

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – April 22, 2021
Time: 6:00 pm
Location: ZOOM Virtual Meeting
Notice: Sent by BPM by eblast to Owners on 03.30.21/Agenda sent by BPM 04.20.21

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Kismet Kilbourn – Chair/TAB	Yes	Lauren Anderson	Yes
Heidi Trinkle - Treasurer	Yes	Sunil Khanna	Yes
TJ Holland	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 virtual meeting.
- C. Four attendees joined the meeting.

II. Administrative

- A. BOD Meeting Minutes of April 15, 2021 – Motion made and approved.
- B. Seth forward hosting to Chair as he had to attend another meeting.
- C. Sunil left meeting early but was able to attend most of the Executive Session

III. Financials

- A. Treasurer’s Report – Report by Heidi
 1. Insurance issues concerning leak August 2020. Speak to Sara Eanni at ABS clarification on issue.
 2. Electricity Charges:
 - a. Calculated actual charges and submitted to BOD and BPM to invoice for payment of AC use.
 - b. Clarifying date and person to do the meter reading.
 - c. Current worksheet works well and will be used to make calculations.
 - d. Appears that one of the submeters is not functioning properly. What would BOD like to do?
 3. Communication and Transparency
 - a. All officers, to include the directors and Secretary, and CVLC’s management company are to inform or cc the Treasurer on emails/documents dealing with CVLC monies: including: fines, contracts, insurance issues, BOD decisions, etc.
 4. Board and Committee expenses on behalf of CVLC:
 - a. All expenses must come to BOD for pre-approval, Chair to take to Management.

- b. Credit card to be paid in full, Briana will receive charges to AP and card to be closed as soon as possible.
 - c. It is unfair for a single BOD member to be responsible and liable for credit card that benefits CVLC. Recommend BOD does not go this route in future if ever considering credit cards for CVLC use.
- B. Treasury Advisory Board (TAB) – report by Heidi from TAB meeting of April 18, 2021
 - 1. Insurance issues concerning leak August 2020.
 - 2. Breach Third Floor Storage Units best course of action.
 - a. Ensure fob access is limited to appropriate areas of building.
 - b. Notice to homeowners and tenants to adequately secure their storage units.
 - c. Have expert check doors and latches for soundness and security.
 - 3. Electricity Charges
 - a. Calculated actual charges & submitted to BOD & BPM to invoice for payment of AC use.
 - b. Current worksheet works well & will be used to make calculations.
 - 4. Communication and Transparency
 - a. All officers, to include the directors & Secretary, & CVLC’s management company are to inform or cc the Treasurer on emails/documents dealing with CVLC monies: including: fines, contracts, insurance issues, BOD decisions, etc.
 - 5. Board and Committee expenses on behalf of CVLC:
 - a. Any and all expenses must come to BOD for pre-approval, Chair to take to Management.
 - b. Credit to be paid in full, Briana will receive charges to AP and card to be closed as soon as possible.

IV. Projects

- A. Heating System
 - 1. Kismet reported that Seth was unable to provide board with Project Manager recommendations. She requested board recommendations to be emailed directly to her.
 - 2. Another electrical vendor has been contacted and will be onsite April 23rd for evaluation with Neal/THS; Heidi to host.
 - i. ACTION ITEM: Kismet to contact Project Managers after she receives board recommendations.
- B. Water Bypass
 - 1. Kismet reported that Seth is still working with JRT about the repair work.
 - a. *As noted in the April 15th meeting, the BOD does not wish to delay repairs for the length of the roof project and instead suggested to delay repairs for 1 week to allow the roofing crew to settle in and identify where crowing may occur. BOD will revisit at the April 22 meeting.*
 - i. ACTION ITEM: Tabled to next meeting
- C. Roof Project
 - 1. Rita gave a brief update
 - a. Work was started April 19th with crew onsite at 7 am.
 - b. The dumpster delivery was rescheduled due to two cars parked in reserved street area; delivered on Tuesday.
 - c. The scaffolding is set up and access will be boarded for security.

- d. Email notice sent to units along scaffolding advising that some windows will be covered due to protection and/or privacy.
 - e. Fencing is set up to secure toilet, materials, and such.
 - f. Chutes are attached to the scaffolding.
 - g. Demolition of the north roof starts Monday, April 26th.
 - h. Special connection to electrical panel was installed in the 8th floor hallway on April 23rd with a reel to be placed for the cord and foam panels placed to protect the wall.
 - i. An invite to Procore was sent to each board member.
- 2. Recommended to use the lobby monitor for residents updates.
 - 3. Recommended BPM send notification today that demolition will start Monday.
 - i. ACTION ITEM: Kismet to contact BPM about notification.
 - ii. Kismet requested that BOD direct roof questions to Roof Liaison and copy her; Owners questions to board@cardinellviewlofts.com

