

Cardinell View Lofts Condominium

BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Date: Monday – March 22, 2021
Time: 6:00 pm
Location: TEAMS Virtual Meeting
Notice: N/A – Emergency Meeting

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
TJ Holland - Chair	Yes	Sunil Khanna	Yes
Kismet Kilbourn - Treasurer/TAB	Yes	Heidi Trinkle	Yes
Lauren Anderson	Yes		
MANAGEMENT	Yes / No		
Seth Schade - Portfolio Manager	No		
Rita Holland - Office~Secretary	Yes		

I. Call to Order

- Meeting called to Order by Chair at 6:00 pm
- No attendees joined the meeting

II. Administrative

- No approval of meeting minutes

III. Regular Board Meeting

- BOD reviewed and discussed which bank we preferred for the bank loan.
 - BOD had received term sheets from Columbia Bank and NW Bank. The rates and fee structures were largely the same.
 - Both BPM and Angie Bagby recommended NW Bank due to their ease of use and efficiency of transferring funds to and from the loan account.
 - BOD unanimously agreed NW Bank was the best option for the association and will vote to approve the bank at the next BOD meeting.
- BOD reviewed and discussed the Roof Project Budget.
 - Treasurer had prepared a roof project budget using an example sent from Angie Bagby.
 - BOD discussed and made edits for loan fees, bad debt contingency, and incidentals.
 - Chair will send to Angie Bagby for a final review and request feedback.
- Discussed proposal to meet weekly for next 10 weeks.
 - BOD agreed to hold weekly, one hour, meetings for the next 10 weeks to accomplish heavier workload due to roof and heating projects.

V. Board Meetings

- Next Meeting
 - Date: Thursday, March 25, 2021
 - Time: 6:00 pm
 - Location: Zoom meeting

b. Motion made and passed to adjourn at 7:00 pm

Signature of Recorder
Kismet Kilbourn
AUO/CVLC BOD Treasurer