

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – January 7, 2021
 Time: 6:30 pm
 Location: ZOOM Virtual Meeting
 Notice: Sent by BOD Secretary by eblast to Owners on 12.30.21

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
TJ Holland - Chair	Yes	Kevin Cheung	No
Kismet Kilbourn - Treasurer/TAB	Yes	Sunil Khanna	Yes
Lauren Anderson	Yes		
MANAGEMENT	Yes / No		
Debi Widmer-Portfolio Manager	Yes	Ashley Yorra – VF Law – Guest	Yes
Rita Holland -Office~Secretary	Yes		

I. Call to Order

- a. Meeting called to Order by Chair at 6:30 pm
- b. Welcomed all participants to our virtual meeting
- c. Thanked BPM for hosting this session; reported the session is being recorded
- d. Nine attendees joined the meeting

II. Administrative

- a. Approval of BOD Meeting Minutes of December 3, 2020 – Motion made and approved
- b. BOD Meeting Agenda of January 7, 2021 – Acknowledged with no changes
- c. 2nd Board Director, Kevin Cheung, has submitted his resignation as he has sold his unit

III. Guest speaker

- a. Ashley Yorra from Vial Fotheringham LLC gave a presentation on the law firm’s collection program

IV. Financials

a. Treasurer’s Report

1. Kismet reported:

Bank Accounts*	Balance (\$)
Operating	93,685.86
Working Capital	1,749.69
Savings	47,614.07
Reserve	151,499.09
Contingency	60,000.00
Total	345,548.71

Internal Accounts	Balance (\$)
A/R	3,322.03
A/P	3,161.48
*Balance as of November 30th	

2. Working Capital account – As per Bylaws, collected special assessment equal to two months of actual or estimated assessment paid at time of purchase are to be placed in a separate account. BPM indicated there is a separate CIT bank account where these funds are kept.

3. Savings account - \$60,000 has been transferred from the CIT bank to Columbia Bank for the board contingency account. This happened in December, the financial snapshot above reflects this transfer.
4. Kismet stated that over the past year we have saved over \$80,000 from water payments due to the main water leak repair and about \$10,000 in gas payments for hot water loss
5. Delinquencies are currently over \$3,000 with one unit over 90 days

b. Treasury Advisory Board (TAB)

1. Kismet reported:

A. TAB met Sunday January 3rd

- a. Several questions were provided for BPM to answer relating to: roof project financing; access to vendor contracts; reconciliation of violations backlog; vendor charges; additional electrical charge for AC units
- b. Kismet to contact RDH for clarifications relating to the funding models for the reserve study

V. Committee Reports

- a. Landscaping Committee (LC) – David reported: The committee met on 12.27 with discussion about looking into site visit with Backyard Habitat. Benefits for the community. Afterwards, the members cut back bamboo, removed ivy and disposed of strewn garbage.
- b. Architecture Review Committee (ARC) – No report
- c. Communications Committee (CC) – No report
- d. Security Adjunct Team (SAT) – TJ reported: For security purposes the boiler room lockbox code was changed. Due to the 12.20 theft and misuse of fob, it was deactivated and a new one issued. Two rental properties had requested and were provided with a vendor fob. A policy is currently being drafted.

OWNERS CORRESPONDENCE – summary

- a. 12.8 PM for unit 708 requested large item move out
- b. 12.16 Unit 102 requested space to store unit items during reconstruction>TJ to work with owner
- c. 12.19 Unit 603 reported missing lobby carpet > BPM to resolve
- d. 12.20 Unit 603 Scott reported that Unit 310 recently contacted him about a previously donated large canvas
- e. 12.22 Unit 508 reported plumbing issues
- f. 12.24 Unit 603 reported marijuana smoke on 6th floor; suspected source as being on the 5th floor
- g. 12.30 Several units (305, 703, 601, 605) also reported marijuana smell

RESIDENT UPDATE – summary

- a. 12.5 Unit 404 delivers moved to secure storage>12.7 unit responded
- b. 12.18 Unit 504 parking in reserved space>to correct
- c. 12.18 Unit 606 construction dust on carpet>12.19 Janitorial special cleaning>to correct
- d. 12.19 Unit 504 move out date> no show
- e. 12.19 Unit 707 sending dues to incorrect address>BPM to notify
- f. 12.19 Unit 601 reported keys from elevator shaft retrieved>to TJ for unit 703
- g. 12.19 Unit 601 reported broken light cover in ceiling near 703>BPM to inspect
- h. 12.21 reported packages stolen>BPM to send ELBAST
- i. 12.24 Unit 505 delivers moved to secure storage>BMP to contact resident

