

# Cardinell View Lofts Condominium

## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Date & Time: Thursday – March 17, 2022 at 6:00 pm

Location: ZOOM Virtual Meeting at remote locations

Notice: Posted in lobby, invitation link sent by FRESH START via eblast to Owners

### DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Lauren Anderson – Chair	Yes	Kismet Kilbourn – Treasurer	Yes
Heidi Trinkle	Yes	Sunil Khanna – Secretary	Yes
Jonathan Uto	Yes		
MANAGEMENT	Yes / No	MANAGEMENT	Yes / No
Mark Vandervest – FRESH START	Yes	Sunny Arruda – FRESH START	Yes
Cindy Vandervest – FRESH START	Yes		

### OTHERS PRESENT:

Rita Holland

Jeff Henderson

Marc Barnes

Justin Marzineck

Ruth Young

Lily Huang

TJ Holland

Robert Foster

Fred Cann

### I. Call to Order

1. Meeting called to Order by the Chair at 6:03 pm.
2. Welcomed all participants to the ZOOM virtual meeting.
3. A quorum was present.

### II. Approval of Agenda

1. A Request was made to modify the agenda by moving Masks to Old Business. A motion was made and seconded to approve the agenda as modified. There was no further discussion and the motion passed unanimously.

### III. Owner's Forum

1. Contractor's parking in Owner's spot regularly and sign has been knocked down.
  - a. Move to New Business
2. Owner states people continue to try to open his door looking for roof access – would like signage stating no roof access.
3. Question was asked when face to face meetings will be allowed. Another owner mentioned zoom meetings would still be needed for those who are not in town. A decision was made to wait to see how things progress. Attendance is much better during zoom meetings. It was mentioned there is no good place to meet for free.
4. Owner inquired about the status of the settlement agreement. She also asked what the money from reserves was used to pay for.
5. An owner asked the status of the washer/dryer combo that was stolen, and her old ones were no longer there. The answer was the old stacking machines were on the 3<sup>rd</sup> floor in the storage area and had been cleaned. The combo washer dryer will be ordered ASAP, but with supply chain issues may take 8 weeks or more to arrive. Once installed the old units would be sold and any profit above the purchase of the combo machines would be returned to the affected owners.

6. Several questions about the Daiken systems.
  - a. Owner stated tenant had contacted them regarding cold air coming out and the clean filter light/message was on. Tenant reset the unit per instructions from Lauren which seemed to fix the issue.
  - b. Instructions should be given to management to put up on the website so everyone can find them.
  - c. There are PDFs of the operational manuals on the website CardinellView.com.
  - d. Owner requested a remote for his mini split. There are no remotes, as the unit is hardwired to a thermostat. Operational manuals haven't been distributed yet but refer to the website.
7. Owner stated there were leaves left on the new roof. It was mentioned Gore was supposed to send someone out to clean the roof. Management would check to see if Gore had sent anyone out yet, and if not, it would be requested again as it's needed to keep the warranty intact.
8. An owner asked if there was a method in place to pay her entire assessment in one transaction. The system currently doesn't allow more than \$10,000.00 per transaction. The workaround is to do multiple transactions throughout the day. Management will inquire about increasing it.

#### IV. Approval of Meeting Minutes

1. Regular Meeting Minutes of January 13, 2022 were reviewed. An Owner had emailed regarding attendees list which has already been corrected. There was some redundancy under which has also been corrected.
2. The owner had also mentioned questions were asked in the owner's forum but resolutions were not always mentioned. It was explained some items were already being discussed in the manager's report, old business, or new business sections of the meeting. Unresolved items wouldn't be listed until they had been decided by the board.
3. Financials are not posted on the website. However, they are in the monthly minutes and any owner can request the detailed report if they'd like to see and it.
4. A motion was made to approve the minutes as modified. The motion was seconded. There was no additional discussion and the motion passed unanimously.

