

Cardinell View Lofts Condominiums

BOARD OF DIRECTORS MEETING MINUTES

Date: Tuesday – February 4, 2020
Time: 6:30 pm
Location: BPM, 1800 SW 1st, Suite 1, Portland OR 97201
Notice: Sent by BOD Secretary by eblast to Owners on 1.24.20

DIRECTORS/MANAGEMENT PRESENT

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

MANAGEMENT	Yes / No
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1. Meeting called to Order by TJ at 6:30 pm
2. Approval of Meeting Minutes
 - a. BOD Meeting Minutes of January 7, 2020 – Motion made and approved

3. Management Report

Financial

1. Treasury Advisory Board (TAB)

- a. Kismet reported: **1)** January financials input and reconsiderations done **2)** Current balances: Checking \$43,823.31; Reserve \$150,737.91; HOA Savings \$107,784.74; TOTAL \$302,345.96 **vs** 2019 January TOTAL \$240,409.31 **3)** AP is \$454 (legal fees/invoices received by 2.1.20 **4)** AR about \$11k (nearly all are Feb dues); one unit delinquent **5)** January net income: Operating \$8,418.86; Reserve \$4,078.65; TOTAL \$12,497.51 **vs** 2019 January net income: Operating \$947.03; Reserve \$4,295.57; TOTAL \$5,152.60 **6)** Due to only Kismet handling CVLC's financials, she requested a sabbatical from TAB, as well as, requesting a financial audit
 - i. Board Chair will send out a community request for volunteers to join TAB
 - ii. TAB will compile and provide financials for an audit

Committee Reports

- a. Landscaping Committee – Reported by David and Sean from LC minutes of 1.24.20. **1)** First meeting of new members David Mansfield and Sean Ford **2)** Walked the property and noted monument points; erosion challenges; areas of dirt mitigation/suggestions to resolve; excessive water and mud runoff

entering carport **3)** shown location of community owned tools **4)** reviewed 3 potential landscape companies + PCC student involvement

- i. LC to further add to landscaping guidelines; actively research vendors
- b. Water-Use Committee – No report
- c. Janitorial Committee – No report
- d. Architecture Committee – No report.
- e. Communications Committee – No report.

Administration

Owners Info to Management/BOD

- a. Unit 802 reported 1.13 that 8th floor at top of steps was beeping; replaced batteries
- b. Unit 801 reported **1)** 1.13 mud coming into garage; needed access to hose bibb **2)** 2.2 reported talk with geotech expert; TJ requested contact info **3)** 2.2 reported 8th floor common area window is self locking/concerned about being locked on deck
- c. Unit 308 reported 1.16/1.17 unit was cold/condensation on window; TJ adjusted pod/provided mold documents
- d. Unit 202 reported 1.17 shower not working; TJ contacted owner/later shower was working
- e. Unit 407 reported **1)** 1.19 broken window/replacement next week; TJ to check security cameras **2)** 1.27 unit cold; TJ to review pod status
- f. Unit 506 reported 2.2. that unit was cold; TJ adjusted burn time
- g. Unit 710 reported 2.3 that unit was hot when outside temps drop
 - i. Board Chair reported that a daily log sheet was created to capture necessary info to evaluate the issues with the heating system/working towards a possible resolution; request to all owners to provide input

Management Update

- a. No management report

4. 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 point person, Rita*
Update: 1) RHD meeting 1.15 to go over issues from 1.6 meeting; received documents to BOD **2)** RDH notified us that additional scope was needed on south roof railing which required a contractor to access for RDH review; RDH had contacted Charter; we contacted: NW Roof Tech, Tatley Grund; I&E construction for bids; action required by BOD; I&E scheduled for on-site 2.5
 - i. RDH to complete design/scope for Phase 2 (south/central roofs)

5. Old Business

- a. Comcast Equipment – *History: AMS was contacted by Comcast in July 2019 re: accessing equipment in limited common areas*
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 **Update:** notice sent to Owners 1.14 regarding lock change with locksmith on-site 1.22 to update to master key system

- i. TJ to review process with Comcast
- b. Floor Damage – *History: Incident on 11.8 of water intrusion from Unit 204 into lobby, hallway and front entrance; Rita to research and resolve*
Update: 1.13 Owner of unit 204 contacted; provided insurance contact; Country Financial Insurance representative contacted 1.16; email sent 1.17/2.3 no response
 - i. Follow up with unit’s insurance company will continue
- c. Utility Closet/Basin– *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*
Update: JRT provided proposal bids; I&E Construction provided bids
 - i. Board discussion in executive session

6. New Business

- a. CVLC 2019 Tabled Tasks – Tabled tasks are listed on separate document for a more efficient review
 - i. Board agreed to revisit all tabled task and assign priority date by April meeting
- b. Board Reimbursement Policy – **1)** Under current status of self-management, the board does not have a clear policy on out of pocket reimbursement **2)** Current received expenditures will be paid from operating account
 - i. TAB will review and provide guidelines
- c. PSU Honor Students – PSU has a volunteer program where students work with community business to provide project support through SBA class assignments
 - i. Board agreed this was a valid program and interested in participating
 - ii. Board Members are to provide a list of suggested areas where students could contribute
- d. CAI Educational Events and Trade Shows – CAI website has several events that are open to Homeowners, Board Members and others as, the Trade Show scheduled for March 7th; if interested, check their website

7. Open Forum – The following items were discussed with the owner’s present

- a. Unit 408 reported continuing heating problems
- b. Unit 305 mentioned that room sensor was near bathroom; potential issue with steam
- c. Unit 601 mentioned upgrading both HVAC and heating systems
- d. Unit 802 mentioned that their unit was up to 76° and had to open windows
- e. Unit 506 reported strong current of air coming in through bathroom vents
- f. Unit 801 shared his thoughts about transparency, has no heating issues, agreeable to front financial support for reimbursement items
 - i. TJ reported that he will continue to update daily heating log and asked for all owners to recap heat/cold units and what individuals were doing within units to resolve
 - ii. TJ will work with USA Mechanical to schedule a site visit to include visit to each unit where there is either a sensor or valve

8. Executive Session

- a. Motion made and passed to adjourn to Executive Session at 7:30 pm
- b. BOD Chair recapped email response from legal counsel; that board needs to ratify contractor bid for RDH evaluation of railing; that board needs to determine next step in constructing a utility closet with basin; that board needs to accept proposal for new management company; that there are issues with delinquent accounts
- c. Motion made and passed to adjourn to Regular Board Meeting at 7:57 pm

9. Regular Board Meeting

- a. BOD Chair reported that we will continue to work with legal counsel during our phase of self-management
- b. BOD Chair gave a brief update on issues with delinquent accounts
- c. Motion made and passed to waive late fees on those accounts where monthly dues are being paid; to waive a fob charge on one account due to incomplete records from prior management
- d. BOD Chair gave a brief recap of proposal bids for contract work for roof railing evaluation
- e. Motion made and passed to accept bid from I&E Construction to work with RDH
- f. BOD Chair gave a brief update on bids received from vendors for constructing a utility closet with wash basin; board requested additional bids before making final determination
- g. BOD Chair gave overview of proposals from management companies
- h. Motion made and passed to accept the services of BPM as CVLC's management company
- i. Next Board Meeting
 - i. Date: Tuesday – March 3, 2020
 - ii. Time: 6:30 pm
 - iii. Location: BPM, 1800 SW 1st, Suite 1, Portland OR 97201
- j. Motion made and passed to adjourn at 8:01 pm

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