V. Old Business

- A. Insurance claims from August 2020
 - 1. Kismet reported that Seth is still looking into the August 2020 insurance claim issues.
- B. Insurance Deductible
 - 1. Insurance resolution was received but questions arose about this document in reference to the 2019-01 document.
 - i. ACTION ITEM: Kismet will contact legal counsel for clarification before submitting to BOD for vote.
- C. Pressure Washing
 - 1. *As noted in April 1st meeting*, cleaning needs to be done in the front area of the building to ensure a good visual presentation to the community and is scheduled to being May 1st and divided into four sections to be completed in 4 -5 days. (post meeting: TJ began clearing the wall in the front.)
 - a. Due to building access during the roof project, consideration needs to be addressed as to blocking front entrance as well as caution in washing the wall where there are stones missing.
 - b. Budget allowance is \$1,000; supplies of pre-treat product needed.
 - i. ACTION ITEM: TJ to provide link to Kismet to have BPM purchase. (post meeting: There is enough product to begin cleaning project.)
- D. Maintenance Plan Update
 - 1. TJ shared a demo of the plan showing the daily, monthly, and such for a maintenance plan task list.
 - 2. Plan calls for responsible party that the task is assigned to. BOD will need to confirm appropriate entity; if Vendor then a scope of work/bid needs to be requested.
 - i. ACTION ITEM: Tj to provide document for BOD to review/comment (post meeting: Provided 04.22 – no comments received as of 4.27) with brainstorming at April 29th meeting
- E. Storage Unit Project
 - 1. Did not receive the requested scope of work/bid from I & E Construction.
 - i. ACTION ITEM: BOD to provide recommendations for general contractor and to send directly to Kismet. (post meeting: 4.23 Gores to submit scope of work and bid to Kismet)

- F. Landscaping Vendor
 - 1. *As noted in April 8th meeting:* Kismet would contact Seth/BPM about recommendation. None provided at this time.
 - 2. After discussion it was determined that the Landscape Committee should take an active role in the search for a company that does both design and maintenance and provide overview to the board.

VI. New Business

- A. Door Repairs
 - 1. More research is needed; table to next meeting. (post meeting: 4.23 Gores to submit scope of work/bid to Kismet)
- B. Building Security – *Informational only*
 - 1. BPM and BOD were first notified on April 15th of a break-in the two storage units on the third floor. The police were contacted. There are no cameras in the storage areas so difficult to identify any person. (post meeting: footage from 4.12 – 4.16 is on USB drive)
 - 2. BOD is committed to cooperating with law enforcement requests in order to assist with the case.
 - 3. (post meeting: TJ was contacted by a unit owner about the theft of packages from the lobby – will review on 4.28)
- C. Building Heat Turn-off
 - 1. The building heat is usually turned off in late April/early May; after discussion it was decided to contact Neal to have the boiler turned off.
 - i. ACTION ITEM: As Heidi is meeting with Neal on Friday, she will let him know the board has requested that the boiler be turned off. (post meeting: Turned off April 23rd)

VII. Open Forum

- A. Unit 801 mentioned that scaffolding is set up and he talked with crew about connection needed for 240V electricity.
- B. Unit 709 asked in what area are the materials stored and which roof is being done first.
- C. Unit 505 asked when the meeting minutes would be on the BPM portal.

VIII. Executive Session

- A. Motion made and passed to adjourn to Executive Session at 7:00 pm.
- B. BOD Chair recapped that the Directors are adjourning into Executive Session to review bids from electrical vendors for the heating project, review billing for the submitters, review bid for water damage into a unit, personnel matters, and review bids received on the heating system for final loan amount.
- C. BOD Chair announced that Owners may return to open session at 7:40 pm. Two owners returned to regular board meeting.

IX. Regular Board Meeting

- A. BOD Chair gave a brief recap in the open session
 - 1. BOD discussed covering a unit's insurance deductible or a portion of the deductible with the decision to now reach out to legal counsel for options.
 - 2. BOD discussed the billing discrepancies in the submeter billing with BPM to correct.
 - 3. BOD discussed requesting a contract of work from THS
 - i. Motion made and passed (with one abstention) to authorize The Heating Specialist to proceed.

4. BOD reviewed a breach of process by a board member that occurred over the weekend, it has been addressed.
- B. Kismet announced that TJ is to be the probationary On-site Manager.
- C. Kismet shared that the minutes would now include an “action item” on relevant topics and that once a project is completed that that BOD perform a “post project assessment”.
- D. TJ shared that he has been working on the CVLC website. There are two websites: Google My Business and Google Sites. Google My Business is up and live. Google Sites is still being worked on.
 1. Each member has been asked to visit the site, Google My Business and provide content.

X. Board Meetings

- A. Next Meeting
 1. Date: Thursday, April 29, 2021
 2. Time: 6:00 pm
 3. Location: ZOOM meeting
- B. Motion made and passed to adjourn at 7:57 pm

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