

Cardinell View Lofts Condominium

BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday – September 2, 2021
Time: 6:00 pm
Location: TEAMS Virtual Meeting
Notice: Sent by BOD Chair eblast to Owners on 08.20.21

DIRECTORS/MANAGEMENT PRESENT

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

MANAGEMENT	Yes / No	Officer~Secretary	Yes / No
Mark Vandervest	Yes	Rita Holland	Yes
Cindy Vandervest	Yes		

I. Call to Order

- A. Meeting called to Order by Chair at 6:02 pm.
- B. Welcomed all participants to our TEAMS virtual meeting.
- C. Ten attendees joined the meeting.

II. Administrative

- A. BOD Meeting Minutes of August 5, 2021 – Motion made and approved.
- B. Announcements
 1. Special guest, Josh Mueller of Simple Safety Solutions will be joining later in the meeting to give a report on anchors for a fall arrest system.
 2. Next BOD Meeting is scheduled for October 7th.
 3. The Reserve Study meeting is scheduled for Thursday, September 9th with TAB members and Management to meet with RDH.
 4. The Association’s Annual Meeting is scheduled for this fall.
 - a. Two Board Directors terms will be expiring with elections happening at the meeting. Kismet encouraged all Unit Owners to consider volunteering.
 - b. Fresh Start will coordinate all facets of communication for this meeting.
 5. Kismet tendered her resignation as Chair of the BOD.
 - a. The BOD selected Lauren Anderson as the Chair until the Annual Meeting.
 6. Heidi would like to resign as Treasurer.
 - a. The BOD to discuss at the October meeting.
- C. Fresh Start Manager’s Update – by Mark
 1. General
 - a. Owners should be able to create their profiles and set up their ACH payments for September. There will be no late fees for August and September.
 - b. BPM is no longer working with CVLC. Owner’s communications should go through Fresh Start at: manager@freshstartoforegon.com
 - c. Fresh Start will be providing a monthly Manager’s Report in which work completed since the last meeting will be addressed.

- d. Fresh Start will be handling all association communication so that it is sourced from one entity. This to include but not limited to newsletters and EBLASTS to the community.
- 2. Repair and Maintenance
 - a. Report of several common area lights not working. Mark replaced one bulb, but the 7th floor light needs ballast work.
 - b. Masks were stocked in both lobby and 4th floor dispensaries.
- 3. Board Information
 - a. As there has been several owner's questions as to policies and procedures, Mark recommended that the BOD place the review of resolutions, policies, and rule/regulations on the agenda the first part of 2022.
 - b. Mark recommended that the Owner Forum be on the agenda at the beginning of the meeting. There would be a 3-minute time limit for each owner. This would provide the opportunity that the board would be able to address any matters during the meeting.
- 4. Owner Information
 - a. Unit 303 reported a vehicle parking in their reserved spot. To be addressed after reviewing the Retriever Towing procedures.
 - b. Management received notification that one of the units had an active garbage disposal. Review of report in 03.25.21 minutes and the 2020 Lovetts plumbing report will be provided by Mark with a recommendation on how to proceed.
 - c. Repair work that had been done within unit 303 had been reported to Management. They will continue to work with owner.

III. Financials

A. Treasurer's Report: *Heidi submitted report/inserted:*

- 1. Most recent account balances as of September 1, 2021

Sept 1, 2021	CIT	Northwest Bank	Banner Bank
Operating	\$3,502.80		\$122,000.00
Reserves	\$5.63	\$193,438.00	\$1,500.00
Contingency	\$151.34		
Loan Amount Paid		\$18,909.58	

\$1,828,622.33 approximate pay off of loan with Northwest Bank.

AR as of end of July 2021 from BPM financial of \$7,250; \$6,023 remains outstanding on Serial Assessment.

- B. Additional Financial Updates – reported by Kismet.
 - 1. BPM will collect funds through August. Some Units may need to make a change in their billing.
 - 2. Fresh Start to receive final accounting records from BPM by end of August.
 - 3. A duplicate move fee was charged in error. Unit provided documents to verify the accounting error.
 - i. ACTION ITEM: Treasurer to contact Cindy/Fresh Start and authorize payment of \$175 to Owner of Unit 502.

