

APPROVED

ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
JANUARY 14, 2015  
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON MONDAY, JANUARY 14, 2015 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9<sup>th</sup> AVENUE, PORTLAND, OREGON, 97209.

**PRESENT:** Rod Brokenshire, Chairman  
Jim Kennedy, Treasurer  
Paul Mollomo, Secretary  
Jill McAlpine-Andre, Director  
Andreas Anderson, Director  
Paul Roelofs, Director

**ABSENT:** Tina Tsai, Commercial Director

**BY INVITATION:** Tom La Voie, CMCA, CAMP, Community Manager  
Karina Haley, Community Manager  
Troy Bellis, Building Maintenance Coordinator  
**COMMUNITY MANAGEMENT, INC., AAMC**

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

**I. CALL TO ORDER**

Chairman Rod Brokenshire called the meeting to order at 5:05 PM.

**II. APPROVAL OF AGENDA**

**AGREED:** Jill McAlpine-Andre moved to approve the agenda as previously circulated. Andreas Anderson seconded the motion, which passed without opposition.

**III. APPROVAL OF MINUTES (NOVEMBER 10, 2014, ANNUAL MEETING DECEMBER 15, 2014)**

**AGREED:** Paul Roelofs moved to approve the minutes of November 10, 2014 as amended. Andreas Anderson seconded the motion, which carried without objection.

**AGREED:** Jill McAlpine-Andre moved to approve the draft minutes of the December 15, 2014 Annual Meeting for distribution to owners. Paul Roelofs seconded the motion, which carried without objection.

**IV. GUEST: VERN NEWCOMB, AMERICAN BENEFITS**

American Benefits agent Vern Newcomb attended the meeting at the invitation of the Board to discuss the annual insurance renewal on February 1, 2015. Newcomb presented a proposal from three insurance carriers, including the current carrier, CAU. CNA's proposal came in \$4,000 under the CAU bid, but since the Association has been insured by CAU since its completion, there is a history with CAU that cannot be quantified. Newcomb stated that the Elizabeth has never filed a claim, and that is unheard of among high-rise condominiums. CAU's proposal for 2015 was just \$300 over the 2014 premium, and well within the current budget. The Board agreed by consensus that remaining with CAU was a good business decision.

Seismic Coverage: Newcomb discussed the seismic coverage for the Association. Paul Mollomo had contacted Newcomb to begin the discussion to increase coverage, as the Board had decreased the coverage last year at renewal based on increased cost to provide full coverage. The seismic coverage is currently at \$10 million. Mollomo would like to increase the coverage to \$25 million, at an annual premium increase of \$9,000. This would prevent owners from having excessive out of pocket expenses in the event of a major earthquake. Andreas Anderson stated that he had purchased an individual loss assessment policy for his unit in the amount of \$300,000. He stated that the annual cost of this additional coverage was \$300. Newcomb stated that other properties in the Pearl had contracted with an engineering firm to provide a seismic risk assessment. The results were similar, in that there is a 90% chance that the maximum loss to the property would be 10% of the building value. Newcomb provided information on engineering firms that could perform a seismic risk assessment for the Association.

**AGREED: Paul Mollomo moved to engage a consultant to perform a seismic risk assessment for the Association. Andreas Anderson seconded the motion, which passed without opposition.**

CMI will contact the firms recommended by Newcomb to obtain proposals for the risk assessment.

**AGREED: Jim Kennedy moved to increase the Association's seismic coverage from \$10 million to \$25 million, which would increase the annual premium by \$9,000. Jill McAlpine-Andre seconded the motion, which passed without opposition.**

Newcomb stated that he would update the insurance letter to the homeowners to clearly state the earthquake limits and how this will impact the owners. Brokenshire and the Board thanked Newcomb for attending the meeting.

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

**Griswold Valves:** Troy Bellis updated the Board regarding recent HVAC leaks at the Griswold valves. These valves connect the condenser loop supply to the individual water source heat pumps in each unit. Based on the sudden increased frequency of leaks, Bellis is investigating the possibility of replacing all of the valves as a preventive maintenance measure. He will be investigating the causes of the leaks as well as if there is a trend with this particular plumbing connection. Bellis also recommended the addition of a shut off valve to allow future HVAC repairs without affecting other units.

**American Heating Proposal:** Bellis presented a proposal from American Heating to replace a faulty switch on EF-7, and a drive sheave on the boiler room exhaust fan. These issues were discovered during the recent preventive maintenance visit. The total cost of the two repairs is \$616.

