

Cardinell View Lofts Condominiums

BOARD OF DIRECTORS MEETING MINUTES

Date: Tuesday – January 7, 2020
Time: 6:30 pm
Location: PSU, Karl Miller Center, 615 SW Harrison, Room 425, Portland OR 97201
Notice: Sent by BOD Secretary by eblast to Owners on 12.27.19

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
TJ Holland - Chair	Yes	Kevin Cheung	No
Rita Holland - Secretary	Yes	Lauren Anderson	Yes
Kismet Kilbourn - TAB	Yes		

PMI MANAGEMENT	Yes / No
Brandy Wright	No

1. Meeting called to Order by TJ at 6:30 pm
2. Approval of Meeting Minutes
 - a. BOD Meeting Minutes of December 2, 2019 – Motion made and approved
3. Open Forum – The following items were discussed with the owner’s present
 - a. No owner’s questions posed at this time as no owners were present
 - b. Two owners joined after the meeting was in process; informed that an open forum would be conducted at the regular meeting after the executive session

4. Management Report

Financial

1. Treasury Advisory Board (TAB)

a. Kismet reported: **1)** Current balances: Checking \$14,975.95; Reserve \$146,659.26; HOA Savings \$110,600.06; TOTAL \$272,235.27. **2)** All bills have been scheduled to be paid, if not already paid. **3)** 2019 net income: Operating \$146,406.30; Reserve *minus* \$70,053.21; TOTAL \$76,353.09 **vs** 2018 net income: Operating *minus* \$19,462.74; Reserve \$29,891.05; TOTAL \$10,428.31. **4)** Status: PMI has not furnished any financials for Oct through Dec; some bills had not been paid; Kismet has assumed all financial responsibilities; received AMS 2019 financials through 9.30; set up new CVLC financials for Oct, Nov, Dec; created owners balances in QuickBooks

i. Process: Checks and electronic payments deposited into Checking; PMI sends scanned bank deposits and TOPS reports to Kismet; Kismet reconciles and posts to QB; Kismet now has bank access and ability to do BillPay; bills currently to be paid through HOA Savings

Committee Reports

- a. Landscaping Committee – Reported from LC minutes of 12.16.19. **1)** Old Business: CVLC was notified in Nov by Portland Disposal that trucks slipping in driveway; requested clean-up of leaves and debris; required emergency clean by hired independent crew **2)** Leaf Day Dec 5th; city failed to take leaves in front of building as city truck was blocking access **3)** in Nov LC reported tree hitting building; again reported by owner in Dec; due to safety/liability committee contacted two vendors for bids; forwarded to Board (**NOTE:**

see info below under *New Business 4*) Community maintenance – lobby plants continued care by on-site Owner

- i. Heidi to contact city re: removal of leaves in front of building
- b. Water-Use Committee – No report
- c. Janitorial Committee – No report
- d. Architecture Committee – No report.
- e. Communications Committee – No report.

Administration

Owners Correspondence

- a. Unit 302 Owner reported at 12.2.19 board meeting that Tenant has had no heat since the end of October; TJ met with resident who indicated only a few days of cold unit; Owner requested to meet 12.11; rescheduled 12.15; owner did not show up; no further action
- b. Unit 710 reported 12.9 heat too high; TJ inspected unit with resident; adjusted pod
- c. Unit 509 reported 12.10 no power; TJ inspected unit with resident; issue inside unit
- d. Unit 203 reported 12.27 and 12.31 sounds like mouse in wall; friend checked with no sight within unit; TJ to contact unit owner
- e. Unit 506 reported 12.27 cold unit; TJ emailed resident 12.28; adjusted pod

Management Update

- a. PMI sent BOD Chair email 12.13 stating that PMI Portland Metro can no longer be the contracted manager for Cardinell View Lofts
 - i. Board review in executive session

