

Cardinell View Lofts Condominiums

BOARD OF DIRECTORS MEETING MINUTES

Date: Tuesday – March 3, 2020
Time: 6:30 pm
Location: BPM, 1800 SW 1st, Suite 1, Portland OR 97201
Notice: Sent by BOD Secretary by eblast to Owners on 02.23.20

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 - TAB	Yes		

MANAGEMENT	Yes / No		
Deborah Baker – Portfolio Manager	Guest	John Mueller- Dir. of Accounting	Guest

1. Meeting called to Order by TJ at 6:30 pm
2. Approval of Meeting Minutes
 - a. BOD Meeting Minutes of February 4, 2020 – Motion made and approved
3. Introductions of BPM staff: Deborah Baker, Portfolio Manager and John Mueller, Director of Accounting
4. Management Report

Financial

1. Treasurer's Report

- a. Kismet reported: **1)** Reconciliations for February and financials has been uploaded to Teams available for board review **2)** Current balances: Checking \$51,894.03; Reserve \$154,065.85; HOA Savings \$107,793.28; TOTAL \$313,753.16 **vs** 2019 February TOTAL \$135,220.30 **3)** AP is \$1,439.50 = legal fees/invoices received by 02.29 and 03.02 will be paid by BPM **4)** AR is \$665.01= unpaid February dues as of 02.29; all March activity will be handled by BPM; Kismet will not track in QB **5)** February net income: Operating \$9,549.47; Reserve \$3,327.94; TOTAL \$12,877.41 **vs** 2019 February net income: Operating *minus* \$1,827.45; Reserve *minus* \$79,290.86; TOTAL *minus* \$81,118.31 **6)** Additional: One Unit delinquent; BPM is handling bill pay; BPM to advise of any payment issues; need to confirm all WaFd accounts are closed; received checks in PO Box will be given to BPM

2. Treasury Advisory Board (TAB)

- a. At February's meeting, it was proposed to have an audit of financials from October 2019 through February 2020 due to CVLC self-management status.
 - i. After discussion, Board agreed to have Kismet compile records for TAB review and present report to BOD. A signed (Treasurer and TAB members) document as to findings to be provided for permanent files
- b. With the BPM introduction letter of 02.21.20, BOD Chair provided a "Community Interest Form" which included request for volunteers to join TAB. BPM will forward info to BOD Chair
 - i. Lauren Anderson volunteered to join TAB

Committee Reports

- a. Landscaping Committee – Reported by David from LC minutes of 02.27.20. **1)** Prior to meeting, David and Rita trimmed three bushes back to about 12” and pruned a bush near the bike rack; placed T-posts at the west property boundary **2) meeting:** David read the Urban Forestry newsletter; information from NW Tree Specialists regarding certification of City approved arborists was discussed; recommendation to Board to continue to use this vendor; LC minutes filed in LC notebook
 - i. LC to further add to landscaping guidelines; actively research vendors with updated report at LC March meeting
- b. Water-Use Committee – No report
- c. Janitorial Committee – Rita reported that on 02.12.20 the new crew was shadowed as they cleaned our building; results positive. Information filed in JC notebook
- d. Architecture Committee – No report.
- e. Communications Committee – No report.

Administration

Owners Info to Management/BOD

- a. Unit 801 reported 02.04 a squeak in bedroom above bed
- b. Unit 408 reported 01.16 unit cold/Kismet to reset pod; 01.24/01.29/02.4 unit cold/ TJ adjusted 02.06.
- c. Unit 502 reported 02.12 move out; requested use of elevator
- d. Unit 210 reported 02.17 clogged sink; 02.20 Owner reported sink unclogged

Management Update

- a. BPM contract signed 02.11.20
- b. BPM provided a transition checklist on 02.05; uploaded to Teams available for board review
- c. Board Chair sent a letter of updated information to Owners 02.14
- d. BPM mailed a letter of introduction to Owners on 02.21 along with form requesting informational updates
- e. BPM begins financial management March 1st; all other management services April 1st; contact BOD until then