#### V. Financials:

##### Financial Summary as of 1/31/2022:

▪ Operating funds:	\$ 262,438.92	
▪ Pending EFTs:	\$ 2,572.00	
Subtotal Operating Funds:	\$ 265,010.92	
▪ Reserve Funds:	\$ 212,161.39	
▪ <b>Total Cash Assets:</b>	<b>\$ 477,172.31</b>	
▪ Special Assessment Account:	\$ 312,607.04	
▪ <b>Total Current Assets:</b>	<b>\$ 852,465.85</b>	
▪ Total YTD Income:	\$ 42,362.98	including \$0.00 of Special Assessment funding
▪ Total YTD expenses:	\$ 35,914.82	including \$29,366.29 of SA Project Expenses
▪ Total delinquencies:	\$ 7,365.90	One account 31-60 days & three accounts 61-90 days
▪ Special Assmt. Loan Balance:	\$1,764,270.62	Maturity date of May 1, 2031.

Supporting statements were provided to the Board separately. Please review the **January 2022** expenses, as that will be the best way for the Board to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to call or email Management if you have any questions.

### **Financial Summary as of 2/28/2022:**

▪ Operating funds:	\$ 296,530.55	
▪ Pending EFTs:	\$ 4,600.00	
Subtotal Operating Funds:	\$ 301,130.55	
▪ Reserve Funds:	\$ 222,118.43	
▪ <b>Total Cash Assets:</b>	<b>\$ 523,248.98</b>	
▪ Special Assessment Account:	\$ 257,433.71	
▪ <b>Total Current Assets:</b>	<b>\$ 843,369.19</b>	
▪ Total YTD Income:	\$ 117,250.23	including <b>\$65,381.24</b> of Special Assessment funding
▪ Total YTD expenses:	\$ 107,085.62	including <b>\$89,401.99</b> of SA Project Expenses
▪ Total delinquencies:	\$ 10,217.90	One account 91+ days & three accounts 61-90 days
▪ Special Assmt. Loan Balance:	\$1,751,457.51	Maturity date of May 1, 2031.

Supporting statements were provided to the Board separately. Please review the **February 2022** expenses, as that will be the best way for the Board to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to call or email Management if you have any questions.

### **Financial Questions from board members:**

- a. Why is there so much money in the operating account? Answer: because all of the funds received filter through the operating account, and there are three special assessment payoffs in that balance that haven't been transferred yet to pay towards the loan. Accountant can put together a report and include it every month along with the regular financial reports.
- b. It looks like Banner Bank is charging a monthly fee for the paper statements. Mgmt will call and get that reversed.
- c. Why was garbage bill so much higher. Answer: It was more than one payment as the bills were not being forwarded to FRESH START from BPM. Once the issue was discovered, the bills were brought current.
- d. The total Roof project came in at \$900,757.96 (not including loan processing fees or NW Monitoring fees). RDH invoices came in at \$88,872.85 for the roof. Angela Bagby asked to give her the accounting so she could look it over. There's still a balance due to RDH of \$10,616.72 that hasn't been paid yet. So that will probably be coming to the board if not this week, the next week to submit to Northwest bank for payment to the Special Assessment. Angie has the accounting info but was out of town and unable to get through it before this meeting.
- e. The amount of the special assessment account of \$257,000.00 is sitting because we have to get the refrigerant lines covered and we need sheetrock repair in all of the units, etc. Is there any timeline for getting bids for these things? Answer: Not yet.
- f. Need confirmation regarding Clean Solutions, if they are there longer than the allotted two hours paid for by the Move-Out fees, the excess charges are being charged to the unit. There was one in February and that invoice will be double checked to make sure this is correctly being billed to the unit and not to the association.
- g. At what point do we send people to collections? Answer: That's really a board decision. Management reached out to a few people that are significantly behind and they get very offended by any question. At what point do you want things to be turned over to collections? After discussion it was decided to enforce the bylaws regarding delinquencies as written. Enforcing the Bylaw doesn't require a motion. Delinquent owners to be informed that the Bylaws will be strictly enforced.

