

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JANUARY 12, 2016 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.**

**PRESENT:**

Rod Brokenshire, Chairman  
Paul Mollomo, Secretary  
Jim Kennedy, Treasurer  
Andreas Anderson, Director  
Jill McAlpine-Andre, Director  
Paul Roelofs, Director  
Tina Tsai, Commercial Director

**BY INVITATION:**

Tom La Voie, CMCA CAMP, Community Manager  
Troy Bellis, Building Maintenance Coordinator  
Dave Berg, Building Maintenance Coordinator  
**COMMUNITY MANAGEMENT, INC., AAMC**

Vern Newcomb, Insurance Agent  
**AMERICAN BENEFITS**

**OWNERS:** As indicated on the original sign-in sheet.

**I. CALL TO ORDER**

Chairman Rod Brokenshire called the meeting to order at 5:03 PM. Brokenshire explained that the meeting had been scheduled for January 11, but was postponed one day to accommodate member schedules.

**II. APPROVAL OF AGENDA**

**AGREED:** The Board approved the agenda as circulated by consensus.

**III. APPROVAL OF PREVIOUS MINUTES (NOVEMBER 9, 2015)**

**AGREED:** Rod Brokenshire moved to approve the minutes of the November 9, 2015 meeting as previously circulated. Andreas Anderson seconded the motion, which carried without objection.

**IV. INSURANCE DISCUSSION**

The Elizabeth's Insurance Agent Vern Newcomb discussed the pending insurance renewal. Three proposals were presented by Newcomb: CAU, the current carrier; Fireman's Fund; and CNA. The CAU proposal included an exclusion for water damage related to the Victaulic plumbing fixtures, and increased the deductible from \$10,000 per incident to \$10,000 per unit. The deductible increase was not seen as an obstacle to renewing with CAU, as all owners are required to carry enough coverage for the \$10,000 deductible, but the Victaulic exclusion was seen as an impediment. The Board asked Newcomb to return to the underwriters and attempt to have the exclusion removed. The Board would

also like to see the option of full earthquake coverage in the quote from Fireman's Fund, as it is included as an option on the CNA quote. After Newcomb left, La Voie presented a bid from the Fournier Group, which had coverage provided by The Hartford, with comparable coverage and \$60 million in earthquake coverage. The Board decided to meet in Open Session once the CAU revised quote is presented by Newcomb.

#### V. REPORT OF THE BUILDING MAINTENANCE COORDINATOR

New BMC: Troy Bellis introduced David Berg from the CMI's BMC department. Bellis explained that his new duties will not allow him to continue as the point person for the Elizabeth, and that Berg will be the point person and attending the Board meetings going forward. The Board welcomed Berg, who said that during the transition Bellis will remain an integral part of the team. Bellis explained that the relationship between the Chairman of the Board and the BMC has been one reason that things go so well at the Elizabeth. Bellis stated that Brokenshire has been the best Board Chairman he has ever worked with.

Painting Project Update: The Painting Contract was approved by Board outside of a meeting so that work could start immediately. The initial coat on the door frames was quoted at \$35; now that a second coat is needed, West Coast Finishers will charge an additional \$18 per door. Since additional unit doors were added to the list, it was determined that all door frames will now be painted with two coats. The second coat will be painted after the carpet is installed.

Brokenshire stated that he had received positive comments now that the carpet has been installed on the 12th and 13th floors. Some baseboards have bowed and will need to be screwed. A proposal is forthcoming for refinishing the baseboards.

Metro Proposal for Preventive Maintenance: Metro presented a proposal for preventive maintenance of the garage gates and the two roll up doors in the trash room and the Community Room. This is the first increase since 2011, from \$880 annually to \$1,040 annually.

**AGREED: Paul Mollomo moved to approve the garage gate and roll up door preventive maintenance proposal from Metro at an annual cost of \$1,040. Paul Roelofs seconded the motion, which passed without opposition.**

Roof Maintenance: Bellis presented the RAM roof maintenance proposal from Snyder with a per visit price of \$1,123, totaling \$2,246 annually.

**AGREED: Paul Mollomo moved to accept the roof maintenance proposal from Snyder at an annual price of \$2,246. Andreas Anderson seconded the motion, which passed without opposition.**

Cooling Tower Repair: American Heating found a broken part on their recent maintenance of the cooling tower. They presented a bid to replace the part at a total cost of \$379.

