

Cardinell View Lofts Condominium

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Date: Thursday – December 16, 2021
Time: 6:00 pm
Location: ZOOM Virtual Meeting
Notice: Sent by FRESH START via eblast to Owners on 12/13/2021

DIRECTORS/MANAGEMENT PRESENT

DIRECTORS:	Yes / No	DIRECTORS:	Yes / No
Lauren Anderson – Chair	Yes	Kismet Kilbourn – Treasurer	Yes
Heidi Trinkle	Yes	Sunil Khanna – Secretary	Yes
Jonathan Uto	Yes		
MANAGEMENT	Yes / No		
Mark Vandervest	Yes		
Cindy Vandervest	Yes		

OTHERS PRESENT: Rita Holland, Unit 103
Steele, Unit 201
Bonny Warren, Unit 203
Alvin Steele, Unit 210
Bryan Dunning, Unit 302
Charity Prater, Unit 302
Pamela LaDick, Unit 308
Louis Macovsky, Unit 410
TJ Holland, Units 502 & 605
Veronica, Unit 503
Justin Marzineck, Unit 504
Lydia Taylor, Unit 506
Tori Kunzler, Unit 510
Marc Barnes, Unit 708
Ruth Young, Unit 709
Fred Cann, Unit 801

I. Call to Order

- A. Meeting called to Order by Chair at 6:02 pm.
- B. Welcomed all participants to the ZOOM virtual meeting.
- C. Establish quorum

II. Approval of Agenda

- A. Motion made to approve the Agenda as written by Kismet. Motion seconded by Sunil. There was no further discussion and the motion passed unanimously.
Meeting called to Order by Chair at 6:02 pm.
- B. Welcomed all participants to the ZOOM virtual meeting.

III. Owner's Forum

- A. Owner asked when the heating project is expected to be completed, question will be answered later in the presentation.
- B. Owner stated that the 5th floor stairwell door closing mechanism is not working correctly. Management is aware and is trying to get a door vendor to resolve.
- C. Owner stated there was an excess of humidity in their unit. Management and the Board are aware. The condensation is the result of the lack of heat in the building. Owners are encouraged to purchase a cheap dehumidifier and run it in the unit until the heating system is functional and helps to correct the issue. One owner stated that they have a dehumidifier, and it took care of the issue. Owners are instructed to make sure the damp areas are wiped down regularly and to prevent puddling. Keeping areas wiped down is critical to avoid issues with flooring and mildew buildup.
- D. Owner asked if he is still the chair to the Architectural Review Committee. The Board responded that Management oversees processing ARC requests.
- E. Owner asked about water coming in from the hill behind is garage. Management will check it out.
- F. An Owner asked if fobs stop working if the power is out. Yes. There is usually someone onsite who will monitor the door and let residents in and out when the power is out. It was recommended that Management contact Sonitrol to see if there is a battery backup option for the Door King system.
- G. An Owner asked about the process to get things repaired in the building. Managements secures bids to be reviewed and approved by the Board of Directors.

IV. Approval of Meeting Minutes

- A. Regular Meeting Minutes of October 7, 2021 – Kismet motioned to approve the minutes as written, Lauren seconded the motion. There was no additional discussion and the motion passed unanimously. Management will remove draft header from minutes and upload to the website.
- B. Special Meeting Minutes of October 29, 2021 – Lauren motioned to approve the minutes as written, Kismet seconded the motion. There was no additional discussion and the motion passed unanimously. Management will remove draft header from minutes and upload to the website.
- C. Annual Meeting Minutes of November 4, 2021 – The minutes from the Annual Meeting will remain in draft form until approved at the next Annual Meeting. Management will upload the draft minutes to the website.

V. Financial Report

Financials as of 10/31/2021:

- Operating funds: \$ 315,504.42
- Pending EFTs: \$ 812.24
- Subtotal Operating Funds: \$ 316,316.66
- Reserve Funds: \$ 188,484.92
- **Total Cash Assets: \$ 504,801.58**
- Special Assessment Account: \$ 597,857.11
- **Total Current Assets: \$ 1,102,658.69**
- Total YTD Income: \$ 819,657.20 including **\$552,170.98** of Special Assessment funding
- Total YTD expenses: \$ 1,896,657.09 including **\$1,594,529.35** of SA Project Expenses
- Budget vs. Actual Income: 455.91% collected YTD (inflated due to inclusion of SA income)
- Budget vs. Actual Expenses: 1,146.88% paid YTD (inflated due to SA expenses)
- Total delinquencies: \$ 15,697.86 Three accounts 91+ days (301, 302, & 509)
- Special Assmt. Loan Balance: \$ 1,802,827.96 Maturity date of May 1, 2031.

The **October** Expense Report is the best way 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.

- A. The Board of Directors voted electronically to move \$10,000 in funds from Account #8268 to Account #8259. Lauren motioned to ratify the vote to move funds as indicated. Kismet seconded the motion. There was no additional discussion and the motion to ratify passed unanimously.
- B. The Board indicated that there is an agreement in place with Vial Fotheringham for collections on delinquent HOA accounts. Management will reach out to delinquent accounts in a last attempt to collect on delinquent accounts before passing the accounts on to Collections.
- C. An Owner asked if BillPay is accepted for HOA payments. No. FRESH START does not accept checks. All payments must be made through the portal.
- D. A Board member asked if management would reach out to Bagby Law Firm to get clarification of the retainer funds still held. Another Board member stated that the retainer was to be held until the roof project was fully completed.
- E. A Board member stated that any extra payments relative to the special assessment should be applied to principal first.

