

Cardinell View Lofts Condominiums

BOARD OF DIRECTORS MEETING MINUTES

Date: Monday – November 4, 2019
Time: 6:30 pm
Location: PSU, Karl Miller Center, 615 SW Harrison, Room 425, Portland OR 97201
Notice: Sent by PMI by eblast to Owners on 10.25.19

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		

PMI MANAGEMENT	Yes / No
Brandy Wright	No

1. Meeting called to Order by TJ at 6:30 pm
2. Approval of Meeting Minutes
 - a. CVLC Annual Meeting Minutes of October 7, 2019 – Motion made and approved
 - b. BOD Organizational Meeting Minutes of October 7, 2019 – Motion made and approved
 - c. BOD Organizational Meeting Minutes of October 19, 2019 – Motion made and approved
3. Open Forum – The following items were discussed with the owner’s present
 - a. Unit 801 stated that he felt that the 2020 Reserve Study was poorly executed; did not adequately address current or future expenses; and was under funded. Also stated that the information relating to the AC meter and additional electrical charging thereafter was received. Indicated that with work on the AC unit, a source for water would need to be determined.
 - b. Unit 802 stated issues about cleaning of the common area to the 8th floor; entry code information (Owner will follow up later)
4. Management Report

Financial

 1. **Delinquency Report**
 - a. There is one delinquent 60+ days as of 9.30.19
 2. **Collection Services**
 - a. *History: AMS had advised BOD that the current legal counsel for collection services notified AMS of discontinuing collecting practice; AMS provided proposals for Board review and determination*
 - i. Action is being tabled; BOD to solicit recommendations from PMI

3. 2020 Budget, Assessments and Reserve Study

- a. PMI provided Owners with approved 2020 Budget and 2020 Assessments. The 2020 Reserve Study was posted on the portal.

4. Treasury Advisory Board (TAB)

- a. Kismet reported: TAB to review the September financials and report to BOD
 - i. The \$20 charge is closed from our books
 - ii. AMS automatically deducted the \$500 transition fee; additional discussion during executive session
 - iii. TAB recommends paying the lump sum on each of our insurance policies; motion made and approved action for 2020 insurance

Committee Reports

- a. Landscaping Committee – Received message from ODOT that dead tree south of building was in good condition and would remain. PGE trimmed vegetation from the lines located at the end of the building driveway. Straw was donated to hibernate the hanging plants at the front of the building. Ongoing landscaping activity continues around the building. Information filed in LC notebook
 - i. Noted that tree limbs touching the 05/06 stack; may need immediate attention
 - ii. David Mansfield joined LC on 10.24 offering fresh ideas; and expert advise
 - iii. David to reach out to his boss for input of landscape design
 - iv. Heidi contacted PCC applying for possible student involvement in design process
- b. Water-Use Committee – No report
- c. Janitorial Committee – Unacceptable cleaning reported to PMI
 - i. PMI reported leaving a voice message + 10.31 email to Talon to address cleaning; no updates received
 - ii. BOD discussion with motion and approval to ask PMI to hold Oct payment if cleaning issues were not satisfactorily completed
- d. Architecture Committee – No report.
- e. Communications Committee – No report.

Owners Correspondence

- a. None received

Management Update

- a. BOD members met with PMI on 10.19.19 to review administrative issues
- b. PMI sent eblast letter for website launch 10.23
- c. PMI sent eblast of *message from Chairman of BOD* to Owners 10.23

5. Maintenance & Repairs

- a. Leak Project – *History: Scott the BOD lead contact with JRT; first leak project completed 6.5.19; JRT onsite 8.24 to assess the continued .75 gpm water leak; 9.13 JRT report; forwarded to BOD 10.7.19*
NOTE: *no action taken on 9.13.19 JRT report; project to be kept active 1) review need for structural engineer of 3rd floor storage due to ground settling 2) need for permanent floor coverings 3) resolution*

of continued water leak

- i. Board determined that this project be tabled and reviewed in 2020
- b. Roof Projects: *History: Scott the BOD lead contact with RDH (contracts to design scope and oversee roof repairs -north/south/central; both Unit 801 and Unit 802 agreeable to work with RDH for walkable deck system + requested upgrades to railing system*
 - i. Board to review the project with Scott
 - ii. Board recommended that Owners on 7th floor be contacted for water intrusion
 - iii. Board agreed to recap project history and provide overview for a plan of action

