

Cardinell View Lofts Condominiums

BOARD OF DIRECTORS MEETING MINUTES

Date: Monday – August 5, 2019
Time: 6:30 pm
Location: PSU, Karl Miller Center, 615 SW Harrison, Room 425, Portland OR 97201
Notice: Sent by AMS by eblast to Owners on 7.22.19

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Scott Trinkle - President	Yes	Mike Whiteford	No
Rita Holland - Secretary	Yes	Kevin Cheung	Yes
Kismet Kilbourn	Yes		

AMS MANAGEMENT	Yes / No
Kelly Cascino	No

1. Meeting called to Order by Scott at 6:30 pm
2. Approval of Meeting Minutes
 - a. Board Meeting Minutes of July 1, 2019 – Approved
3. Open Forum – The following items were discussed with the owner’s present
 - a. No owner’s questions posed at this time

4. AMS Management Report

Financial

1. Delinquency Report

- a. Current owner of 801/802: issues with payment of unscheduled move fees; past due balance paid for both units

2. Collection Services

- a. Current legal counsel for collection services notified AMS of discontinuing collecting practice; AMS provided proposals for Board review and determination; at April meeting board tabled
 - i. After discussion, Board again tabled . . . pending selection of new management company

3. Reserve Study

- a. AMS provided the BOD with a draft version of 2020 RS + MP for review on 6.28.19.
 - i. After discussion, Board members to review before September meeting

4. Treasury Advisory Board (TAB)

- a. Kismet reported: TAB reviewing June financials; created new spreadsheet to capture

budget/financial anomalies/available to Board; noted several posting errors in financials; noted that Reserve invoices paid from Operating without transfer from Reserve; Operating is underfunded by \$14,039.34 due from Reserves; no action of budgeted monthly transfer of funds (\$4,060) from Operating to Reserves for several months/outstanding is \$27,890

- i. TAB requests BOD to have the Operating Account refunded
- ii. TAB recommends BOD that the \$20 charge from 2016 for Unit 404 be closed; party no longer owner
- iii. TAB recommends that a plan be provided for repayment of Reserve funds

Committee Reports

- a. Landscaping Committee – Heidi reported: continuance of 2nd Sat of each month landscape maintenance for the summer; July’s event was cancelled but with help of residents, July was another active month with the lobby plants being maintained by an owner; volunteers cleaned carport roof/removed vines at the end of the driveway for better visibility/removed remaining driveway dirt. Also new garden items were placed near the front door/recycle information hung on unit doors/light trimming of front area shrubs/partial pressure washing of front entry landing + steps. Discussed issues of tree care. Information filed in LC notebook
 - i. Next event 8.10 at 8 am – 9 am
 - ii. Final pressure washing planned for 8.7 at 8 am; community notice for vehicles in front parking to be removed (for about 3 hours) to access walls + stairs
- b. Water-Use Committee – Continues to work in tandem with water leak project (JRT/Scott: lead) JRT advised to “hold” additional leak detection until a decision is reach about how to proceed. Temporary hole covers will also remain in place. Structural integrity issue also on “hold”. PWB meter reading 7.11 confirming continuous small leak. PWB information *that requests residents to look for and report water leaks* were hung on each unit’s door. Heidi gave a brief account of history with PWB up to CVLC receiving a BES (Bureau of Environmental Services) one-time refund of \$61,526.79. Information filed in WUC notebook.
- c. Janitorial Committee – No report
- d. Architecture Committee – No report.

Owners Correspondence

- a. Unit 309 – Owner contacted AMS to report low water pressure; AMS confirmed issue was owner responsibility; no additional communication/update received
- b. Unit 509 – Unit contacted AMS about homeless individual residing in the upper parking structure; AMS encouraged contacting police; AMS also to submit police report; no further updates/reports
- c. Unit 510 – Unit reported bathroom ceiling leak; AMS contacted Unit 610 who will work with 510 to resolve. Owner present and gave a recap of situation
 - i. Determined that a “letter from President” be sent regarding "plumbing and overflow gaskets"
- d. Unit 604 – Unit contacted AMS requesting call box info be updated; addressed end of June; unit asked about ARC as they are repairing windows/replacing balance; AMS advised no ARC needs as repair is a hidden component
 - i. Discussed that BOD needs to review unit improvement requests due to the Bylaws (Article X Section 6)

- e. Unit 605 – Unit reported sink slow to drain/no further action; unit vacant with no reported move scheduled
 - i. AMS reported payment of fine + fee pending
- f. Unit 609 – Unit vacant; AMS to contact Owner; no response as of 7.16
 - i. AMS to process fine + fee
- g. Unit 702 – Recently sold; contacted AMS re: modification to unit (ie Murphy bed); AMS advised no ARC required; quires about cover temperature sensors + kitchen electrical panel; storage issues resolved
 - i. BOD needs to review unit change requests due to Bylaws
- h. Unit 801 – Pending sale; unit contacted AMS regarding walkable deck; garage responsibility; request for fobs/sent
 - i. AMS processed violation for non-compliance for lever door handles & replacement of unit
- i. Unit 802 – AMS reported unit sold 6.27/new fob sent; unit requested mailbox key/to contact USPS

