

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – May 13, 2021
Time: 6:00 pm
Location: TEAMS Virtual Meeting
Notice: Sent by BOD Chair eblast to Owners on 05.10.21

DIRECTORS/MANAGEMENT PRESENT

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

II. Administrative

- A. BOD Meeting Minutes of May 6, 2021 – Motion made and approved.
- B. Seth was unable to attend the meeting due to a family emergency.
- C. TJ Holland tendered his resignation from the BOD and as SAT Chair.
 1. Kismet announced that the board position is available for interested unit owners.
 - i. ACTION ITEM: Kismet will reach out to a few owners that have been recommended.

III. Financials

- A. Loan Status: Kismet reported:
 1. The signing of the loan has been delayed due to the need to review the THS contract.
 2. BOD to revisit the updated loan budget during Executive Session
 - i. ACTION ITEM: Kismet will send revised budget to NW Bank
- B. Treasurer's Report: Heidi reported:
 1. Boiler
 - a. NW Natural Gas technician, John McGinnis, came out to cap the natural gas from shut off Boiler system, check for leaks at boiler and water heater connection points, and show where and how to shut off valves in an emergency.
 - b. Need to get Neal or other qualified professional out to disconnect water and electricity then OR state inspector to come out and verify and remove from our inventory. Get done in next week or so to save money.
 - i. ACTION ITEM: Kismet asked Heidi to communicate with vendors regarding decommission of the boiler.
 - c. Request to have BPM not pay any certification/permitting for Boiler if invoice comes in.

2. NW Bank:
 - a. Read only access for the Construction Account and Reserve Account.
 - b. To avoid fees by maintaining Northwest Bank's minimum balances \$500 to Construction and \$1000 (reserve)
 - c. How BOD feel about this transfer of funds and if approved from which account? Operating is Treasurer's preference.
 - i. Motion made and passed to transfer funds from the Operating account to the NW Bank Construction account in the amount of \$500 and Reserve account in the amount of \$1000.
3. Waiting response from
 - a. Sara ABI on any refunds for removal of boiler and if less costly for next insurance policy.
 - b. Energy Trust on incentives for heating and cooling upgrade or ventilation project.
- C. TAB Report: Heidi reported:
 1. May 09, 2021 Meeting
 2. Practiced meeting in Teams
 3. Discussed Letter of Demand for Release of Funds from 2018 Arbitration
 4. August 23, 2020 Leak Post Incident Report
 5. Management Monthly Reports from BPM, total of six submitted to BOD.

IV. Committee Reports

- A. SAT
 1. Kismet thanked TJ for organizing the keys and fobs and setting up a Vendor FOB and Key Distribution form.
 2. (post meeting clarification) Kismet announced that Scott Trinkle is a Chair-appointed Security liaison helping the Board learn and navigate our security system.
 - a. Scott will provide a full inventory by Friday for BOD reference.
 2. TJ replied to security question submitted by Kismet.
- B. All Committees
 - i. ITEM ACTION: Kismet will reach out to all of the committees and touch base.

V. Management Report

- A. No report as Portfolio Manager not in attendance.

VI. Projects

- A. Heating System
 1. The contract from THS is expected Friday and will be sent to legal counsel for review.
 - a. Kismet reported that Angie will also work on the electrical contract from Vitro.
 2. Neal/THS needs access to each condo unit in the building on either May 24th or 25th to determine placement for the mini-split appliance.
 - i. ACTION ITEM: Kismet will work with Heidi to finalize a notice to email to the owners.
 3. Kismet announced that Scott Trinkle will be the central contact for the Heating System Project.
 - i. ACTION ITEM: Kismet asked Scott to talk to Rita to get up to date on how the Heating System Project interacts with the Roof Project.

4. Prior discussions have occurred on the efficiency of the AC unit in the mechanical room.
 - a. When Neal was onsite on 05.12, RDH and Gores asked him about the need of the exterior vent in the mechanical room. Neal stated that he would address a proposal to the BOD about removal the AC and installation of a mini-split in the room.
- B. Water Bypass
 1. Kismet reported she will contact Seth about a resolution to the damages incurred through JRT's work on this project.
 - a. Only a bare minimum of repairs have been completed such as placing tar over the new/old joints of asphalt, washing the fire hose, and replacing the stone at the front wall. No pressure washing was done.
 - i. ACTION ITEM: Lauren is going to try a solution on a small spot of the north wall to see if remove the clay spots and will report back to Kismet.
 2. A *Post Project Assessment* by BOD will be made so as to eliminate similar issues on future projects.
- C. Refurbishing – Unit 102
 1. Kennedy Restoration multi-vehicles are joining the mass number of vendors vehicles working at the condo.
 - i. ACTION ITEM: Kismet asked Heidi to talk to Aaron about solutions
 2. ARC form was provided to Seth/BPM on 05.04.
- D. Roof Project
 1. Rita gave a brief update
 - a. Work on north roof included the continuous curb for the railing attachment.
 - b. Carlson placed the vapor barrier the south part of the upper roof as well as on the north roof.
 - c. Friday the crew began removing the old roof from the north section of the upper roof.