5. Maintenance & Repairs

- a. Roof Projects – *History: Scott the BOD lead contact with RDH (contracts to design scope and oversee roof repairs -north/south/central; both Unit 801 and Unit 802 agreeable to work with RDH for walkable deck system + requested upgrades to railing system; 12.2 project lead, Rita*
 - 1) Update:** RHD on-site visit 11.22; scheduled meet 1.6 with Parker Liebe, Building Science Engineer, and Scott Mecalis, Senior Project Architect
 - 2) Recap:** went over details of all projects; original architect no longer working on projects; new staff to review projects and provide: updates to proposed design and scope; copy of permits; copy of city approved drawing; schedule timeline; accounting summary; items required outside of project scope and design
 - i. RDH to set-up an overview meeting with Rita
 - ii. After overview meeting, Rita to schedule meet with BOD, Unit 801 owner, Unit 802 owner
- b. Winterizing – *History: Ice Melt product to be placed at front lobby entrance and at 4th floor door so that anyone can spread it as needed; board to have further discussion at Jan meeting; process to consider stairs, sidewalks, facets, roofs, storm drains, parking pavement etc.*
 - i. Board moved and passed to table to later in 2020 with input from an ad hoc committee
- c. Urgent Landscaping Service – 12.2 minutes PMI reported call from Portland Disposal re: truck slipping on leaves/debris in driveway; requested clean-up; due to emergency situation BOD Chair hired independent crew 12.28 – 12.30.

6. Old Business

- a. Comcast Equipment – *History: AMS was contacted by Comcast in July 2019 re: accessing equipment in limited common areas; Scott BOD lead contact with Comcast re: equipment access; no updates received*
 - Update:** TJ begin work with Comcast in Dec 2019; contact: Rick Robinson: 971-338-3751 mentioned that

due to unresolved building access they had forwarded this issue to their legal department, but with action now being taken, Rick would advise their VP of our attention to this matter; 12.9 Comcast installed new lockbox cover; received a new fob; Comcast to submit \$75 replacement fee. **Note:** Comcast has a recorded grant of easement; they need access to equipment within building and not able to always give a 24-hr notice; access is currently only available on the 8th and 4th floors; board discussion and action required

- i. Board discussion with motion and approval to contact locksmiths for bids to install 6 new locks that has both an individual owner key and one master key of which would be available for Comcast; Lauren and Rita will spearhead this project

b. Insurance/Boiler – *History: A claim was filed with insurance; Scott to follow up; no updates received; 12.2 NOTE: PMI contacted insurance company; decision letter sent to Scott (his name on file); PMI contacted Scott to forward to PMI (post meeting: 12.11 Scott reported no letter received)*

- i. Through ABI, received copy of insurance letter; 12.26 claim not supported

c. Landscape Design and Maintenance Search – *History: PMI began vetting companies for 3 bid process to BOD; *Pistils Landscaping Design *Gonzalez Landscaping *Pacific Landscape Management *Precision Landscape *Vasquez Lawn and Landscapes (post meeting: PMI scheduled HD Landscape and Maintenance LLC for on-site visit 12.4)*

- i. This is an active project; the Landscape Committee will step in to continue search

d. Janitorial Service Search – *History: PMI contacted vendors for bid process to BOD; *Cirrus Commercial Cleaning (declined to service) *CleanSolution * Cascade Building Services *PDX Cleaning*

- 1) Update:** All vendors had on-site visit; bid proposals provided to Board **2) Recap:** all three closely followed CVLC’s cleaning guidelines; PDX Cleaning cannot accommodate elevator moving process; Cascade and Clean Solutions offer deep clean service and additional/season cleaning needs (for additional cost); Cascade is building service company offering additional commercial services (as window cleaning, carpet care); re-met with two vendors 1.3; board discussion and action required.