VI. Manager's Report

- A. Vitro Electric was hoping for final inspections on 12/17/2021.
- B. The Heating Specialists will begin charging units and hope to have them running within the next couple of weeks.
- C. Management continues to refill face mask boxes on the 2nd and 4th floors.
- D. Websites continue to be updated with HOA information
- E. Clean Solutions has been graciously attending the move-ins and move-outs as requested.
- F. Lighting maintenance is ongoing
- G. A complaint from marijuana odor on the 1st floor was addressed. It was reported back that a guest was staying in the unit for a couple of days and was not aware. The Owner of the unit assured this would not happen again.
- H. Management visited one unit and observed the condensation within the unit. Management will discuss with the HVAC contractor. In the interim, Owners are encouraged to use dehumidifiers to reduce the condensation.
- I. Management confirmed that The Heating Specialist will be removing the old heating sensor/thermostats when the final trip in each unit is completed.
- J. Owners are requesting that drywall repairs be made in the units from the mini-split installations. Lauren stated that she will draft an email distribution requesting owners provide photos of any requested drywall repairs. An Owners asked if there would be any reimbursement to Owners who already had their drywall repaired. The Board stated that no reimbursements will be made.
- K. Unit 707 asked if the cost of the water damage in her unit would be covered by the Association. Management reported that the matter was discussed with ABI Insurance and this expense would be the responsibility of the Owner because it is less than the Association's deductible.
- L. Units 801 & 802 are requesting the vents be extended to the bathroom in the unit. THS has stated the cost will be between \$500 and \$700. This will be an Owner expense.
- M. An Owner asked if there would be an update to the Association's Microsoft Account. The board stated that would not take place at this time and the matter is tabled for the unforeseeable future.
- N. It was asked if there was any follow up on the installation of cameras in the hallways or elevators. The Board stated that the matter is tabled until the heating project is fully completed.

- O. A Board member asked if there were any additional bids to complete the repairs outside of unit #103. One bid was provided by FRESH START Restoration, Inc. (a subsidiary of Management) in the amount of \$2,546.00. Management has not been able to secure any other bids from Vendors. It was suggested that Management have the approval to approve bids that are less than \$5,000. Another Board member recommended that multiple bids be obtained for all work. The Board asked management to re-send the bid and there would be a vote by email to be ratified at the next board meeting. Lauren stated that she knows a contractor who she might be able to get a bid from. She will work on that.
- P. There was follow up on whether give-away items could be left in the lobby. The Board discussed the matter briefly and decided to table the matter at this time.
- Q. It was noted that there was a break-in from the south 4th floor door in which intruders accessed the building and stole several packages from the lobby area. Residents are encouraged to take their packages in promptly. Management has reached out to two door vendors in hopes to get that door more secure in addition to three other doors in the building.
- R. The new washer/dryer units for units 404 & 504 are hoped to be installed next week.

VII. Old Business

- A. Heidi noted that there is a limited amount on electrical capacity. Old heaters and any AC units must be removed whether they are portable or permanent. Residents are instructed to not touch breakers in their electrical panel boxes. There are inspections of units scheduled in the upcoming days to determine if there are any issues with the new mini-split units. Sunil motioned to authorize THS to disconnect and remove old Cadet heaters. Lauren seconded the motion. There was brief discussion with an owner who objected to the removal. The Board voted unanimously to authorize THS to remove the old Cadet heaters as described.
- B. Lauren noted that unrestricted access is required to units to get the mini-split units functional. Most residents have provided a key to the Board to manage access. Those who have not provided access may be subject to the cost of a locksmith that will be onsite to provide access to those units. Notices have been distributed accordingly. NOTE: There are good YouTube videos describing how to use and clean the mini-split units once they are functional.
- c. Kismet stated that the Board would like to work on an update of the rules and regulations at the January meeting. Management will put it on the agenda.

VIII. New Business

- A. Officer changes: New signature authorizations are required on bank accounts. Management will facilitate communication between the bank and board members.
- B. The Banner Bank operating account has a current balance of \$283,107.62, which is over the FDIC limit. The Board instructed management to reach out to banks to determine the best solution to keep funds FDIC insured.
- C. Owner Communications: The Board has instructed that all Owners direct all communication ONLY through Management and not contact any Board members directly unless a Board member reaches out to an Owner first.
- D. RDH Reserve Study: The RDH Reserve Study update was completed on 11/30/2021 and distributed to Board Members. The Reserve Study will also be uploaded to the website. Discussion about the Reserve Study was tabled to a future meeting.

IX. Next Meeting

The next meeting of the Board of Directors is scheduled for January 6, 2022 at 6:00 p.m. via Zoom.

X. Adjourn

Sunil motioned to adjourn the meeting at 8:25 p.m. The motion was seconded by Kismet. There was no additional discussion and the motion to adjourn the meeting passed unanimously.

Respectfully submitted by:
FRESH START Real Estate, Inc., Community Manager