

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, FEBRUARY 23, 2016 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

PRESENT: Jim Kennedy, Treasurer; Acting Chairman
Paul Mollomo, Secretary
Andreas Anderson, Director
Jill McAlpine-Andre, Director
Paul Roelofs, Director
Brenda Peterson, Director
Tina Tsai, Commercial Director

BY INVITATION: Tom La Voie, CMCA CAMP, Community Manager
Dave Berg, Building Maintenance Coordinator
Laura Broughan, Community Administrator
Laura Hall, Chief Information Officer
COMMUNITY MANAGEMENT, INC., AAMC

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

I. CALL TO ORDER

Chairman Jim Kennedy called the meeting to order at 5:00 PM.

II. APPROVAL OF AGENDA

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

III. APPROVAL OF PREVIOUS MINUTES (JANUARY 12, 2016; JANUARY 26, 2016)

AGREED: Andreas Anderson moved to approve the minutes of both the January 12, 2016 meeting and the January 26, 2016 meeting as previously circulated. Jill McAlpine seconded the motion, which carried without objection.

IV. INTRODUCTIONS

Introductions were made of the Board members and their position on the board, the CMI staff in attendance including Laura Broughan and Dave Berg, and six owners present at the meeting.

V. ELECTION OF OFFICERS

Manager Tom La Voie introduced Jim Kennedy as the Treasurer of the Board and the Acting Chairman. Paul Mollomo is currently serving as the Secretary of the Board. With the resignation of Rod Brokenshire, Kennedy was asked to fill the office of acting Chairman until such time that the election of officers could take place. Kennedy remains the Treasurer and is signing all checks. La Voie asked that the remaining Board members consider electing officers so that Kennedy would not have to fill two officer positions. The topic was tabled and will be brought up at a future Board meeting.

VI. REPORT OF THE BUILDING MAINTENANCE COORDINATOR

Building Maintenance Coordinator's Report: Dave Berg walked the Board through the report that had previously been sent to the Board for review.

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. Berg received a bid to place a communal charging station in one of the outside loading dock areas at a cost of \$12,000.00, which included core-drilling the concrete to run the electrical, installing the charging station, and 10 fobs. The fob would be assigned to an owner to unlock and activate the charging unit and to charge the electricity used back to that owner's account. Andreas Anderson asked about security. Dave stated that the HOA would be responsible for security of the charging station, for maintenance, and repairs for any damage to the station. Given the security issues of maintaining a charging station outside, Jim Kennedy asked Berg to proceed with quotes for charging stations in the parking garage at individual parking spots. Berg stated that he will continue to seek bids for upgrading the electricity in the parking garage and to install common area charging stations in the garage. EverCharge can do research and a feasibility study to see what needs to be done to have individual charging stations on every floor of the parking garage. EverCharge has an adaptive charging software that can accommodate several cars being charged at the same time. Berg proposed setting up a meeting with the Board and any owners that are interested in electric car charging stations. Kennedy stated that the building market value could be impacted negatively if electric car charging stations are not available in the parking garage.

Berg will work with EverCharge to set up a meeting for those interested parties in the near future.

Seismic Report: Berg has put together a spreadsheet to track all of the projects called out in the seismic study commissioned by the Board last year. Berg will gather bids to fix and update the items on the list, with the goal of completing two or three items per year, which will spread the cost of the project over several years.

Wooden Unit Doors: Berg is working on gathering bids to repair and refinish the wooden unit entry doors. During the walk through of the building for the current painting project, it was determined that about 140 unit entry doors were in need of refinishing.

Elevator Stainless Refinishing: Berg presented a bid from Allmet to refinish the stainless surfaces in the elevators at a cost of \$850.00 per car, for a total cost of \$2,550.00. This is the same cost as four years ago, the last time it was done.

Agreed: Brenda Peterson moved to approve the proposal from Allmet to refinish the stainless surfaces of the elevators at a cost of \$2,550.00. Jill McAlpine-Andre seconded the motion, which carried without objection.

Generator Maintenance: After the recent inspection of the emergency generator, Peterson Cat recommended that it was time to proactively change the belts, hoses, and batteries. Berg pointed out

that the reserve study maintenance manual has this as a 5-year task. This preventive maintenance was last performed three and a half years ago. Berg will bring the proposal back to the Board in six months.

Refinishing Woodwork: The common area black woodwork around the building is in need of touch up and repair following the hallway painting and carpeting projects. Berg presented a proposal from Hamberg Painting, which includes all the baseboards on every floor, the lobby paneling, benches on every floor, and black trim in the elevators, all of which is in various stages of needing maintenance. Hamberg Painting proposes to complete the work for \$8,500.00. Hamberg Painting also stated they would repair any warped baseboards at their hourly rate, over and above the \$8,500. This would be done at the same time as the rest of the refinishing work in the building.

