

# Cardinell View Lofts Condominium

## BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – October 7, 2021  
Time: 6:00 pm  
Location: ZOOM Virtual Meeting  
Notice: Sent by Fresh Start eblast to Owners on 09.25.21

### DIRECTORS/MANAGEMENT PRESENT

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

### I. Call to Order

- A. Meeting called to Order by Chair at 6:00 pm.
- B. Welcomed all participants to the ZOOM virtual meeting.
- C. Eleven attendees joined the meeting.

### II. Administrative

- A. BOD Meeting Minutes of September 2, 2021 – Motion made and approved.
- B. Announcements
  1. Next BOD Meeting is the annual meeting, tentatively scheduled for November 4.
- C. Manager's Update
  1. Comments inserted in specific topics.

### III. Owner's Forum

- A. Request for digital deadbolts for front doors. Details emailed to the Board, overall the owner believes that they'll be more common in the coming years and the association should allow.
  1. The request had been declined by the Board via email.
- B. Feedback was provided to FS regarding stairwell door being propped open and not closed properly.
  1. FS added to list to address.
- C. An owner had a question regarding when the scaffolding is coming down and expressed frustration regarding the heating schedule.
  1. Soon, the project is being wrapped up. Electrical will be discussed later.
- D. An owner asked if there is an aspect of the assessment that is interest versus principal? How would someone reflect that in regard to taxes? Also, request regarding heat to bathroom was discussed with THS but no word since.
  1. FS will send the owner a schedule showing the amount of interest versus principal paid, the tax question is unknown.

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2. FS will ask THS about the bathroom heating.
- E. An owner asked how long the installations are taking.
  1. For electrical on average about 90 minutes.
  2. Unknown for refrigerant lines.

### IV. Financials

- A. Account balances
  1. Operating 8/31 \$147,712.20
  2. Reserve \$193,438.63
  1. Transfers due from BPM \$3,482.78.
  2. AR \$10,159.64, only three units are more than 90 days past due.
    - a) There have been many concerns from owners due to bill payments sent to BPM that were not deposited, FS offered advice for how to resolve the issue by contacting their own banks.
  3. Loan balance as of 8/31 \$1m.....
- B. TAB has drafted the 2022 budget and sent to management. It will be finalized and ready to share with owners at the annual meeting where it will be voted on.

### V. Projects

- A. Heating
  1. Refrigerant lines are being installed throughout the building floor by floor.
    - a) Fresh Start is coordinating access with owners.
    - b) Chair shared the schedule verbally and encouraged owners to respond confirming access.
  2. 9/23 Invoice received for \$254,140.47. Bills to date represent 66% of total project cost.
    - a) Motion made and seconded to ratify the vote the BOD made electronically to approve payment of this invoice.
      - (1) Motion approved as stated.
- B. Electrical
  1. Management, BOD, and multiple owners have expressed concerns regarding the scheduling of the electrical component of the heating project.
  2. BOD requests that any owners who have had the electrical installation to send photos to management.
  3. BOD would like to confirm how the electricity charges are being billed. Throughout project planning we were informed the billing would affect the Association's PGE account; however, the nature of the installations seems to contradict that.
    - a) Per Board research, the equipment on the roof will be billed to the Association account, all of the individual mini-splits located inside units will be billed to each owner's PGE account.
    - b) An owner expressed concern that billing individual owners for heat is against the Association declarations.
      - (1) FS to research and confirm.

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- C. Roof
  - 1. Gores reported that they are wrapping up the final tasks of their project.
  - 2. Scaffolding is expected to come down in the next few weeks.
  - 3. 9/20 invoice received for \$69,611.87, representing 95% of the total project cost.
    - a) Motion made and seconded to ratify the vote the BOD made electronically to approve payment of this invoice.
      - (1) Motion approved as stated.
- D. Document Storage
  - 1. BOD discussed how Fresh Start will be providing documents to BOD, specifically financial data.
    - a) FS is still working on organizing documents and working through what to upload to the website.
  - 2. Chair expressed desire to consolidate storage.

