



*Cardinell View Lofts Condominiums*

THESE MINUTES ARE A DRAFT AND MAY BE APPROVED AND/OR MODIFIED AT THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS.

# MEETING MINUTES

## REGULAR MEETING OF THE BOARD OF DIRECTORS OF: The Association of Unit Owners of Cardinell View Lofts Condominium

**LOCATION :** Zoom Meeting held at remote locations  
**DATE :** 07/28/2022  
**CALLED TO ORDER :** 06:02 pm  
**QUORUM PRESENT :** Yes

### ATTENDEES (Board Members Bolded)

<b>Lauren Anderson</b>	Marc Barnes
<b>John Uto</b>	Rita Holland
<b>Kismet Kilbourn</b>	Ruth Young
<b>Andy Ferguson</b>	Robert Foster & David
	Lydia Taylor
	Sarah Daley
	Heidi Trickle
Mark Vandervest - FSRE	TJ Holland
Cindy Vandervest – FSRE	Jeff Sinanian
Sunny Arruda - FSRE	Tori Kunzler
	Justin Marzineck
Guest: Kevin Shuba, Attorney (Owner’s Forum only)	Ying Peng
	Fred Cann

### OPENING BUSINESS

Agenda- Motion was made & seconded to approve the meeting agenda, Motion passed unanimously.

### RESIDENT OPEN FORUM

- Damaged siding from when construction truck backed into it, is still outstanding though Gore’s had said they would take care of it. FSRE will investigate getting this resolved.
- Drone photos being taken of the building are showing private rooftop patios. FSRE will put a notice on the website under the Realtor’s section to remind them that the roof areas are private and should not be photographed for marketing purposes. However, there are no restrictions of this nature defined in the Association bylaws, so the HOA would not be able to enforce the prohibition of any such activity.
- Question about the status of Oden settlement will be discussed in an executive session later tonight and info should be available shortly thereafter.



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- A requested audit of the second water leak incident has not been done and will not be done before the director who was asked to do this leaves the Board.
- An inspection will be scheduled to complete the previously requested water report.

**OPENING BUSINESS**

A Motion was made & seconded to approve the meeting minutes from May 19, 2022, after they are modified to remove the reference to “One owner” in the owner’s forum. Motion passed unanimously with the modification.

A Motion was made & seconded to approve the meeting minutes from June 2, 2022, after they are modified to remove the template reference to a company that was not discussed during the meeting. Motion passed unanimously with the modification.

***NOTE: Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion if any, and a vote of a quorum of the Board of Directors.***

**FINANCIAL REPORT**

**Financials as of 6/30/2022:**

▪ Total operating funds:	\$ 288,094.32	Including Pending EFTs
▪ Total reserve funds:	\$ 288,119.07	
▪ Total special assessment funds:	\$ 494,722.53	
▪ Legal Retainer:	\$ 62,259.50	
▪ Total Assets:	\$ 1,133,195.42	Total of operating, reserve & special assessment funds
▪ Total YTD income:	\$ 531,996.34	Including <b>\$356,535.75</b> of Special Assessment collections
▪ Total YTD expenses:	\$ 192,708.54	Including <b>\$117,319.49</b> of Special Assessment expenses
▪ Special Assessment Loan Bal.	\$ 1,709,911.68	
▪ Total delinquencies:	\$ 2,690.20	0 accounts 91+ days; 0 accounts 61-90 days; 1 account 31- 60 days; 4 accounts 0-30 days.

\* Supporting statements were provided to the Board of Directors separately. Please do not hesitate to call or email Management if you have any questions.

- FSRE is working with bookkeeping to achieve reports & spreadsheets easier to read and understand for the future.
- CPA Audit for fiscal year 2021 should be scheduled soon. FSRE will reach out to get on the schedule with last year’s auditor.



**MANAGER'S REPORT**

**REPAIRS, MAINTENANCE & UPDATES**

*The following maintenance update review is for informational purposes only and does not require Board action at this time:*

1. Sweating mainline pipes evaluated by JRT Construction. Condensation was present and JRT suggests using exhaust fans to the outside in that area. The board will give this consideration. A second opinion by a different contractor is also being considered.
2. Non-operational exterior hose bibs evaluated by JRT Construction to be removed.
3. The anode in one hot water heater was replaced.
4. One proposal received from THS for a vendor to cover refrigerant lines.
5. Gutters repaired on back parking structure.
6. Elevator service calls are ongoing.
7. Exterior Landscape maintenance is ongoing
8. Website updates are ongoing.
9. Move-in & Move-out requests are ongoing
10. Lighting maintenance is ongoing.
11. Reserve Study items:
  - a. Parking lot lines, numbers and reserved spaces plus curbs need repainting. FSRE will reach out to vendors for proposals.
  - b. \$21,000 in Reserve Study for carpet replacement. Discussion needed to decide options, including vinyl plank flooring, polished concrete, carpet, etc.
  - c. Leak in 3<sup>rd</sup> floor storage area needs to be repaired now. Other plumbing problems throughout the building need to be addressed as needed while addressing the piping throughout the building later.
  - d. Tree Trimming service needs to evaluate the trees and make recommendations for immediate needs and then figured into the yearly budget for ongoing maintenance.
  - e. Signage for the 8<sup>th</sup> floor was discussed.
  - f. Other items to be worked into the annual budget for routine and ongoing maintenance would be: Bark Mulching, signage, gutter repairs, landscaping, painting, trim, siding,
  - g. Steph will be asked to submit a list of needs for landscaping work he recently mentioned wanting to have funding for.