Agreed: Jim Kennedy moved to approve the Hamberg Painting proposal to refinish the common area black woodwork on all floors at a cost of \$8,500.00, and to approve the repair of the warped baseboards at an additional hourly rate. Paul Mollomo seconded the motion, which carried without objection.

Water Heater: Berg reported that the three replacement water heaters are en-route and a crane is secured for the installation.

Hallway Lighting Update: Berg will work with owner Jeff Ghitelman once he is in back in town. New hallway lighting will help warm the new colors.

Garage Entrance Stop Signs: La Voie will meet with Anderson and McAlpine-Andre to bring a proposal to the Board for additional signage at each garage entry. The goal is to have cars entering the parking garage wait after entry to ensure that no other cars or pedestrians "piggy back" into the building before the gates close fully.

Sump Pump: The sump pump and water management system in the basement of the parking garage is undersized in the event that heavy rains result in water intrusion into the basement. Berg would like to see a large sump pump installed in the parking garage that would handle any larger amounts of water entering the basement garage. The larger sump pump would be installed above grade and be protected by bollards. There is plenty of clearance at that location, so it would not impede traffic. Dave also suggested tying the high water float into the fire life safety system so that an alarm would be sounded when there is high water in the area. Recently, water intruded into the northwest corner of the building resulting in pooling inside the Cigar Shop, and water evidence inside the parking garage. D and R Masonry will present a proposal for replacing the caulking where the building meets the sidewalk.

VII. REPORT OF THE COMMUNITY MANAGER

Bicycle Room: Tom stated that the bike racks for the bicycle room will be delivered on Friday, February 26, 2016. There will be a wall built down the middle of the room to install the hanging bike racks on. Notices have been sent out to residents to have bicycles removed from the bicycle room by the evening of Friday, February 26, 2016. Work on building the wall and installing the bike racks will take place on Saturday and Sunday, February 27 – 28, 2016.

Insurance Resolution: La Voie included the final version of the insurance resolution in the Board meeting packet. La Voie stated that he supported the changes offered by Anderson and Brenda Peterson. Kennedy

stated that he agreed with the changes as well. La Voie stated that Oregon law requires that documents of this nature must be mailed to the owners. He suggested that the Board take this opportunity to include the letter from the insurance agent, as there are changes to the policy that individual owners will want to pass on to their personal agents. Anderson suggested that the new resolution be emailed to all owners as well.

Agreed: Andreas Anderson moved to adopt the insurance resolution as presented. Paul Roelofs seconded the motion, which carried without opposition.

Ongoing Noise Issue: La Voie gave a brief update on an ongoing issue with excessive noise on the tenth floor. This started out as an owner-to-owner matter and has escalated to retaliation. The noise is from a renter and CMI has been in contact with the unit owner. Two or three other owners on the same floor have also complained about the increasing noise issues. La Voie reinforced that if first approaching your neighbor to resolve issues does not work, then the matter must come to CMI and go through official channels so that escalation does not become the norm. La Voie stated that the Board can read about issues of this nature in the monthly reports that are sent out around the first of each month. Board members are also able to log on to the Full Focus software through the CMI portal to monitor these issues throughout the month.

PDNA Meeting: The PDNA would like to use the Elizabeth Community Room to host a meeting with the Noise Control Officer for the City of Portland. The informational meeting will cover noise issues in the Pearl District, especially as regards the ongoing construction projects, including the hotel being built across 9th from the Elizabeth and the new apartment building being built on 9th and Couch which is affecting the Henry Condominiums. Residents from both buildings will be invited to the meeting, which is scheduled for March 16, 2016 at 6pm. The Board agreed by consensus to host the meeting on the 16th.

VIII. BOARD REPORTS

CHAIRMAN'S REPORT

Condominium Life: Jim Kennedy suggested that in light of recent events going on in the building it may be a good idea to send out an annual refresher of what it means to live in a condominium, including the benefits and challenges. Owners and renters should be reminded that they can always go to the concierge for help with situations and/or come to CMI for help. Kennedy also suggested that perhaps a letter should be sent out reminding owners about how to get along and what it means to live at the Elizabeth. Paul Roelofs suggested that this letter should include proper trash room etiquette. For example, owners and renters need to break down large boxes before putting them in the trash. Brenda suggested including these reminders in the cover letter that will be sent to owners with the insurance mailing. La Voie will forward to the Board a sample "Community Spirit" Resolution.

TREASURER

January Financial Statement: Jim Kennedy presented a brief review of the January Financial Statement. He reported that the budget is in good shape and that the Association is under budget for the fiscal year to date. The Association is over budget year to date for utilities, especially electric and water/sewer usage.