## VI. Manager's Report

1. 2022 Heating project is nearing completion.
2. Special Assessment Resolution for payoffs upon transfer signed and uploaded to website.
3. Electronic strike lock on 4<sup>th</sup> floor exit door tightened for added security
4. New door closers placed on 5<sup>th</sup> floor stairwell door and 3<sup>rd</sup> floor storage door.
5. Email broadcasts are ongoing to Owners with Heating project updates.
6. Face Mask supplies on the 2<sup>nd</sup> and 4<sup>th</sup> floor for Resident use is ongoing.
7. Elevator service calls are ongoing.
8. Website updates are ongoing.
9. Move-in & Move-out requests are ongoing.
10. Lighting maintenance is ongoing.

### Administration:

1. Violations & Warnings:
  - a.
2. Homeowner Correspondence and Administration  
*Board information only:*
  - a.
3. Owner correspondence for Board Review  
*Board action requested:*
  - a.

## VII. Old Business

1. **Heating System Installation Update:** There is a need to find somebody that can develop a solution for covering the refrigerant lines. Neil and Daniel will be asked to see if they can give us a name of somebody. The first step is to get somebody out there to look at the issue. It's going to be some type of plastic cover so that maintenance can be done on those lines at any given time.
  - a. They sent some information about a product called Hide-a-line or something similar to that name.
2. **Repairs outside of Units 102 and 103:** The pipes were sweating, it has since been corrected. Suggestion to recheck in a few weeks and if no further issue, the board should revisit getting the area repaired so the walls are finished on that floor.
3. **Roof completion funds:** In a hold pattern until Angie can verify the amounts, etc. Angie will reply to Mr. Foster and Mr. Cann.
4. **Masks:** The Board discussed the ongoing need for mask enforcement within the building. A motion was made to remove the masks required signs and stop the supply of masks. The motion was seconded. Board member Sunil noted that it is best to use an abundance of caution. There was no further discussion. The motion passed with 4 in favor and 1 abstain.

## VIII. New Business

1. **Onsite Maintenance:** The Board discussed the amount of onsite maintenance that one resident has graciously been doing for quite some time. Management will reach out to the resident to see if he is willing to take on work as an independent contractor to the Association, including but not limited to things like move-in and move-outs, cleaning, lighting maintenance, etc.

2. **Parking Violations:** The Board discussed excessive parking in the back parking lot by contractors, guests, and residents. The Board noted that there is a strict 15-minute limit for unloading and loading. Vehicles should leave their flashers on during this time period, along with a note in the windshield identifying the vehicle's owner in the event it needs to be moved for an emergency. The Board stated that the rules and regulations should be followed and a violation and fine should be issued for violations of the time limit.
3. **Tax Return Preparation.** Management noted that an extension or return should be filed on behalf of the Association. Management will check with the CPA to see if that has been completed.
4. **Signage:** There was a request to post a sign that there is no roof access to residents.

**IX. Additional Owner's Concerns**

1. An Owner's door doesn't open properly. Advised to send email, with video of the problem to management.
2. An owner mentioned his cold water in the bathroom sink barely trickles but other faucets seem to have normal pressure. Suggestion was given to check his O rings and that faucets are an owner responsibility.
3. An owner noted that some switches in the hall closets that are part of the heating system are not covered. Management will follow up with the contractor.
4. An owner doesn't remember getting a copy of a resolution but did see it on the website.
5. Some of the pipes seem to have a little leakage around the couplings/gasket areas, that can be felt. This needs to be resolved before the pipes/lines are covered to avoid a mold/mildew issue on the sheetrock.

**X. Next Meeting : May 19, 2022 at 6:00 PM**

1. The Board discussed having Bi-monthly meetings with a caveat that the board gets regular updates so necessary decisions aren't delayed.
2. Anything the board or FSRE deems necessary to handle in an in-person meeting can always be called as an emergency or special meeting.

**XI. Adjourn**

A motion was made and seconded to adjourn the meeting at 8:18PM. There was no additional discussion and the motion to adjourn the meeting passed unanimously.

Respectfully submitted by:

FRESH START Real Estate, Inc., Community Manager