4. Maintenance & Repairs

- a. Roof Projects – **Update: 1)** I & E Construction on site 02.05 to work with RDH on evaluating the lower south roof railing **2)** RDH notified us that due to the railing not being code compliant and with our request to retain the current railing would require a review by a structural engineer before scope work can continue; Board directive 02.20 to proceed **3) 3.2** RDH notified us that rigid insulation is part of code; RDH worked with appropriate authorities and were able to remove the mandated requirement; Board directive required
 - i. RDH communication on subject to be forward to board members; comments by Friday, 03.06 (post meeting: 3.6 Board agreement all roof areas except lower (south)roof to have rigid insulation; exception due to financial hardship; BOD overview meeting with RDH 3.18 CANCELLED due to COVID-19 closures)

5. Old Business

- a. Comcast Equipment – **Update:** TJ provided a process for Comcast personnel when on-site to sign for master key, as well as, to document date/reason for visit; lockbox located inside 2nd floor storage door; equipment storage areas will be renumbered
- b. Floor Damage – **Update:** Unit 204 insurance representative, Nick Reindl on-site 02.21 to view damaged area; 02.28 call received from Steve/Country Financial

- i. Follow up with unit's insurance company will continue (post meeting: Country Insurance repair estimate 3.3/revision 4.20; Cascade Building Services on-site 3.13 for restoration review)
 - c. Utility Closet/Basin – **Update:** Utility Closet painted 02.28; Lovett Plumbing on-site 03.02 to install utility basin; basin platform and touch up painted 03.03.
 - i. Lovett contacted as both platform and basin not permanently attached to wall (post meeting: fixed 3.9; drain cleared 3.10)
 - ii. Research needed for splash panel installed to protect adjoining private stored items (post meeting: vendor on-site 3.10 for review/installation)
- 6. New Business
 - a. Portland Disposal – On 01.11.20 it was noted that several large household items were placed at trash area; reported 02.06 extra pickup charge on invoice
 - i. Board agreed that owner(s) to be contacted regarding violation; charge fee + disposal charge
 - b. Office 365 Business Essentials – This system will provide board members with business services as email addresses, Team communication platform and such. Service will be direct bill.
 - i. After discussion, board accepted the use of this service
 - c. Heating Temperature Log – with the ongoing heating issues within the building, TJ created a daily log sheet to capture necessary info to assist in evaluating the heating system/working towards a possible resolution.
 - i. Units reporting heating concerns were asked to provide date/time/temperature; no responses received
 - ii. TJ will be setting up a tour for all interested residents to see our current heating system
 - d. Door Vents – Due to Comcast equipment within the hall laundry closets, they recommended caution of potential moisture concerns; installation of vents in doors was presented
 - i. TJ will provide cost information to Board for review
 - e. Document Storage – BMP provided a digital storage diagram; board concurred that CVLC should store community documents within these parameters
 - f. Signage – Two of the mailboxes do not have unit numbers; TJ will provide/replace with similar number plaques; Tj will also provide appropriate identification for closets with Comcast equipment
- 7. Open Forum – The following items were discussed with the owner's present
 - a. Unit 801 shared his thoughts about door vents if dryers required to be ventless; interstitial space between 7th floor ceilings and roof structure; would be willing to be on committee to research upgrade to building heating system
 - b. Unit 506 mentioned concern about handling charge for opting out of electronic communication
 - c. Unit 703 mentioned bathroom vents blows cold air into that room
 - d. Unit 802 mentioned their concern about homeless going through trash bins
- 8. Regular Board Meeting
 - a. Next Meeting
 - i. Date: Tuesday – ~~April 7, 2020~~ CANCELLED; May 5 CANCELLED; June 2nd via virtual meeting
 - ii. Time: 6:30 pm
 - iii. Location: ~~BPM, 1800 SW 1st, Suite 1, Portland OR 97201~~ changed to: Zoom meeting/see Agenda
 - b. Motion made and passed to adjourn at 7:42 pm

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