

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Tuesday – October 20, 2020
 Time: 6:30 pm
 Location: ZOOM Virtual Meeting
 Notice: Sent by BOD Secretary by eblast to Owners on 10.16.20

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 – Treasurer/TAB	Yes		
MANAGEMENT	Yes / No		
Deborah Baker – Portfolio Manager	No		

1. Meeting called to Order by Chair at 6:30 pm
 - a. Welcomed all participants to our virtual meeting
 - b. Thanked BPM for hosting this session; reported the session is being recorded
 - c. BPM management was not in attendance
 - d. Four owners were in attendance
2. Approval of Meeting Minutes
 - a. BOD Meeting Minutes of September 24, 2020 – Motion made and approved
 - b. BOD Meeting Minutes of October 6, 2020 – Motion made and approved

3. Management Report

A. Financial

1. Treasurer’s Report

a. Kismet reported:

Bank Accounts*	Balance (\$)	Internal Accounts	Balance (\$)
Operating	72,834.03	A/R	1,303.01
Savings	107,556.45	A/P	505.00
Reserve	157,889.06		
Working Capital	874.64		
Total	339,154.18	*Balance as of August 31st	

b. Delinquency Report – There is one delinquency as of August 31,2020

2. Treasury Advisory Board (TAB)

- a. Kismet reported that TAB has been working on:
 1. Looking for new bank for BOD contingency account
 2. Looking for credit card providers for spending card
 3. Reviewing and making recommendations for 2021 budget
 4. Reviewing drafted reserve study

b. TJ reported there was a meeting with RDH/Kelly Lamb today, October 20th for Asset Inventory review

B. Committee Reports

1. Landscaping Committee – Reported by Rita Holland from minutes of 10.14.20
 - a. Committee requests a budget for \$2,500
 - b. Research for landscape company on hold due to COVID 19
 - c. Submitted request to Board for approval of 3rd party landscape work for 6-month term
 - d. Submitted nomination for Chair to be David Mansfield
2. Water-Leak Committee – Reported by Rita Holland from minutes of 10.14.20
 - a. Committee requests that this ad hoc committee be placed on temporary ‘hold’
 - i. After Board discussion, committee information to be placed on TABLED CVLC ITEMS
 - b. Working on year-end report for Annual Meeting
3. Janitorial Committee – Report by Rita Holland from minutes of 10.14.20
 - a. A 3-month evaluation on CleanSolutions LLC was conducted on 04.15.20; outcome satisfactory
 - b. Requested Board to terminate this ad hoc committee
 - i. After Board discussion, committee will remain active for 30 additional days
 - c. Working on year-end report for Annual Meeting
4. Architecture Review Committee – Rita reported from minutes of 10.1 & 10.5.20
 - a. Split meeting due to members scheduling issues
 - b. Met on-site to view CVLC property
 - c. Goal is to create guidelines, policies, standards, and forms
5. Communications Committee – No report.
6. Security Adjunct Team (SAT) – No report

C. Management Administration

1. Owners Correspondence

- a. Unit 402 requested info about replacement of unit’s entry door> BPM to forward ARC form
- b. Unit 407 reported issues with sink leaking after snaking>BPM to respond
- c. Unit 602 reported car break in>SAT to view footage
- d. Unit 604 requested info on installing antenna>BPM to respond
- e. Unit 310 requested move out waiver> Board action required (post meeting: missed; needs to be addressed at next meeting)

2. Notifications

- a. 9.14 BPM notice that disposal/recycling service cancelled due to air quality

3. General

- a. 8.23: Water intrusion from unit 309>PENDING BPM report
 1. ARC form to be sent to units 309, 310 and 210>BPM to send notice to correct
- b. 9.9: During drain snaking unit 309 reported water leak in wall behind kitchen sink>PENDING BPM report.
- c. 9.10: During drain snaking unit 509 reported temporary water pipe fix at kitchen sink>PENDING BPM report
- d. 9.23: Report of screens leaning on 8th floor window>removed and stored in boiler room
- e. 9.24: Report at 3rd floor storage of liquid spill coming from storage #33>reported to BPM; cleaned up
- f. 9.24: Report of Unit 102 door mat staining front entrance landing>PENDING BPM report
- g. 9.26: Lobby monitor stolen>SAT unable to identify; BPM to send out community notification
 1. Chair to replace monitor and to be wall mounted

D. Maintenance & Repairs

1. Drain Snaking Project – PENDING BPM report
2. Heat System Comprehensive Check – BPM is to schedule with USA Mechanical; PENDING BPM report
3. Engineer for Sink Hole Evaluation – BPM had to cancel meet with Central Geotechnical Services; need to reschedule; PENDING BPM report

E. Old Business

1. Microsoft 365: Business Basic
 - i. TJ to be submitting policy adjustment of reoccurring charge for this software for TAB's review
2. Annual Meeting Prep – BPM sent notification letters 10.15.20
 - i. PENDING BPM report

F. New Business

1. Building Heating System – turned on 10.08
2. Pest Control – A & A Pest set first trap 03.27 with revisits on 05.28, 07.23, 09.24
 - i. After board discussion, TJ will contact vendor for placing additional traps within internal stacks

G. Open Forum – Due to virtual board meeting, the following questions/comments submitted by owner were to be read and addressed.

1. Unit 703 report issues with poor tub draining; working with Lovetts to resolve
2. Unit 504 asked where to find the 30-year study
 - i. Board determined this was the Reserve Study; Kismet stated that TAB is currently reviewing a study for 2021
3. Unit 705 thanked the BOD for their work and asked about the association's committees
4. Unit 303 (post meeting: BPM reported owner reported that question was not answered; BPM responded)
5. Unit 'unknown' asked why the forms on the portal did not have current contact info

4. Regular Board Meeting

a. Next Meeting

- i. Date: Friday, October 23, 2020 – **rescheduled to Tuesday, October 27, 2020**
- ii. Time: 6:30 pm
- iii. Location: **Zoom meeting**

b. Motion made and passed to adjourn at 7:30 pm

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