5. Maintenance & Repairs

- a. Leak Testing – Scott provided update: (Note: JRT was approved to locate potential leak with Scott taking the lead + to authorize additional work) After new pipe + valve work, JRT advised to “hold” additional leak detection until a decision is reach about how to proceed. Temporary hole covers will also remain in place. Structural integrity issue also on “hold”. The PWB meter reading 7.11 confirms a continuous small leak. Discovered that the two water bibs (front/east + west) are plumbed upstream from the main shut off valve. West side bib shut off in Unit 103/off + on positions working properly
 - i. Scott to contact real estate company for access to Unit 102 to locate shut off valve and perform shut off/on procedure
- b. Roof Projects:
 - 1) Carport Reroof – No additional information; replacement to be revisited for 2020 RS
 - 2) Penthouse (north) Roof Repairs – Scott provided update: (Note: A signed contract was provided to RDH to design scope and oversee roof repair project); RDH in process of project requirements.
 - 3) Additional Roof Inspection – Scott provided update: (Note: approval for RDH to perform a conditional assessment of center and south roofs); RDH recommends that due to both of these roofs needing replacement and being small in size that all three sections be replaced at the same time. A work schedule breakdown and price estimate will be forthcoming.
 - i. Board to review the work + cost before a final determination; no RDH update received
- c. Storage Door – Reported that 2nd floor south storage door not closing. Reported during meeting that front side entry door also not completely closing.
 - i. Scott will review both doors for solution

6. Old Business

- a. General Contractor – Search for new general contractor tabled until review with new management
- b. Comcast Equipment – AMS was contacted by Comcast in July re: accessing equipment in limited common areas; suggested lockbox with necessary keys
 - i. AMS to resolve missing fobs + missing front panel of lockbox
 - ii. Scott to take lead in contacting Comcast re: equipment access
- c. Elevator Permit – AMS reported issues with receiving permit; requested/received a replacement

permit; sent to BOD 7.34

- i. Board reported that AMS *sent* permit not received; State was contacted and an on-line permit copy was retrieved and placed in elevator
- d. Insurance/Unit 508 – Owner reported fall to AMS (minutes: 2.6.19); AMS reported no updates
 - i. AMS to track; follow up with ABI
- e. Insurance/Boiler – A claim was filed with insurance; no updates
 - i. Scott to follow up with ABI
- f. Insurance Review – Annual community insurance review on 7.2; new primary carrier/more coverage + lower cost
 - i. Check to see if certificate of insurance is posted ([post meeting: AMS advised certificate now posted 8.7](#))
- g. Signage - Signs for “*private drive + location for the standpipe system*” + pole has been purchased; scheduled to place at end of driveway within the next week
- h. Towing – AMS received a new contract from Retriever Towing.
 - i. Contract “pending” by Board; to review with new management
- i. Fire Extinguishers – Tanks serviced 6.24 with 3 to be serviced off-site
 - i. Scott to check to see if loaner tanks were replaced with CVLC tanks
- j. Meeting Schedule – Board meeting will continue to be scheduled monthly; Annual Meeting scheduled for October 7th; September meeting to focus on prep work for 10.7 meeting
 - i. Action checklist was provided to board president for review before circulating

7. New Business

- a. Board Meeting + Annual Meeting – Board to determine next two meeting location; 9.2 PSU closed; 10.7 locate a more friendly/relaxed environment for owner’s meeting
 - i. Owner, Heidi Trinkle, volunteered to research and apprise BOD
- b. Real Estate Annual Report – Report due to State 9.7.19; Scott requested AMS not to process, but advise BOD when notification is received
 - i. Scott to contact AMS regarding receipt of notification
- c. Lock Boxes – AMS has been contacted about the numerous lock boxes at the front entry
 - i. AMS to verify if unscheduled moves occurred
 - ii. AMS to request removal for sold units
- d. CAI registration – renewal of subscription due in October
 - i. After discussion, Board approved renewal for Scott as representative for CVLC
- e. Penthouse AC units – As noted in Bylaws + turnover meeting minutes; units 801/802 are required to pay additional charge for electricity for AC units; PGE was contacted to provide meter information; representative scheduled for 8.8
- f. Association Property/AMS – A request was made to AMS re: retrieval of association stored documents; need to re-address this issue
 - i. Kismet will email AMS for clarification

8. Executive Session

- a. Motion made and passed to adjourn to Executive Session at 7:24 pm
- b. Scott recapped the notification by AMS of non-renewal of contract that expires 10.1.19; a spreadsheet of potential companies was provided; each company was reviewed and discussed by Board

- c. Motion made and passed on the selection of a new management company; motion made and passed for Scott will take the lead for transition to new management company
- d. Motion made and passed that Scott to arrange to open a new bank account and deposit check from PWB to facilitate transition to new property management
- e. Motion made and passed to adjourn to Regular Board Meeting at 7:43 pm

9. Regular Board Meeting

- a. As two Owners re-joined the regular meeting, Scott gave a brief update on Board's selection of a new management company
 - i. As noted in the 7.1.19 board meeting, it was determined that a notification letter be sent to Owners; Scott will provide a draft for review
- b. Next Board Meeting
 - i. Date: Monday – September 2, 2019 . . . LABOR DAY
 - ii. Time: 6:30 pm
 - iii. Location: TBD (post meeting: location> Stadium Overlook Room; Fred Meyer Stadium Store; 100 NW 20th Place, Portland OR)
- c. Motion made and passed to adjourn at 7:48 pm

Respectfully Submitted,
Rita S. Holland
CVLC AUO Secretary