COMMERCIAL DIRECTOR'S REPORT

Street Parking: Tina Tsai reported that the ongoing construction across 9th Ave from the building had caused her headaches recently. The City had placed cones in front of the Elizabeth that blocked access to her commercial space. Tina called the project supervisor, who came out to check on the situation and saw that the cones were placed on the wrong side of the street. Tsai will share the phone number with CMI so that they can call in the event of future issues in the same location.

COMMUNITY AND COMMUNICATIONS COMMITTEE

Jill McAlpine-Andre reported that Jennifer Pepin has taken over the First Thursday showing in the Community Room. McAlpine-Andre stated that she will start looking for new furniture for the lobby that will be a better match for the new paint colors.

IX. OLD BUSINESS

Board Meetings: It has previously been agreed to move the Board Meetings to the second Tuesday of the month, starting with the March meeting. Paul Mollomo requested keeping the June meeting on the second Monday, as he had booked travel arrangements in advance for that Tuesday.

The Board agreed that, if known in advance, it will accommodate changes in meeting dates.

Agreed: Paul Mollomo moved to hold the June meeting on Monday, June 13, 2016. Jim Kennedy seconded the motion, which carried without opposition.

X. OWNERS' FORUM

Leila Falk had questions about who is chosen to be on the Board of Directors, when they are chosen, and when the owners get to vote on the new members. La Voie stated that half of the Board member positions are up for a vote at each Annual Meeting. The current Board solicits owners for open positions. Every owner is also welcome to put themselves up as a candidate for the open positions. La Voie explained that Brenda Peterson had been appointed to the Board at the January 26 meeting to fill the vacancy left by the resignation of Rod Brokenshire. Peterson will serve until the Annual Meeting, and would be eligible to run for a new term.

The same homeowner also asked if there is a community newsletter. She stated that the meeting minutes are different from a community newsletter. She also stated that because of the lag in time from when the meeting happened to when the minutes are made available to the owners the meeting minutes are often old information. She also suggested that the Board revisit what information is on the website for the Elizabeth Lofts and the usability of the website.

Michelle Heckman raised a concern regarding the water issue in the parking garage basement, as her parking space is very close to where the water intrudes. Whenever it rains there is a significant amount of water on her parking space. Heckman also raised some concerns about the recent painting project in the building. She said that the timing of the project was not communicated well, and that there were tarps in the hallways during the Christmas holidays, which was unsightly when she had guests over for Christmas. She also stated that she was not happy with the paint colors that were chosen and said that she believed there should have been more owner involvement in the decision process. Heckman asked if there is a process by which owners can have the paint color changed in the common areas on the individual floors. Paul Mollomo stated that the painting project, including paint colors, had been discussed at board meetings for at least three months, and that email notices were sent out about the meetings and about the upcoming work. Heckman stated that she had not seen any emails or any postings in the

common areas about the timing of the painting project. La Voie said he would look into the distribution of notices. McAlpine-Andre stated that paint samples were available for inspection at all of the board meetings when the project was being discussed. Mollomo commended McAlpine on her work in selecting the aesthetically pleasing wall and rug combos and that, in his opinion, the paint colors and the carpet work exceptionally well together. He also said that the common areas would not be repainted because of the cost to do so. Heckman stated that not every owner can come to the Board meetings every time. Roelofs pointed out that the board is working on changing the lighting in the common areas on the floors, which may warm up the colors. The majority of the comments to the Board regarding the paint and carpeting have been very positive.

Bill Gumpenberger stated that he believes there is a lack of community within the building, and that the website could be improved. He also stated that the building should have a newsletter, or something to get people involved with each other. He suggested including a community garage sale on the website. Tom stated that there is a community bulletin board on the website.

A homeowner pointed out that the Board members are all volunteers, and someone other than a Board member should think about taking responsibility for a newsletter. The Board could appoint a newsletter committee that would work toward keeping an open line of communication between the owners, the Board and CMI. La Voie stated that some associations also have a social committee, and that they send out emails to all owners with reminders of things to do in the community, either as a group or individuals.

A homeowner suggested keeping the chairs up in the community room on a regular basis so people can gather there and socialize.

Rod Brokenshire stated that the residents on the 4th floor used to go for dinner and other outings. This was on an individual basis and happened because people just introduced themselves and planned outings.

It was strongly suggested by several of the owners present to have a newsletter to promote ideas for the residents to get to know each other, and that events like the annual BBQ are needed more than just once a year.

XI. CONFIRMATION OF NEXT MEETING DATE

The next meeting will be held on Tuesday, March 8, 2016 at 5:00 PM in the Elizabeth Lofts Community Room.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:18 PM.