6. Old Business

- a. General Contractor – Search for new general contractor tabled until review with PMI
- b. Comcast Equipment – *History: AMS was contacted by Comcast in July re: accessing equipment in limited common areas; Scott the BOD lead contact with Comcast re: equipment access; email contact; no updates received*
 - i. TJ to connect with Scott for update/resolution
- c. Insurance/Boiler – *History: A claim was filed with insurance; Scott to follow up; no updates received*
 - i. TJ to contact PMI re: resolution
- d. Towing – *History: AMS received a new contract from Retriever Towing; need review of “hold harmless” clause + updated list of vehicles*
 - i. TJ to contact PMI re: review/resolution
- e. CAI registration – annual registration has been submitted
- f. Meeting Schedule – Board meetings will continue to be scheduled monthly in 2019 on the first Monday of the month
 - i. Board to review the 2020 meeting schedule at the December meeting
- g. Lock Boxes – *History: AMS has been contacted about the numerous lock boxes at the front entry; no updates received*
 - i. TJ to contact PMI re: review/resolution
- h. Association Property/AMS – *History: A request was made to AMS re: retrieval of association stored documents; AMS confirmed that AMS remains custodians for CVLC documents until 9.30.19; 10 day retrieval timeframe; signature required; Scott to work with PMI to coordinate: no update received*
 - i. TJ to contact PMI re: review/resolution
- i. Penthouse AC units – New sub-meters were installed 10.4 in the common area on the 8th floor to provide a more accurate electrical reading of the usage per unit for the use of the AC units.

7. New Business

- a. Landscape Design/Maintenance – Since October 2018 there has been ongoing discussions about what to do to make the grounds of our building more inviting; more native plant friendly, more maintenance-free. Also, in question was the inadequate results from our landscape maintenance company. The Landscape Committee recommended suspending our contract giving us time to evaluate the outcome of this action. In September 2019 they recommended a search for a landscape design company to submit an overall plan for our property
 - i. The Committee will continue to search/review potential sources for design
 - ii. PMI will submit their recommendations
- b. Janitorial – With the continued inadequate cleaning services performed by Talon, PMI was directed to

notify Talon of non-renewal of contract

- i. PMI sent notification to Talon 10.31
 - ii. PMI to request from Talon copy of move (elevator) procedures performed by them
 - iii. PMI to recommend new janitorial service companies that are in line with BOD approved janitorial guidelines
- c. Contracts – The content of the Sonitrol contract was brought to the Board’s attention; BOD Chair contacted the Vendor 10.30
- i. TJ to schedule a review of camera system, users, operation, etc. with Sonitrol
- d. Oregon Trust – The 3rd party engineering report on the boiler + roof exhaust was completed; OR Trust: Kirk Douglas, Hodaie Engineering: Saifan Hodaie met with board members, TJ, Lauren, Rita on 10.25 for report presentation; full report received 10.28
- i. TJ gave a brief recap
 - ii. Information about roof exhaust fans to be part of roof repair project
- f. Protocol – The Board of Directors Administrative Protocol was adopted by the BOD

8. Executive Session

- a. Motion made and passed to adjourn to Executive Session at 7:36 pm
- b. BOD Chair recapped the issues concerning departure from AMS; the discrepancies with the Sonitrol contract; and management issues with PMI
- c. Motion made and passed that TJ would contact PMI to determine action needed to resolve AMS topics and review of Sonitrol contract.
- d. Motion made and passed that TJ would set up a meeting with PMI to discuss continuing management matters.
- e. Motion made and passed to adjourn to Regular Board Meeting at 7:48 pm

9. Regular Board Meeting

- a. As one Owner re-joined the regular meeting, BOD Chair gave a brief update on Board’s concerns relating to AMS topics; discrepancies with Sonitrol contract and PMI management affairs
- b. Next Board Meeting
 - i. Date: Monday – December 2, 2019
 - ii. Time: 6:30 pm
 - iii. Location: PSU; Karl Miller Center; Room 425
- b. Motion made and passed to adjourn at 8:02 pm

Respectfully Submitted,
Rita S. Holland
AUO/CVLC Secretary