IV. Committee Updates – no reports received.

V. Projects

- A. Heating System – assignees: *Kismet, Heidi, Scott*
 - 1. Scheduling of only the mini-split equipment to be installed in the condos have begun with Kismet emailing all owners on Friday, 8.20 and further contact after that.

2. Next is the scheduling for Vitro for the installation of the electrical conduits which is to be coordinated by Fresh Start.
3. A notification was sent by Fresh Start to owners on 08.27 that THS was to begin core drilling on 08.30 and there may be dust created within some units as well as intermittent noise from the drilling.
4. A Statement of Values and progress invoice was submitted to the BOD for payment for a 39% of total cost so far. A motion was made and seconded to ratify the vote to approve the action that the BOD had made electronically to make payment to THS in the amount of \$137,412.57.

i. ACTION ITEM: The motion as stated was approved.

B. Roof Project – *assignees: Rita, Kismet*

1. Rita gave a brief update covering the last month's work.
 - a. The roof crew were only able to work half days on 8.11, 12, 13 due excessive heat.
 - b. North roof: Working on the perimeter railing.
 - c. South roof: Removed the wall ladder and working on filling the old attach holes. Also working on the parapet flashing except where the scuppers are to be installed.
 - d. Gores is also working with Carlson Roofing for the heating/cooling/ventilation project where that project needed to install racks/curbs for HRV and VRV equipment. Roof areas needed to be removed by Carlson, THS manufactured frames installed by THS, and roof repaired by Carlson. A lot of work scheduling coordination. After special split was installed in elevator/mechanical room, Gores to seal pipe penetration holes.
 - e. NW Monitoring representative, Rob Phillips, out to view roof project for NW Bank on 8.25.
2. Gores August 20, 2021, Application and Certificate for Payment.
 - a. Motion made and seconded to ratify the vote to approve the action that the BOD had made electronically for payment in the amount of \$143,923.05 which was approved by RDH on 08.24 be submitted to NW Bank for processing.
 - i. After discussion, the BOD approved the stated motion.
3. HRV railing that is required to surround the equipment on the north roof had to be re-submitted to RDH for a design change due to the changes in the new HRV equipment. The new diagram was provided to the BOD. Gores submitted a change work order for this change. A motion was made and seconded to ratify the vote to approve the action that the BOD had made electronically to approve acceptance of the additional expenses in the amount of \$6,393.00 for an aluminum railing with 4 gates.
 - i. After discussion, the BOD approved the stated motion.
4. Fall Arrest System – roof anchors are a subset topic to the roof project as the attachment rods will penetrate the roof materials and into the concrete.
 - a. Special guest, Josh Mueller of Simple Safety Solutions joined the meeting at 7:03 pm and gave a detailed report from his on-site visit on 08.31. Josh had provided an overview on 09.01 detailing a proposal for an anchor count of 15 at a cost of \$16,500 excluding cutting into the roof or waterproofing. This would include testing and a certification for the anchors. He advised that annual inspection would be \$550.

- b. A recap of the 08.31 meeting was also sent to the BOD by Scott Trinkle who had joined Lauren and Rita.
- c. Gores had submitted to the BOD on 08.31 a revised bid for installing the roof anchors for the fall arrest system after the conclusion of the current project.
- d. Motion made and seconded to decline all offers received to date with the decision to continue to be aware of revisiting a fall arrest system when reviewing the Reserve Study and contracting any vendor work for window washing, window caulking and/or any exterior building work.
 - i. After discussion, the BOD approved the stated motion.
 - ii. ACTION ITEM: Mark to advise vendors who submitted bids as to the BOD action.