**AGREED: Paul Roelofs moved to approve the American Heating bid to replace the broken piece on the cooling tower at a total price of \$379. Andreas Anderson seconded the motion, which passed without opposition.**

Water Heater Replacement: Bellis reported that yet another boiler has shut down, leaving just three operational. The first boiler was replaced by American Heating, with a Lochinvar boiler. It took two months for American Heating to complete the installation. Since the units are 11 years old, and two have now failed, it has been recommended that the remaining three be replaced now, since money is available in the reserve fund for that purpose. American Heating is predicting that it will take them 14 days to replace each of the new heaters. Campbell Crane will place the three units on the roof, at a set price of \$4,900. American Heating has been in the building since the beginning and has agreed to a penalty of \$100 a day if the installation goes beyond 14 days for each boiler.

The Reserve Study has estimated the boilers would need replacement in 2023. AO Smith, the manufacturer of the original units, no longer supports these boilers. Bellis pointed out that the replacement now is going to be less expensive than the reserve fund estimated.

Discussion ensued regarding the Lochinvar maintenance record, and American Heating's ability to install the new boilers. They have already replaced one, so they have the experience necessary to move forward with the installation.

**AGREED: Paul Mollomo moved to accept the American Heating proposal to install three Lochinvar water heaters at a total price of \$92,435. Paul Roelofs seconded the motion, which passed without objection.**

Electric Vehicle Charging Stations: Discussion ensued regarding the status of providing additional power to the three levels of the parking garage in order to facilitate the installation of individual electric vehicle charging stations (EVCS) for owners who purchase electric vehicles. The Board charged Bellis with obtaining a quote for bringing enough power to each of the three levels in order to service a total of 10 vehicles per floor.

Hallway Lighting: Bellis stated that Jeff Ghitelman has been working with Pacific Lamp to determine if there are some different lighting options for the hallways, both for cost efficiency and aesthetic impact as well. Ghitelman is very optimistic and stated that the new lighting will warm up the new colors and save money at the same time.

Thanks: The Board thanked Bellis for all of his care and hard work over the years. Bellis thanked the Board for the opportunity to serve, and stated that he will still be around from time to time.

## **VI. REPORT OF THE COMMUNITY MANAGER**

PDNA Meeting Space: La Voie reported that since PREM has vacated their Pearl offices, the PDNA is looking for a monthly meeting space for the Board of Directors. La Voie stated that former Elizabeth owner and fellow PDNA Board member Stan Penkin approached La Voie regarding the availability of the Elizabeth Community Room. La Voie stated that the PDNA is looking for a space large enough for their 20 members, and one that would be available at no cost. It was discussed and determined that the Board would offer the use of the Community Room at no cost, in lieu of the annual \$300 donation to the PDNA. La Voie will forward the decision to the PDNA.

Collection Resolution Addendum: La Voie presented the revised Collection Resolution Addendum to the Board, which was revised as per the Board's input at the November meeting.

**AGREED: Paul Mollomo moved to adopt the Collection Resolution Addendum, which authorizes CMI to assess transfer of title charges to the new owner's account if said fees are not paid at closing. Andreas seconded the motion, which passed without opposition.**

Insurance Resolution: In light of the fact that the new insurance policy has not yet been determined, it was decided to table approval of the Insurance Resolution until such time as the policy is in place.

## **VII. BOARD REPORTS**

### CHAIRMAN'S REPORT

Resignation: Rod Brokenshire announced his official resignation from the Board, stating that this will be his last meeting. Brokenshire emphasized that the Chair needs to be the point person to make sure that all of the details are tracked and that the owners feel that their concerns are being addressed. He stated that the new Chair need not put in the same number of hours as he has, and encouraged the Board to share the responsibilities with the Chair.

Real Estate Commission Drops Complaint: Concerning the official complaint filed against Brokenshire by one of the unit owners whose unit was damaged during the 703 incident, Brokenshire was pleased to report that the complaint has been dropped. The Real Estate Commission determined that the complaint was not one that should have been submitted to the Commission, but determined that the owner could file a civil complaint if she so desired.

Victaulic Payment: Brokenshire announced that CMI is in receipt of a check from Victaulic in the amount of \$539,716.00, which will cover all of the expenses incurred during the 703 and 717 Victaulic leaks.

### TREASURER

November Financial Statement: Jim Kennedy presented a brief review of the November financial Statement. He reported that the budget is in good shape and that the Association is under budget \$10,000 for the fiscal year to date.

## **VIII. CONFIRMATION OF NEXT MEETING DATE**

The next meeting will be held on February 8, 2016 at 5:00 PM in the Elizabeth Lofts Community Room. Jeff Ghitelman respectfully requested that the Board move the monthly meeting date to the second Tuesday. Board members stated that it might be possible and would determine the date of the next meeting in the next couple of weeks.

## **IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:09 PM.