

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON MONDAY, FEBRUARY 9, 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  
Jill McAlpine-Andre, Director  
Andreas Anderson, Director  
Paul Roelofs, Director

**ABSENT:** Paul Mollomo, Secretary  
Tina Tsai, Commercial Director

**BY INVITATION:** Tom La Voie, CMCA, CAMP, Community Manager  
Aadrial Phillips, 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 5:07 PM.

**II. APPROVAL OF AGENDA**

It was erroneously reported that the Association's insurance agent would be present at the meeting. This was removed from the agenda.

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

**III. APPROVAL OF PREVIOUS MINUTES (JANUARY 14, 2015)**

**AGREED:** Paul Roelofs moved to approve the minutes of the January 14, 2015 as previously circulated. Andreas Anderson seconded the motion, which carried without objection.

**IV. REPORT OF THE BUILDING MAINTENANCE COORDINATOR**

Griswold Valves: Troy Bellis updated the Board regarding recent HVAC leaks at the Griswold valves. Five leaks have now been reported since early December. The 10 and 11 stacks currently have no HVAC while parts are on order to repair the latest failure. In the opinion of experts, the failures are due to over-tightening the connection between the building hydronic loop and the valves. Also, the joints have been sealed with both pipe tape and dope. Griswold's specifications call for the use of pipe dope only. Penthouse units have larger HVAC units, and the connecting threads look as though they have not been over-tightened, but it is not known for sure if there will be issues in the future. The valves that failed have no threads showing. CMI will be conducting an inspection of the penthouse and retail units. Since it is not possible to isolate individual units, the entire HVAC hydronic loop for each stack will need to be drained. Two bids with the same scope of work have been received from American Heating and Portland Mechanical. Portland Mechanical has repaired the last five failures, and it makes sense to

select them for the balance of the work. The parts have been ordered and should be here Wednesday of next week, with work to begin the week after. The water in the hydronic loop is chemically treated, and known to be caustic. The system will need to be chemically balanced after it is recharged. As much prep work as possible will take place before beginning replacements. The warranty will be one year on installation, which is standard for such workmanship. All residents will be asked to remove all personal items from the affected area, and access will be required throughout the entire day. Troy Bellis and David Hartshorn will oversee the project. Owners who will be out of town may leave their key with the Concierge.

**AGREED:** Rod Brokenshire moved to accept the PMC proposal to replace the Griswold valves as specified in the contract. Paul Roelofs seconded the motion, which passed without opposition.

Trash Chute Repairs: The trash chute offset at the third floor has separated about three inches. The damage has deformed the chute itself and cannot be salvaged. Bellis presented a proposal from CARE to make the repairs at a cost of \$3,500. The original chute was made from 16 gauge steel, and the proposed repairs will be made with 11 gauge, which is much thicker. A new brace will also be installed, and CARE states that this should never happen again. Asked if there is any recourse with original installer who made the last repair, Bellis stated that he thought not, but will find out. Trash Chute Notice with the cost of repairs will be issued, reminding residents that they should be careful not to throw heavy objects down the chute.

**AGREED:** Andreas Anderson moved to approve the proposal from CARE at a cost of \$3,500. Jill McAlpine-Andre seconded the motion, which passed without opposition.

#### V. REPORT OF THE CHAIRMAN

Victaulic Update: Brokenshire discussed the ongoing Victaulic repair project and the progress being made by Baron Adams of Portland Mechanical. Brokenshire stated that the Griswold replacement has become the immediate concern, and that Victaulic still has to approve the final proposal, which he predicted to happen sometime in April.

Landscaping: Brokenshire stated that he had asked Island Landscaping to replace the plants along Buddha building before winter, but it didn't happen. The bamboo out front is looking a bit wild, and the Association is considering something more presentable. Additionally, the black square planter in the Community Room needs to have an appropriate receptacle to catch overflow from watering.

