

# Cardinell View Lofts Condominiums

Board of Directors Meeting Minutes

February 1, 2016 @ 6:30 pm

Rogue Hall 1717 SW Park Ave.

BOARD MEMBERS PRESENT	Scott Trinkle, Andrew Ferguson, Kathy Kerr, Mike Whiteford
BOARD MEMBERS ABSENT	Amy Spiker
MANAGEMENT PRESENT	Jennifer Evans, TMG, Inc.
CALL TO ORDER	The meeting was called to order at 6:33 pm
APPROVAL OF MINUTES	Minutes from October 5 <sup>th</sup> meeting were approved.
HOMEOWNER FORUM	<ul style="list-style-type: none"><li>• A request from a homeowner for installation of Dish WiFi on the building was denied due to our contract with Xfinity. The board will review the Xfinity contract and consider asking for proposals from other companies.</li><li>• Homeowner reports that the planter in the lobby is in bad shape. Scott will check on it.</li></ul>

## MANAGEMENT REPORT

### ADMINISTRATION

Owner Correspondence	Correspondence with an owner about complaints of smoking smells coming from the unit has been on-going. Tenant denies smoking.
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### FINANCIAL

Delinquency Report	Two units are delinquent.
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### REPAIRS & MAINTENANCE

Carport Roof	Cleaning of downspout should be done as part of regular cleaning.
Vault Cleaning	Riverside contractors say that they cleaned the Vault, but there are plants growing out of it.
Lighting	Front parking light needs a new bulb. Andrew & Scott will walk through and replace bulbs and then let TMG know how many should be ordered to re-stock.
Mailbox Labels	TMG will replace missing labels.
Front Handrail Paint	Will schedule for spring. Unsure whether this work was paid for with last fall's painting contract.
Bike Rack	Bike rack is inadequate, but no alternative has been identified.
Parking Re-surfacing	Asphalt and painting will be scheduled for the spring.

## NEW BUSINESS

### Immediate Fines

- Offenses subject to Immediate Fines will not be changed. However, Friendly Reminder notices will no longer be sent to owners who are in violation of rules. The first correspondence will be a Notice to Correct.

### Rules & Regulations

- The Rules & Regulations will be e-mailed to all owners annually. A signature line will be added for owners to sign and return. The R&Rs will also be included in the New Owner packet.

### Lock-Box usage

- A laminated notice will be installed concerning the requirement for identification of Lock-Box owner.

### Reserve Study Items for 2015

- Interior Doors & Frames and Interior Wood Molding is scheduled in the Reserve Study. No action taken yet.
- Roof Membrane Repair/Inspection. No action taken yet.

## EXECUTIVE SESSION

Adjourn to Executive session at 8:00pm

1. The switch to Alliance Bank is complete
2. One delinquency is in probate.
3. Roof leak in a unit needs to be addressed before further damage occurs. May be able to assess source of water from crawlspace above the unit.
4. One unit has changed doorknobs. TMG will contact the owner.

## ADJOURNMENT

Adjourned at 8:30pm.