replacement of the condominium roofs and heating system are required,
 - b. That a budget has been prepared for the work,
 - c. That the association does not have sufficient funding to perform this work,
 - d. That a loan would be processed with Northwest Bank,
 - e. That additional further assessments are required to finance these projects,
 - f. That a Serial Special Assessment be levied with allocation to all Units
 - i. Resolution adopted on April 15, 2021.
 2. The bank loan document changes have been reviewed by Kismet, Heidi and legal counsel, Angie and should be ready for signatures on Friday, May 28th.
 - i. After BOD discussion a motion was made and passed for Kismet Kilbourn and Heidi Trinkle as members and officers of the Board of Directors

to be the authorized to signees for the Community Association Loan with Northwest Bank.

B. Treasurer's Report: Heidi submitted report:

1. Memo's approved at May 20, 2021 submitted and being acted upon by BPM.
 - a. Reserve transfer from CIT to Northwest Bank.
 - i. Happening in a less than pretty manner.
 - ii. Even with this hiccup, all CVLC funds are accounted for.
2. Contracts: 1) Vitro Electric and The Heating Specialist's Contracts have been signed submitted to Northwest Bank. 2) Northwest Bank Loan will be signed tomorrow. 3) Payment to Gores will happen as soon after signing as possible—due next week.
3. Boiler: 1) Neal and Caleb disconnected water and electricity. 2) Bob Graham from State Inspector came to officially decommission it. Now waiting on permitting to verify this in their system.
4. Lovett provided September 2020 drain snaking tech reports.
5. Prepayments on Loan: seven unit owners, totaling \$294,800.

C. TAB Report: Heidi submitted report:

1. May 23, 2021 Meeting
2. April 2021 Financials reviewed:
 - a. CIT Working Capital Account request to be closed with funds transferred to CIT Operating Account \$5146.97
 - b. Working Capital to be closed after transfer with any funds coming in for new owners to be immediately deposited into CVLC's CIT Operating Account.
3. Request verification that AR is at near zero balance
4. Reimbursements:
 - a. Although the JRT water main leak repair is a reserve study element and qualifies to be paid out of Reserve funds due to the chaos in shifting the Reserve funds between banks (due to the requirement of the loan), paying these bills out of operating is prudent.
 - b. Request verification from BPM that \$1045 for collections was paid by the owners.
 - c. Two items fall under the category of Assessments as they were calculated in cost analysis for the serial assessment to pay for the Northwest Bank loan.
 - i. Angie's legal bill \$1504.50
 - ii. City Permits \$3010
 - iii. BPM asked to ascertain method for treating these expenses.

IV. **Projects** – (Kismet provided information as to who was assigned to each project)

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

1. The evaluation requested by Neal/THS was performed on 05.24. Kismet extended a thank you to Lauren, Heidi and Scott who accompanied the heating/cooling system team.
2. Neal/THS is currently working on the details and diagrams for the VRV heating/cooling system, the HVR system and the mechanical room split system.
3. As noted in the May 20th meeting, the heating/cooling system proposal listed splits in the storage areas for a total of 60 splits.
 - a. After board discussion, a motion was made and passed to place one of the splits in the 2nd floor storage to maintain the area temperature for the security room computer and in the 3rd floor storage area to regular that areas temperature.
4. The contracts for both THS and Vitro have been signed.

- B. Water Bypass (2nd water leak) – assignee: Kismet
 - 1. Heidi went out to PWB for a report on the current building water usage. They stated that they took a meter reading on 05.04 and 05.13 with about 11% less water usage than the same time last year. Last year the usage was a little over 5,000 gallons per day; since the repair the usage is averaging about 3,860 gallons per day. The amount of daily usage depends on the total number of occupants. Last years occupancy was estimated on a count of 116 persons. If as provided, the current occupancy is 50, the water use would be considered high.
 - 2. Kismet stated that this project is to be closed with no further updates unless we have unexpected news.
- C. Roof Project – assignees: Rita, Kismet
 - 1. Rita gave a brief update
 - a. Due to the number of rainy days this week, roof construction work was delayed by four days; the Gores crew continues to do work on side projects.
 - b. Carlson Roofing is working on placing the insulation on the north roof.
 - c. Due to Monday, May 31st being a holiday there will be no construction work.
 - i. ACTION ITEM: Kismet will provide two signs, one for the lobby and one at the 4th floor access door. (post meeting: Signs received and given to Heidi to place in the building)
 - d. Rita asked if Jonathan is to be given access to Procore; Kismet affirmed.
 - 2. Kismet stated that payment application #1 from Gores had been approved for payment by RDH on 05.25 and alerted the BOD on 05.26 that it was imperative it be sent to the bank for payment to avoid late fee.
 - a. Motion made and passed to ratify the action taken to submit the payment request to NW Bank.

V. Old Business

- A. Document Storage – assignees: Kismet, Rita
- B. Website/Newsletter – assignees: Lauren, Sunil
 - 1. Reminder to send information to Lauren and Sunil.
 - i. ACTION ITEM: Draft of newsletter to be provided to the BOD on Tuesday, June 1st.
- C. ClickUp Project Management – assignee: Kismet
 - 1. Topics are being entered into this format for BOD review.

VI. New Business

- A. New Projects:
 - 1. Laundry Vents – assignee: Kismet, Heidi
 - a. Noted in 2.4.20 minutes: *Door Vents – Due to Comcast equipment within the hall laundry closets, they recommended caution of potential moisture concerns; installation of vents in doors was presented*
 - i. *TJ will provide cost information to Board for review*
 - b. Heidi began research on vents similar to those placed in the main water closet located on the first floor.
 - 2. Emergency Fire and Safety Plan – assignees: Jon, Heidi
 - a. Research previously drafted by Lauren and Sunil will be forwarded.
- B. Water Leak – (Potable hot water tank pipes)

1. It was observed that there was a water leak from the pipes for the portable hot water tanks due to incorrect adhesive being used. (post meeting information: [Dean/USA Mechanical was onsite October 8, 2020 for repair.](#))

C. Snake Drain Project – 2020 - UPDATE

1. Heidi went out to Lovett for a report on the individual unit drain cleaning that was performed in 2020. She received the comments made by the plumbing technicians.
 - a. Asked if items noted were addressed or provided to the owners.
2. In 2020 Rita had requested a report about CVLC's building plumbing from Mike Sminia. A response was recently received.
 - i. ACTION ITEM: Kismet asked that Rita provide his response in a report format to be share with the BOD.
 - ii. Kismet suggested that the BOD consider a Plumbing Guide that could be sent to the owners.

VII. Open Forum

- A. Unit 709 asked if there was a contract for the heating system; when would it start; how long would the project be.
 1. Kismet responded: There is a contract, it has just recently been signed. The start date is unknown at the moment. Currently, THS is finalizing the drawings that need to be submitted for permits. They are also beginning to purchase the equipment necessary for the project. Once a date has been decided for THS to begin to need access to the units, it will be communicated right away.

VIII. Guest Presentation

- A. Mark and Cindy Vandervest from Fresh Start gave a presentation of their company's services.

IX. Board Meetings

- A. Next Meeting
 1. Date: Thursday, June 3, 2021
 2. Time: 6:00 pm
 3. Location: TEAMS meeting
- B. Motion made and passed to adjourn at 8:20 pm

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