Brokenshire stated that repairs would be made to the residential halls once the Victaulic repairs are completed, including paint and new carpet.

#### VI. REPORT OF THE COMMUNITY MANAGER

Rental List and New Resident Report: La Voie stated that the list of new residents would be added to the manager's report, along with a rental list update.

Earthquake Risk Assessment: La Voie reported that he had toured the building this morning with Mark Pierpiekarz, the engineer hired to provide the earthquake risk assessment. La Voie stated that it was obvious that Pierpiekarz had studied the plans and had done substantial research. He stated that this area of the Pearl had good sub-soils. When the building base is stable, it is less likely that the utilities

will become disconnected during a seismic event. Pierpiekarz took lots of pictures. Report might be a couple months down the road, but the engineer did not think he would have to make a return visit.

On-Site Staff: It was asked if there had been a change at the Concierge desk and La Voie stated that there was a situation he was unable to comment on at this time. As of the meeting, the Concierge staff is intact. The Board stated that it is their desire to hire someone reliable should the position become available. It was also discussed that if a change were to be made, perhaps it would be a good time to make scheduling changes. Most agreed that the Saturday hours could be reduced, and it was agreed to move the start time from 8:00 AM to Noon.

Move Coordination: It was mentioned that certain move coordinators are not always as vigilant as they could be. The Board was asked to pay attention during moves to make sure the coordinators are doing their job. They should not be on their phones, and they need to make sure that the elevator is padded before a move begins.

#### **VII. REPORT OF THE TREASURER**

December Financial Report: Manager La Voie gave the treasurer's report, as Treasurer Jim Kennedy was not present at the time. Year to date the Association is under budget \$4,182.06 (-0.9%), and income exceeds actual expenses by \$15,205.16. Water, building maintenance, and BMC emergency are over budget by 10% year to date.

Former Owner Request: A former owner left the building owing approximately \$9,000, including legal fees. A stipulated judgment was rendered for that amount plus interest, which over time accumulated additional legal fees. Today the actual amount owing is approximately \$23,000. The former owner was attempting to buy a new home, and in order to do so; he/she had to clear the judgment. He/she offered \$10,000 in cash now in order to clear the judgment, with the balance to be paid in monthly installments. The offer on the house fell through, so the urgency is now gone. It would still be beneficial for the Association to receive cash and get the debt off of the books. Brokenshire proposed that the Board counter with a lump sum payment of \$15,000 and write off what has accumulated since the judgment was put in place, thereby avoiding future collection expenses. The Board agreed by consensus and Brokenshire will follow up with legal counsel.

#### **VIII. COMMITTEE REPORTS**

Commercial Director: In Tina Tsai's absence, Brokenshire reported that there is a new commercial tenant in the NE corner, a cabinet showroom. They will carry some European, Canadian, and locally produced cabinetry. They have submitted an ARC application. Brokenshire stated that the retail units are now all full.

Community Committee: Jill McAlpine-Andre presented carpet tiles of the carpet that is being considered for the common area hallways once all of the plumbing projects are complete. It was noted that the carpet tiles could be changed out easily in the event of spillage.

Rules Committee: There continues to be a gas can in the parking garage, and Andreas Anderson will walk through the garage to locate the parking space. CMI will send a letter alerting the owner of the fire

hazard, and that the building could be fined by the Fire Marshal. Brokenshire added that there is also a large sign being stored in a parking space in the basement.

Anderson stated that the bike room is very full with several rows of bikes in the middle. He asked for a strategy to thin out the bikes that may have been abandoned. La Voie stated that several buildings use a permit system. There is also an exercise machine in bike room, which should be removed.

**IX. CONFIRMATION OF NEXT MEETING**

The next meeting of the Board of Directors is currently scheduled for Monday, March 9, 2015 at 5:00 PM in the Elizabeth Lofts Community Room. La Voie stated that he would not be available for the meeting, but that Cheryl Brendle would attend in his absence.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:32 PM.