**AGREED: Rod Brokenshire moved to accept the repair proposal from American Heating at a total cost of \$616. Paul Mollomo seconded the motion, which passed without opposition.**

**Snyder Roofing Proposal:** Bellis also presented a proposal from Snyder Roofing to renew the semi-annual roof maintenance contract at a total cost of \$2,246. This includes a \$200 increase over the current contract amount, and is the first increase in many years. Bellis states that Snyder is the most responsive of the roofing vendors he works with.

**AGREED: Rod Brokenshire moved to approve the semi-annual roof maintenance agreement with Snyder Roofing in the amount of \$2,246. Paul Roelofs seconded the motion, which passed without opposition.**

**VI. REPORT OF THE CHAIRMAN**

Victaulic Update: Brokenshire reported that progress has been made toward replacing the hot water supply valves. Brokenshire has met with the Victaulic representative and all parties now agree on the method of removing the debris from the horizontal lines by injecting compressed air and water in a reverse direction of flow. This will prevent the debris from getting lodged in faucet aerators and appliance connections. If this method is not successful, alternate approaches will be sought. Baron Adams is preparing a cost estimate that will need to be approved by Victaulic. All of the parts necessary for the replacement are in town. Brokenshire added that another condominium is now in Federal Court with Victaulic, which is why the Victaulic representative was here and available to meet.

**VII. REPORT OF THE COMMUNITY MANAGER**

New CMI Staff: Manager La Voie announced that Karina Haley has been promoted to Manager, taking Chris Boccuzzo's client load. Boccuzzo has left CMI after four years, relocating to Bend to join a family business in a managerial role. Chris's assistant, Aadrial Phillips, will join the La Voie team as Tom's assistant. The Board congratulated Haley and thanked her for her service to the Elizabeth.

Rental List: Haley reported that the rental list is now at 19, but eight of these have been notified that they are approved to rent. Once they have determined their intent to rent, they will be removed from the waiting list. If they decide that they are not ready to rent, they will be placed at the bottom of the list. La Voie noted that the list has been through two rotations in the past year, and that many on the list are merely holding their place for potential future rental.

Special Assessment: La Voie also reported that all of the residential units that had not paid their special assessment were able to do so prior to the January 1 deadline. One commercial unit has been sent to the attorneys for collection proceedings on the special assessment.

**VIII. REPORT OF THE TREASURER**

Treasurer Jim Kennedy reported on the November 2014 Financial Statement, the most recent available. Year to date expenses are \$8,403.14 under projection, a 2.2% savings. At the same time, income year to date is above projection by \$11,487.76. Income exceeds expenses by \$19,890.90, which is 5.3% above projection. Items over budget to date include Electric and Water usage, Building Repairs and Building Maintenance Coordinator expenses.

**IX. COMMITTEE REPORTS**

Commercial Director: In Tina Tsai's absence, Brokenshire reported that the new skin care shop is now open in the former dry cleaner space. The golf shop is also open, in the former jewelry store space. In response to a question regarding the offices now occupying the former show store, Brokenshire stated that it is a CPA firm specializing in forensic analysis.

Architectural Review: Paul Roelofs stated that there are no reviews pending. Brokenshire stated that he has heard that one of the retail spaces would like to install a double door in place of a current single man door.

Rules Committee: Andreas Anderson reported that on a recent tour of the parking garage gas containers were observed. La Voie asked for specific parking space numbers so that letters could be sent to the owners, as this is a fineable offense by the Fire Marshal.

Community Committee: Jill McAlpine-Andre provided a sample of possible replacement carpet for the common areas. The sample is a looped and textured multicolored carpet that is available in broadloom and carpet tiles. McAlpine-Andre stated that she is expecting more samples. In general, carpet tiles are 35% more expensive than broadloom. Those present made favorable comments on the sample.

**X. OWNERS' FORUM**

Teresa Jankus (Unit 403) offered to assist McAlpine-Andre in the carpet selection process.

Jankus had a question concerning unit maintenance regarding safety and protection: Is there a standard recommended list of things that owners are required to maintain inside their unit? She went through the orientation materials and found some items. She had specific questions about the fan filter over the stove, as she was afraid that it could catch fire if not cleaned out. La Voie stated that the RDH maintenance manual has a unit specific document listing things to do and when to do them. He suggested that it would be a good idea to put out reminders from time to time.

La Voie also reminded the Board that the Elizabeth's ten year anniversary was just around the corner, and that the Board might consider some kind of celebration. The consensus was to note the anniversary at the Fourth of July Barbecue.

**XI. CONFIRMATION OF NEXT MEETING**

The next meeting of the Board of Directors is currently scheduled for Monday, February 9, 2015 at 5:00 PM in the Elizabeth Lofts Community Room.

**XII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:22 PM.