- i. Board review in executive session

e. Oregon Trust Lighting Project – *History: Lighting evaluation report received 4.3.19/Brian Morrison; project reviewed by Jami Nov 2019/advantage of incentives; contact with OR Trust recommended trade allies/Portland Lighting (Celia DeGrande-Bowgren) for onsite visit 11.20; report received from Celia*

- Update:** No work was done in 2019; energy incentives for 2019 have expired; TJ reported several lights are out with some areas being a safety concern so Portland Lighting to replace these emergency lights

- i. TJ will contact Scott re: past process of replacing bulbs

- ii. This is an active project; TJ will contact Celia re: 2020 energy incentives

f. Floor Damage – *History: Incident on 11.8 of water intrusion from Unit 204 into lobby, hallway and front entrance; clean up by Kismet/email to PMI; PMI visit 11.14; 12.2 minutes request for PMI to follow up with insurance claim; no action/response from PMI*

- i. Board discussion with motion and approval for Rita to reach out to our own insurance company for options and to contact Unit 204 about opening a claim with their insurance company

7. New Business

a. USPS Mailbox – Research began 12.31 for feasibility of mailbox for BOD for official mail; USPS requires office and staff to sign for deliveries; option is for PO Box; board discussion and action required

- i. Board discussion with motion/amended motion and approval to contact USPS and UPS for best option and to set up a post office box (post meeting: 1.9 set up complete; address below)

CARDINELL VIEW LOFT CONDOMINIUM

PMB #311
1819 SW 5th Ave
Portland OR 97201

b. Utility Sink – *History: Sink was removed from boiler room during Dec 2018 installation of new water tanks;*

sink was not reinstalled; new janitorial vendor requires a utility sink/basin; Janitorial Committee with JRT located best site option; utilizing storage 34 where recent new pipes were installed/has sewer line pipes **Note:** per ruling documents "storage spaces are common elements and assigned by the Board of Directors"

Update: Per JRT, it will take 3 – 4 weeks to measure/configure space allocation, order parts and install; Recommendation for unit to move items and be reassigned to number 42; work on number 34 to include a partition of wall similar to metal walls in area between storage and utility area and reassigned to unit.

i. Board discussion with motion and approval to proceed

- c. Urgent Tree Service – *History:* Noted in LC notes of 11.4 minutes, tree scraping upper windows; Unit 802 reported urgency of tree issue to PMI 12.13; no response. **Update:** Noting safety/liability issues 2 vendors were contacted for proposal bids; Rich's Tree Service and NW Tree Specialists; with time scheduling concerns a signed proposal was accepted for NW Tree Specialists; both bid proposals was sent to the board
- i. On Jan 16th, NW Tree Specialists will be trimming/removing damaging tree along with 2 additional small trees which have potential hazard issue in the driveway at no additional cost
- ii. Driveway will be closed from 8 am to 5 pm; owners will be contacted; notices will be placed within building, as well as, on vehicles

8. Executive Session

- a. Motion made and passed to adjourn to Executive Session at 7:47 pm
- b. BOD Chair recapped that we had received notification by PMI regarding termination of Agreement; that legal counsel was contacted; that there are issues with delinquent accounts; that we needed review 3rd party contracts for acceptance of agreement for janitorial services
- c. Motion made and passed to adjourn to Regular Board Meeting at 8:36 pm

9. Regular Board Meeting

- a. BOD Chair gave a brief update on the notification that PMI Portland Metro would no longer be the contracted manager for Cardinell View Lofts; legal counsel has been contacted
- b. BOD Chair gave a brief update on issues with delinquent accounts
- c. Motion made and passed to send a Notice to Owners letter stating unpaid assessments, due dates and late fee information
- d. BOD Chair gave a brief recap of proposal bids from janitorial service companies
- e. Motion made and passed to accept agreement with Clean Solutions LLC and that Cascade Building Services would be the preferred specialty vendor for one-off services
- f. BOD Chair gave a brief update on re-reviewing the proposals from management companies that had been received in June/July 2019 and on the option to self-manage
- g. Motion made and passed to pass on the option to self-manage the Association and meet with selected management companies
- h. Owners open forum: Unit 801 shared he personal thoughts for board and management attributes
- i. Next Board Meeting
- i. Date: Tuesday – February 4, 2020
- ii. Time: 6:30 pm
- iii. Location: ~~PSU; Karl Miller Center; Room 425~~ **1.24.20 changed to: BPM Management Inc, 1800 SW 1st Ave, Suite 1, Portland OR**
- j. Motion made and passed to adjourn at 8:44 pm

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