VI. Old Business

- A. Unit 103 Damage (JRT).
 - 1. Chair reported that this topic is still active and to be coordinated by Fresh Start
- B. 1st Floor Hallway Damage (JRT).
 - 1. Chair reported that this topic is still active and needs to be reviewed/evaluated by Fresh Start.
- C. Water Damage – Units 703 and 704.
 - 1. Reports show that the ceiling damage on the west side ceiling was attributed to a compromised roof vent. This is an active topic and will be coordinated by Fresh Start. On 08.23 it was reported that the west side ceiling water damage in Unit 704 was repaired. No additional owner correspondence has been received.
- D. Microsoft Bill.
 - 1. Chair has continued to work with Microsoft on this matter. One license needs to be removed from the account.
 - 2. Kismet reminded the board members that no personal emails should be used for BOD business. Over the course of having email addresses under Microsoft 365 they have been formatted in different nomenclatures. When new members join the board the format will be in the BOD position not individual names.
- E. Evaluation of building’s foundation.
 - 1. This topic to be tabled to the next meeting.
- F. Mask Policy.
 - 1. On 08.20 a notification was sent to owners that the CVLC Board has decided to continue its policy to require masks at all times everywhere inside our building except when you are in your unit. A mask must be worn even when you are just taking out trash/recycling.
 - 2. To support this policy, the board would like to have “mask required” posters placed on each floor. (post meeting: On 09.11 Fresh Start placed notification posters on each floor)

VII. New Business

- A. Owner requests:
 - 1. An owner’s request to have Ring installed on their unit door was sent to the board. The process of installation, the issue with common area privacy, the recording of common area activity, the visual intrusion into opposite units were matters discussed.
 - i. ACTION ITEM: Further research needed as to how data is stored from the camera and how it would affect unit owner’s privacy. Kismet to provide update at next meeting.

2. Security camera on 5th floor pointing towards exit door (*note: the 5th floor the exits to exterior is a fire door emergency exit not a common area for resident to exit to the outside*).

i. ACTION ITEM: More research and evaluation will be required as to the most benefits for the placement of building security cameras.

3. Owner challenge of fines charged in March/April about a mattress removal. TAB investigated the charges and found that BPM charged this unit the amount of \$40 twice for this issue.

i. ACTION ITEM: The extra \$40 charge needs to be refunded to the owner.

C. Elevator Vendor Renewal

1. Otis presented a 5-year renewal with an 8% discount. That would amount to \$445 per month. Lauren spoke directly to them about specific language covering maintenance visits which is to be: one visit each quarter plus an additional visit at the beginning of the contract term and again at the end of the contract term. A motion was made and seconded to ratify the vote to approve the action that the BOD had made electronically to accept the 5-year renewal contract with an 8% discount to begin 09.01.2021.

i. After discussion, the BOD approved the stated motion.

D. Unauthorized furniture and such left at trash bin.

1. A set of tables was placed by the trash bin on 08.20. Security liaison is reviewing footage to determine the party who placed it there. Portland Disposal charges an extra fee and appears on their monthly invoices. This fee will need to be charged to the owners account. **A reminded to all owners:** If you have items to dispose, you will need to take it directly to the dump or contact Portland Disposal to make arrangement for special pick up to be charged to you personally.

E. ZOOM meeting vs TEAM meetings

1. Fresh Start recommended that the BOD use the ZOOM format for their monthly meeting. This is the format they use for their other communities. There is no cost as it would be active under Fresh Start license.

i. Motion made, seconded, and approved to transfer Cardinell View monthly virtual meeting to ZOOM platform.

F. Security.

1. Security Liaison, Scott, recommended that due to the changes in that more units do not have local phone number, that the call box at the front entrance be updated to include long distance phone line numbers to be more efficient and user friendly.

i. Motion made, seconded, and approved to contact Century Link to add long distant phone numbers to the front entrance call box. ([post meeting: Long distance phone numbers took effect 09.09.](#))

ii. ACTION ITEM: Scott to provide information to Fresh Start for distribution of changes to the call box for all owners.

VIII. Open Forum

A. Unit 505 asked for confirmation that the long distance phone numbers for the call box would be attached to the units.

1. Response from Kismet that was the procedure.

B. Unit 603 reported that the House Rules that were posted in the elevator have been periodically removed.

IX. Board Meetings

- A. Next Regular Meeting
 - 1. Date: Thursday, October 7, 2021
 - 2. Time: 6:00 pm
 - 3. Location: ZOOM meeting
- B. Motion made and passed to adjourn at 8:16 pm

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