



# MEETING MINUTES

## REGULAR MEETING OF THE BOARD OF DIRECTORS OF: CARDINELL VIEW LOFTS CONDOMINIUMS

**LOCATION :** Zoom Meeting held at remote locations  
**DATE :** 11/03/2022  
**CALLED TO ORDER :** 06:02 pm  
**QUORUM PRESENT :** Yes

### ATTENDEES (Board Members Bolded)

<b>Lauren Anderson</b>	Annette d'Autremont
<b>John Uto</b>	Rita Holland
<b>Andy Ferguson</b>	Ruth Young
<b>Sunil Khanna</b>	Lily Huang
<b>Sarah Daley</b>	Fred Cann
	TJ Holland
	Jeff Sinanian
Mark Vandervest - FSRE	Justin Marzineck
Cindy Vandervest - FSRE	Marc Barnes
Sunny Arruda - FSRE	

### OPENING BUSINESS

Agenda- Motion was made & Seconded to approve the meeting agenda, after a few last-minute additions. Motion passed.

**NOTE:** Unless noted differently, all Board decisions contained in the minutes of the meeting received a motion, a second to the motion, additional discussion if any, and a vote of a quorum of the Board of Directors.

### RESIDENT OPEN FORUM

- Unit 407 has noticed more condensation on windows lately
- Metro Doors have been called to repair with 8<sup>th</sup> floor fire door not closing automatically and a broken door closer on the outside entrance door on the 5<sup>th</sup> floor. They have not yet responded.
- Need THS to supply bromide tablets for cleaning the heating systems. Also suggested having a special notice sent out twice a year with cleaning instructions

### APPROVAL OF THE MINUTES

A Motion was made & seconded to approve the meeting minutes from March 17, 2022, after they were modified to include mention of fire inspections being passed and adding Steph Gunderson was given the landscaping duties in addition to the cleaning duties he has already assumed.. Motion passed.



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**FINANCIAL REPORT**

**Financials as of 9/30/2022:**

§ Total operating funds:	\$ 292,075.48	including pending EFTs
§ Total reserve funds:	\$ 331,698.99	including reserves interest
§ Total special assessment funds:	\$ 187,830.56	
§ Legal retainer deposit:	\$ 62,259.50	deposited to CVLC operating account
§ Total cash assets:	\$ 873,864.53	
§ Total YTD income:	\$ 863,606.66	including \$612,733.37 of Special Assessment income
§ Total YTD expenses:	\$ 308,808.37	including \$139,982.39 of Special Assessment expenses
§ Total delinquencies:	\$ 4,018.00	1 account 91+ days (Unit 509); 0 accounts 61-90 days; & 1 account 31-60 days (Unit 302); and 2 accounts 0-30 days.
§ Special Assessment Loan Balance:	\$1,237,319.17	

Supporting statements were provided to the Board separately. Please review the **Expense Report**, as that will be the best way for the Board to be aware of the actual monthly expenditures and corresponding work that has been performed on the property since the last financial statement report. Please do not hesitate to call or email Management if you have any questions.

**MANAGER'S REPORT**

**REPAIRS, MAINTENANCE & UPDATES**

*The following maintenance update review is for informational purposes only and does not require Board action at this time:*

1. Elevator service calls are ongoing.
2. Exterior Landscape maintenance is ongoing
3. Website updates are ongoing.
4. Move-in & Move-out requests are ongoing
5. Lighting maintenance is ongoing.
6. Otis Elevator Inspection needs to be scheduled – Lauren will contact them.

**Administration:**

**1. Violations & Warnings:**

- a. None

**2. Homeowner Correspondence and Administration**

*Board information only:*

- a. None

**3. Owner correspondence for Board Review**

*Board action requested:*

- a. None



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### **ON-GOING BUSINESS**

on the 3rd floor as well.

#### **Limited Common Element Repairs**

- Bids are beginning to come in for the repair of drainage issues on the high side of the property including the garages and two carports.
- First bid received is \$15,880.00

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#### **Oden Settlement Update**

- All money has been collected from Oden and is now on deposit with the Association
- Jeremy James has given his opinion as to the percent of disbursement. One owner has stated he has issues with the percentages but has agreed to continue conversations with the goal of reaching a mutual agreement

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#### **First Floor Repairs**

- Leaks have been reported near unit 103 and near Fred Cann's storage area on the 3<sup>rd</sup> floor as well. This will be evaluated.

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#### **HVAC Servicing Updates**

- Broadcast was sent out to building with info to contact THS company to request maintenance, as the method to receive warranty work.
- An owner reported THS attempted to charge them \$200 to come out to deal with a warranty issue
- Lauren will craft and send a letter to THS with clear expectations including charges, warranties, what owners are responsible for and what THS stated previously.

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### **NEW BUSINESS**

#### **Board of Directors Positions**

- The following position changes were made within the Board of Directors:
- Chairperson – Jon Uto
- Secretary – Sunil Khanna
- Treasurer – Lauren Anderson
- Directors – Andrew Ferguson & Sarah Daley

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#### **Board of Directors New Members**

- Sarah Daley was added to the Board of Directors to fill the position left by Kismet who sold her unit

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#### **Landscaping Position**

- Steph Gunderson was given the landscaping duties on September 29, 2022.
- The issue of Liability was discussed and Lauren will reach out to a labor law attorney to clarify how to handle this.
- A motion was made and seconded to pay Steph through December 31, 2022 while looking into the liability solutions.

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#### **2022 HOA Reserve Study**

- The 2022 Reserve Study was reviewed and explained in detail by Mark. The schedule of upcoming repairs identified in the 30-year maintenance plan were reviewed and discussed.
- The association appears to be in very good shape to be able to cover upcoming needs.

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#### **2023 HOA Proposed Budget**

- The 2023 HOA proposed Budget was discussed in detail.
- Water is expected to increase 10.6% in 2023
- HOA dues will raise \$63-\$71 per unit (depending on size of unit) with the two penthouses being a



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larger increase.  
A motion was made and seconded to accept the budget as proposed. Without further discussion, the motion passed unanimously.

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NEXT MEETING DATES:        **January 19, 2023 at 6:00 pm**

MEETING ADJOURNED:        **8:12 PM**

**--- END OF MEETING MINUTES ---**

MINUTES PREPARED BY:      **FRESH START Real Estate, Inc.**  
   Community Manager