NOTIFICATIONS – summary

- a. 12.10 BPM – new portfolio manager announcement
- b. 12.22 BPM – theft of packages
- c. 12.24 BPM – new after-hours number for community - 866-317-8630

OLD BUSINESS

VI. Open Issues

- a. Water Leak – BPM provided board with two bids for leak detection undertaking
 - i. After discussion, board indicated that this was a priority and would call a special meeting for an executive session to discuss negotiation of contracts with third parties
- b. Marijuana – BPM received several complaints about the smell of marijuana
 - i. After discussion, board agreed 1) that another EBLAST be sent to owners and 2) the units be sent a notice to correct
- c. Heating System
 1. BPM is coordinating with The Heating Specialist to a comprehensive check and evaluation of the buildings sensors and valves and has sent out a sign up schedule to appropriate units
 - i. BPM advised that the scheduled dates were January 19th and 20th
 2. TJ reported that THS will also be contacted to evaluate our current heating set up with the goal of replacing the radiant system due to old, galvanized pipes and the potential of failure that could require emergency and costly repairs
- d. Roof Project – Rita reported:
 1. That the subset project relating to units 703 and 801 have been evaluated with emergency repairs to the ventilation cap above 703 being temporarily completed. Additional ceiling repair work would proceed once roof replacement project happened.
 2. The A104 Agreement has been provided by legal counsel and sent on to Gores Construction and then to RDH for their information. Each version has been forwarded to the board and BPM. The document is currently with legal counsel for additional changes.
 3. The Agreement requires the Owner to have builders risk insurance
 - i. BPM and Rita are working with ABI insurance

NEW BUSINESS

VII. Governance

- a. COVID-19
 1. Compliance policy is currently being drafted
 2. Guidelines and instruction for community residents were submitted and recapped by Sunil
 - i. After discussion, board agreed to add this document as an appendix to the policy
 - ii. Board also agreed to have BPM purchase hand sanitizer stations and face masks to be strategically placed within the building; once installed, CleanSolution will need to be contacted to schedule refilling of stations
- b. Board of Directors Code of Conduct – a policy is currently being drafted
- c. Committee Chair Code of Conduct – a policy is currently being drafted
- d. Microsoft 365 admin – TJ reported that the board has the option to continue online training for \$20 a month which would be available to all directors. (post meeting: TJ signed up for the training but sharing LinkedIn Learning would require access to TJ's personal account. More discussion needed by board)
 - i. After discussion board agreed to purchase the training program

VIII. Community

- a. 2021 Goals – Tabled to future meeting
- b. Theft – December 20
 1. Theft is occurring more often not only in our building but in the neighborhood as noted in community websites
 2. Need to work with the community especially the owners to find methods to engage in and heighten our building security
 - i. Ideas to consider: **1)** EBLAST reminder our security is the responsibility of each resident and thus to their guests **2)** post information signs in the lobby **3)** installation of additional cameras

IX. Meeting Schedule

- a. Bi-monthly meetings – recommended that board meetings happen every other month with the possibility to call a special meeting when necessary
 - i. After board discussion it was agreed to change the meetings to bi-monthly
- b. Owner Forum meetings – with the goal to engage more owners it was recommended to conduct an open owners townhall type meeting in the months the board does not meet
 - i. After discussion it was agreed to this new schedule

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

1. Unit 204 mentioned **1)** that access to valve is behind the mirror and down 5 ft; concern for vendor to access >Noted with BPM to pass on info to vendor **2)** Valves replaced in 2017>unit was asked to find records of replacement and send to board
2. Unit 505 asked what would the board be voting on in regards to the attorney>Board to discuss contract in executive session
3. Unit 610 mentioned that the roof fans were not drawing air from their unit>Andy volunteered to meet TJ on the 8th floor to reset (post meeting: fans working)

BOARD MEETINGS

- a. Executive Session
 1. Date: Tuesday, January 12, 2021 (post meeting: Changed to: Monday, January 18, 2021)
 2. Time: 6:30 pm
 3. Location: Zoom meeting
- b. Open Forum meeting
 1. Date: Tuesday, February 4, 2021
 2. Time: 6:30 p
 3. Location: Zoom meeting
- c. Regular board meeting
 1. Date: Thursday, March 4, 2021
 2. Time: 6:30 pm
 3. Location: Zoom meeting
- d. Motion made and passed to adjourn at 8:07 pm

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