

# Cardinell View Lofts Condominiums

## BOARD OF DIRECTORS MEETING MINUTES

Date: Monday – June 3, 2019  
Time: 6:30 pm  
Location: PSU, Karl Miller Center, 615 SW Harrison, Room 244, Portland OR 97201  
Notice: Sent by AMS by eblast to Owners on 5.21.19

### DIRECTORS/MANAGEMENT PRESENT

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

  

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 April 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. One Unit received two fines: non-receipt of leasing info; non-receipt of annual registration information; request for waiver of fine was denied; Notice to Lien was filed; requested waiver for NTL fee was denied; payment received; account current
- b. Owner of two units had unscheduled move-in fees (staging for sale); Owner’s attorney requested waiver; Association legal counsel denied request

#### 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 tabled for additional time for board to review

#### 3. Financial Status

- a. Cost Saving Opportunities – AMS noted Board and TAB working to evaluate current financial measures and seek reductions thereof. AMS also to look for cost saving opportunities
- b. Loan Repayment – AMS noted that an additional \$16,000 was transferred (on 3.22.19) from reserve

account to operating account; AMS indicated this was a loan but did not recommend transferring back to reserves at this time due to anticipated high expenses

#### **4. Treasury Advisory Board (TAB) – new section**

- a. Kismet reported: TAB meeting weekly to review CVLC financial packets; drafted a Charter for the BOD to review/approve; set up a shared email account; began a listing of noted financial issues + recommendations + action taken; shared an overview of those issues with BOD
  - i. TAB recommends BOD form a Reserve Study Committee
  - ii. TAB noted that the “2018 Audit” from AMS is not an audit but an “Independent Accountant’s Review Report”

#### **Committee Reports**

- a. Landscape Committee – Submitted recommendation to BOD to suspend the Sanlino Landscape service for indefinite period of time/AMS received email response that Sanlino would put services on hold for now 5.9; Clean River Rewards active on 4.2019 water bill; April & May saw active volunteer landscaping participation along steep stair area with test plants & replacing street grass strip with ground cover plants & mulch; need to develop a volunteer maintenance schedule to be shared with community; asked Board for maintenance expenditure allowance due to volunteer beautification program
  - i. Board agreed to an allowance of \$200/mo. over the next two months; revisit in August
- b. Water-Use Committee – Working in tandem with water leak project (JRT/Scott: lead) PWB provided a fourth visit on 5.16 to evaluate water flow with partial building water shut off/ submitted report; Information filed in WUC notebook. After JRT re-piping work, PWB to return for another flow test.
- c. OR Trust – (NOTE: an off shoot of water research lead to contacting OR Trust) –filed OR Trust enrollment form resulting in multiple visits to the building; walk through with lighting engineer 3.7/report received 4.3; 3<sup>rd</sup> party on site visit 3.15/pending report after June 2019. Information filed in WUC notebook
- d. Janitorial Committee – No report
- e. Architecture Committee – No report. Received request to join committee for input on interior building decorating by Lauren Anderson/601; accepted

#### **Owners Correspondence**

- a. Unit 305 – Owner contacted AMS regarding move out fee be waived due to only two large items with smaller items moved over weekday mid-day
  - i. After discussion, Board denied waiver
- b. Unit 302 – AMS responded to tenant questions; move-in protocol not followed; \$100 fee assessed
- c. Unit 306 – Owner contacted AMS regarding janitorial fee for construction debris on carpet; requested fee waiver denied; account current
- d. Unit 502 – Unit contacted AMS for fob reprogramming to storage units/not required as storage access from hallway
- e. Unit 607 – Unscheduled move of items; fee waived by Board President
- f. Unit 703 – Unit contacted AMS that Owner sold unit to occupant; requested info on payment setup/access to website; AMS requested recorded deed

- g. Units 801/802 – AMS contacted Property Management regarding incorrect door handles & missing unit numbers/PM confirmed all to be addressed by May 31; AMS received inquires about privacy deck options/advised Community is in process of replacing roof/deck option to be Board approved with engineering report
  - i. Scott to contact AMS regarding door handles & unit numbers

#### **Administration**

- a. Board Appointment – At the resignation of Board Member in November 2018, three Owners have expressed interest in serving; a questionnaire form was sent/received with only one Owner actively attending board meetings.
  - i. After discussion, Board appointed Kismet Kilbourn to fulfill the remainder of the term
- b. Web Portal Transition
  - 1. New Web Portal – AMS is transitioning from existing software and 3<sup>rd</sup> party web hosting service to a new program; information was provided to Community along with access instructions
  - 2. Website Document Movement – AMS will be moving 2 yrs. of files to the new portal