### VI. Old Business

- A. First floor damages from JRT work
  - 1. JRT is requesting the release of their retention, a total of \$4,484.50
    - a) FS has reached out to them and JRT owes them information.
  - 2. Fresh Start is in communication with JRT but due to the proposal it looks like they were not contracted to do the work we're concerned about on the first floor. It may be necessary to hire a different vendor to do that work.
  - 3. A unit damaged during this project requested a letter about covering the cost of damages.
    - a) FS to connect with unit owner about the request and follow up with the Board.
- B. Microsoft Update
  - 1. Former director's license removed at BOD's request.
  - 2. Prior discussion brought up idea to switch to using position emails instead of named ones.
    - (1) ACTION: Treasurer to work on transitioning those over.
  - 3. Microsoft 365 licenses renew in March, if the Board wants to stop using the platform we would need to do so prior to March.
    - a) Discussion is tabled until after annual meeting to allow any potential new members to voice their opinion.
- C. Hose Bib Removal
  - 1. *History: request by owner to remove deactivated hose bibs from exterior of two units and remove soffit from interior of one unit.*
  - 2. Fresh Start's opinion is that it would not be detrimental to building or cause damage by leaving the hose bibs intact.
  - 3. Related is a need for a new faucet on the roof. FS requested permission to request a plumber come out and they may be able to do the hose bibs at the same time.
    - a) Motion made and seconded to allow FS to contact a plumber.
- D. Foundation Review
  - 1. Topic was influenced by news from Miami, Florida disaster.

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2. *History: 3<sup>rd</sup> floor storage slab has been reviewed once by a structural engineer who recommended PLI to handle the undermining of the slab. Management expressed that it is not an urgent safety issue. RDH recommended KPFF. PLI provided a proposal for the 3<sup>rd</sup> floor slab dated 6/9/2021.*

3. BOD expressed desire to have entire foundation reviewed and authorized Fresh Start to reach out to KPFF and other structural engineers for a bid for the review.

a) Motion made and approved to allow FS to solicit bids for a foundation review.

### E. Security Update

1. Security liaison to provide DoorKing and Security Camera operation instructions to BOD and management.

2. BOD discussed placing additional cameras in the elevator room and elevator cab. BOD authorized Fresh Start to look into procuring these cameras.

3. Prior request by owner for Ring on their door and one to face the 5<sup>th</sup> floor stairwell.

a) Treasurer shared research that the camera would be able to record up to 60 seconds of video and with a subscription could save the videos or share them.

b) Due to privacy concerns, BOD made and seconded motion to decline owner request.

(1) Motion approved as stated.

## VII. New Business

### A. Committee Status

1. Many committees have not been active, there was a suggestion to disband some of them.

a) A suggestion was made to bring up this topic at the annual meeting as an opportunity to recruit volunteers.

b) Motion made and approved to disband TAB.

### B. Officer Confirmations

1. Clarification that per bylaws, the Board is required to have an election of its officers at each annual meeting or at any BOD meeting.

a) Two positions will be available.

2. Election of Treasurer

a) Kismet Kilbourn elected Treasurer via email. Motion made and approved to ratify the vote made electronically.

3. Election of Secretary

a) Sunil Khanna nominated to be Secretary. Motion made and approved.

### C. Annual Meeting

1. BOD confirmed date of annual meeting is Thursday, November 4 at 6 pm.

2. Agenda will be sent out later this month.

3. Owner requested clarification of campaigning rules. The official rules will be distributed by management. A summary is as follows:

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- a) Management sends out application to owners which includes a brief questionnaire and option to include a photo, brief bio of applicant, and a statement of why they wish to be elected.
  - b) Management will send out completed applicant packet along with the meeting agenda so owners have time to review.
  - c) During meeting, management will announce the names of applicants and their statements and then hold the vote.
  - d) Applications for this year's election are due to management by **October 20.**
  - e) A motion was made and seconded to ratify the vote BOD made electronically to approve the campaigning rules as will be distributed by management.
    - (1) Motion approved as stated.
- D. Special Assessment Payoffs Upon Transfer of Title
- 1. Management recommended requiring the payoff of the special assessment upon transfer of title to reduce confusion between new buyers and the Association.
  - 2. Association attorney, Angie Bagby, confirmed that BOD could move to make this change.
  - 3. Another option may be to put a notice of some sort on the website.
  - 4. No decision was made at this time.
- E. Mask Policy
- 1. Mask notices throughout the building have repeatedly been removed.
  - 2. The boxes of masks provided by the Association also appear to be frequently stolen.
  - 3. A proposal was made to add a fine for violating the mask rule.
    - a) FS stated that the Association is unable to enforce that unless it has been added to the official rules and adopted.
    - b) FS will be reviewing the official rules and propose actions to the Board.

### VIII. Adjournment of Open Board Meeting

- A. Meeting adjourned at 7:55 pm.

Signature of Recorder:  
Kismet Kilbourn  
CVLC Treasurer