VII. Old Business

- A. Insurance claims from August 2020
 1. Details relating to the claim have been requested from Seth/BPM.
 2. Heidi will provide a timeline recap so that the board can assess how to approach a future claim such as this.
- B. Rodent Complaint
 1. As no additional information was available, the matter of installing mesh over the holes in the carport was dispensed with.
- C. Pressure Washing
 1. Work was completed by two vendors and now waiting for invoices
 - i. ACTION ITEM: Rita to email Rogelio about invoicing for services.
- D. Director check-in Program status
 1. Discontinue for now, may re-address when the BOD returns to monthly meetings.
- E. Maintenance Log Update
 1. After discussion, board determined that the task log would be housed under the CAC.
- F. Door Repair/Evaluation
 1. Two vendors were contacted to send in scope of work/bid: I & E Construction and Gores Construction with input pending.

VIII. New Business

- A. An Owner has requested a letter agreeing to cover water damage investigation costs at a later date due to potential water damages by JRT during work on the Water Bypass project.
 - i. ACTION ITEM: Kismet to ask unit owner for more details.
- B. ClickUp Project Management
 - 1. Kismet shared her screen for board and owners to see what the program entails. She is agreeable to provide the data entry.
 - i. ACTION ITEM: Heidi, Lauen and Rita to send additional association topic items to Kismet. Owners may send their input to: board@cardinellviewlofts.com

IX. Open Forum

- A. Unit 709 asked for clarification as to what are the system units that has been talked about.
 - 1. Response from Kismet: The units are called a mini-split and will be remote controlled for either heating or cooling.
- B. Unit 405 asked if there would be a system unit installed in each living unit. Also asked if the cost of the system was included in the special assessment.
 - 1. Response from Kismet: Yes, to both inquires.
- C. Unit 505 asked if there was any update/news on the homeless vandalism that has been occurring in the area.
 - 1. No major news or update.
- D. A prior question was posed as to if an owner had the election to have the UV scrubbers. This add-on to the system is included in the assessment.
 - 1. Response from Kismet: If a unit owner does not want the air purification add-on, they need to put that request in writing to the BOD at board@cardinellviewlofts.com

X. Executive Session

- A. Motion made and passed to adjourn to Executive Session at 7:36 pm.
- B. BOD Chair recapped that the Directors are adjourning into Executive Session to:
 - 1. Review a request from a unit owner regarding their insurance deductible.
 - 2. Review a change order request from THS for the Heating System Project.
 - 3. Review the loan budget.
 - 4. Review the proposal from NW Monitoring for bank related inspection.
- C. BOD Chair announced that Owners may return to open session at 8:00 pm.
- D. Motion made and passed to adjourn to the Regular Meeting at 7:58 pm. Seven owners returned to the open meeting.

XI. Regular Board Meeting

- A. BOD Chair gave a brief recap in the open session:
 - 1. BOD reviewed the request from a unit owner to pay for their insurance deductible related to a claim caused by a common area element. After reviewing the facts involved, the BOD believes that due to the unique and rare circumstances, it is appropriate, this one time only, for the association to pay for that deductible via a credit to their regular monthly dues.
 - a. Motion to approve passed unanimously.
 - 2. BOD reviewed a change order request from THS for a heat recovery system which meets the Energy Trust requirements.
 - a. Motion to approve passed unanimously.

- i. ACTION ITEM: Heidi will be contacting Energy Trust to identify if any rebates are available for this project.
3. BOD reviewed a proposal From NW Monitoring for the heating project progress inspections required by the bank.
 - a. Motion to approve passed unanimously.
4. BOD reviewed the overall loan budget with all of changes discussed (screen shared details with owners).
 - a. Motion to approve passed unanimously.

XII. Board Meetings

- A. Next Meeting
 1. Date: Thursday, May 20, 2021
 2. Time: 6:00 pm
 3. Location: TEAMS meeting
- B. Motion made and passed to adjourn at 8:09 pm

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