#### **5. Maintenance & Repairs**

- a. Heat Off – USA Mechanical was onsite 4.30 to shut down the heating boiler for the building
- b. Lighting – Ballasts in light fixture at south side 5<sup>th</sup>/6<sup>th</sup> floor landing reported failing; failure was noted as also failing a year ago/work provided by Brightside Electric; AMS contacted them for warranty work & new work order; Brightside indicated the possibility of the emergency ballast should be replaced; issues with details of work done
  - i. Board agreed that Scott to contact AMS that no additional work be preformed
- c. Leak Testing – Scott provided update: (Note: JRT was approved to locate potential leak with Scott taking the lead + to authorize additional work); JRT on-site 4.23 & 4.24 with 4.25 report of leak under slab in 3<sup>rd</sup> floor storage area; 4.29 broke through slab and did a temporary repair to slow leak; decision to re-route pipes to bypass pipe leaks in that area; scheduled for 6.3/4/5; PWB visit 5.16 to check water flow has lessened but boiler room drain water still flowing (Report filed in the WUC notebook) (post meeting: **1**) New leak reported 5.31 at back door/4<sup>th</sup> floor; shop vacuumed carpet water; Unit 403 had water back-up in sink; decided no emergency plumber; 6.3 JRT attempted to clear sink drain; 6.4 plumbers cut wall under sink/identified a hole in drain pipe; 6.5 pipe to be patched/left open for evaluation until connection of re-routing of pipes **2**) JRT on-site 6.3 for scheduled work to break through storage floor; left due to off-site emergency call; 6.4 broke through floor; 6.5 new pipes and valves installed; with concerns of structural integrity found with the settlement of the dirt/gravel at the exposed storage hole a temporary closure will be installed; PWB to revisit for water flow evaluation after work is completed)
- d. Roof Projects:
  - 1) Carport Reroof – Roof replacement was a 2019 Reserve Study proposed expense; AMS provided update proposals for review in April MR.
    - i. After discussion, Board agreed not to replace in 2019/revisit in 2020; RS to be updated
  - 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 submitting permits; early estimate provided by Tatley Grund; Permit Set to be provided to them for updated cost; Construction Set will follow and be sent to multiple contractors

- 3) Additional Roof Inspection – Scott provided update: (Note: approval for RDH to perform a conditional assessment of center and south roofs); scheduling issues; set for 6.4 (post meeting: RDH on-site 6.4; will provide a formal written report; verbal review: found moisture under south roofing/central dry but extremely weathered/propose to fix all three roofs at the same time; a scheduled meet was proposed once report is received)

## 6. Old Business

- a. Comcast Equipment – AMS was to contact Comcast about missing fobs and missing front panel of lock box; no updated information in MR
  - i. Scott to email AMS regarding fobs and lockbox
- b. General Contractor – Board recommended search for new general contractor; Scott to contact active building vendors for recommendations
  - i. Search still in process
- c. Plumbing Reminder Eblast – AMS provided draft for review at April meeting; updated info sent to AMS
- d. AMS Information Stickers – AMS reordered stickers; currently placed at entrances
- e. Towing – AMS was to contact Retriever Towing to update existing contract; AMS worked with them to implement a “Hold Harmless” clause; still pending updated contract
- f. Signage – Board had requested a sign to be placed at the end of driveway noting “private drive + location for the standpipe system” information
  - i. Scott continuing research for sign material + post
- g. Time Usage – AMS provided tables outlining time usage for April billing cycle.
- h. Fall Reported – AMS received notification of a fall on the lower front entry steps/Unit 508 in February 2019; AMS had received no additional communication until recently 6.3 with requested payment of medical expenses
  - i. After discussion, Board asked Scott to contact AMS to open insurance claim

## 7. New Business

- a. Meeting Schedule – Board elected to move Annual Meeting to October; AMS shared pertinent points that Board needs to consider as they coordinate this change with AMS
  - i. Board to draw up an action schedule to include AMS reminders
  - ii. After additional input/discussion the Board has elected to have monthly meetings throughout the remainder of 2019; the meetings to be scheduled the first Monday of each month
- b. Housing Inspector – Ed Marihart requested on-site visit of building 4.25; he noted he was unable to view all areas at his last December visit; deficiencies noted: 1) the light out on the south stairwell fifth floor 2) the fire extinguisher boxes need to be more accessible 3) the junction box in the basement needs to be closed; Scott noted that all of these issues have been addressed
- c. Building History – Heidi Trinkle contacted both the OR Historical Society and Oregonian newspaper and received several documents mentioning the CVLC building; these will be placed in our CVLC Reference notebook
- d. Insurance Review – Board noted that our Bylaws require an annual review by the BOD of all insurance carried by the Association; meeting scheduled 6.20 with Vern Newcomb/ABI (post meeting: rescheduled to 7.2)

e. Motorcycle Parking Area – Board contacted the Portland Bureau of Transportation to request shortening the motorcycle parking area to accommodate maneuvering room/space between cars parked at that same curb; contact John Buechier confirmed that work to be completed within the next three weeks

8. Regular Board Meeting

a. Next Board Meeting

i. Date: Monday – July 1, 2019

ii. Time: 6:30 pm

iii. Location: PSU; Karl Miller Center; Room 425; 4<sup>th</sup> floor

b. Motion made and passed to adjourn at 8:03 pm

Respectfully Submitted,  
Rita S. Holland  
CVLC AUO Secretary