**Administration:**

1. **Violations & Warnings:**
  - a. One common area violation
2. **Homeowner Correspondence and Administration**

*Board information only:*

  - a. None



### 3. Owner correspondence for Board Review

*Board action requested:*

- a. None

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#### **ON-GOING BUSINESS**

##### **Heating System Installation Updates**

- Sheetrock Repairs – all areas that need repair need to be identified
  - Kismet will share the contact info for a Sheetrock company she was highly impressed with.
- Covering Refrigerant Lines – ideas were discussed as this project will require future access to the lines. Suspended ceilings were suggested which would also require changing the light fixtures.

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##### **Repairs outside of Units 102 & 103**

- Meeting with JRT to discuss sweating in standpipes that has been ongoing. Access is needed into units 102 & 103, and this was not able to happen while JRT was there. Will continue to work toward coordinating this effort

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##### **Rules, Regulations and Resolution Updates**

- Rules & Regulations were adopted at the previous meeting. Resolution updates will be discussed in Executive Session later this evening.

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#### **NEW BUSINESS**

##### **Gutter Replacement (Ratification)**

- A motion was made and seconded to ratify the decision made by the board for the replacement of the gutters on the carport by Great NW Gutters in the amount of \$749.00. The project has been completed. The motion passed unanimously.

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##### **Special Assessment Principal Payment (Ratification)**

- A motion was made, and seconded, to ratify the decision made by the Board to 1) move \$36,028.64 from the operating account to Acct. 8259, AND 2) Ask Northwest Bank to take \$421,707.07 from Acct. 8259 and apply that to the principal balance of the Special Assessment Loan.

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##### **Special Assessment Funds**

- The Board directed management to keep all Special Assessment payoffs in the operating account and send to Northwest Bank as a principal only payment on a monthly basis as received.
- The Board directed management to stop the auto-payout from Acct. 8259 for the Special Assessment loan payments. All future monthly payments and Principal Only payments will solely be coming out of the Operating Account. Northwest Bank is directed to auto-draft from Banner Bank for the monthly payment.
- FSRE will reach out to make the above-defined changes.

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NEXT MEETING DATE: **September 15, 2022 at 6:00 pm – Regular meeting via Zoom**



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REGULAR MEETING ADJOURNED: **7:32 PM (Owners excused from meeting)**

EXECUTIVE SESSION CALLED TO ORDER: **7:35 PM (Board Members & Management only)**

**EXECUTIVE SESSION DISCUSSION**

**Resolution modifications were prepared by Attorney Jeremy James for Board review.**

- Redline edit recommendations by legal counsel were reviewed and discussed by the Board.

**Legal opinion regarding the Oden Settlement was prepared by Attorney Jeremy James for Board review.**

- The Oden Settlement recommendations by legal counsel were reviewed and discussed by the Board.

**Drainage assessment opinions were presented.**

- Drainage issues were discussed by the Board.

**Insurance premium renewals were presented.**

- The Board reviewed discussed the insurance premium renewals offered by ABI

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EXECUTIVE SESSION ADJOURNED: **8:10 PM**

**REGULAR MEETING CALLED BACK TO ORDER at 8:10 PM**

- A motion was made and seconded to adopt the Redline edits drafted by the attorney for the proposed changes to the Resolution updates. The motion passed unanimously.
- A motion was made and seconded to have the attorney, Jeremy James look over the Oden Settlement and apply fair percentages as to how the money should be divided between the association and penthouse owners. The motion passed unanimously.
- The board has requested FSRE seek bids for drainage issues.
- A motion was made and seconded to ratify the Board's decision to renew the insurance policies with ABI. The motion passed unanimously.
- The Board reviewed all board candidate questionnaires and approved Andrew Ferguson's application to re-join the board and fill the position vacated by Heidi Trinkle. A motion was made and seconded to ratify this board decision. The motion passed unanimously, and Andy was welcomed to the board.

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MEETING ADJOURNED: **8:15 PM**

**--- END OF MEETING MINUTES ---**

MINUTES PREPARED BY: **FRESH START Real Estate, Inc.**  
Community Manager