

APPROVED

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

PRESENT: Rod Brokenshire, Chairman
Jim Kennedy, Treasurer
Andreas Anderson, Director
Paul Roelofs, Director
Paul Mollomo, Secretary

ABSENT: Jill McAlpine-Andre, Director
Tina Tsai, Commercial Director

BY INVITATION: 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 5:07 PM.

II. APPROVAL OF AGENDA

AGREED: The Board approved the agenda by consensus.

III. APPROVAL OF PREVIOUS MINUTES (February 9, 2015)

AGREED: Paul Roelofs moved to approve the minutes of the February 9, 2015 meeting as previously circulated. Andreas Anderson seconded the motion, which carried without objection.

IV. REPORT OF THE BUILDING MAINTENANCE COORDINATOR

Troy Bellis did not attend the meeting, as he did not have any proposals for the Board to approve.

V. REPORT OF THE CHAIRMAN

Rod Brokenshire gave a brief update on the Griswold Valve replacement project. The project has gone as well as can be expected and because additional valves had to be ordered for previously upsized heat pumps, there will be approximately five spare valves at end of project. Paul Mollomo asked that the minutes reflect that the team from Portland Mechanical and CMI have done an excellent job, are very knowledgeable and worked well together. Mollomo thanked Troy Bellis specifically and the Board concurred that his efforts should be acknowledged. Portland Mechanical is the same company that will be used for the upcoming Victaulic repairs.

Kennedy inquired why the Association's regular HVAC contractor wasn't used for the Griswold replacement. Brokenshire explained that they didn't significantly outbid the other vendor and their proposed methods for performing the work raised some questions, including crimping the pex piping rather than draining the entire stack as well as having one plumber oversee two technicians (non-

licensed plumbers). Discussion ensued related to American Heating's recent performance in the building. Brokenshire noted that American Heating is the only vendor that can program the building's HVAC system, however, Troy Bellis would have to explain their unique capability to the Board. It was asked whether other vendors would be an option and Brokenshire replied that both Jacobs and DeTemple have maintained individual heat pumps, but the service hasn't been outstanding, citing specific examples where these vendors have had a negative impact on the functioning of the system.

The Griswold replacement project finished on schedule, which should indicate that it will be on budget, but the Association must still account for the BMC department's supervisory time. Brokenshire noted that both Troy Bellis and David Hartshorn were instrumental in coordinating the project and the professional grade walkie-talkies they were able to borrow from the Henry were of great assistance. The Elizabeth will look at purchasing a set so they may be used for future projects and in cases of building emergencies. Commercial units and first floor common areas will be completed on March 10, 2015.

The Association awaits the proposal from Portland Mechanical on the Victaulic project. Once received, it will be shared with Victaulic, approved and scheduled with a minimum 30-day notice to homeowners and renters.

VI. REPORT OF THE COMMUNITY MANAGER

Rental List and New Resident Report: Karina Haley provided the Board with a report showing outgoing and incoming owners and recapped the status of the rental waiting list and new renters occupying the building.

VII. REPORT OF THE TREASURER

January Financial Report: Treasurer Jim Kennedy reported that January expenses were \$5,739.98 under budget and year to date expenses are \$9,922.04 (-1.9%) under projection. Actual income exceeds actual expenses by \$26,061.11 (5%).

Kennedy also signed the adjusted journal entries for the CPA's review of the year-end financial statement.

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 and Roelofs added that to date they have been approved only for demo work. Brokenshire informed Roelofs that he had seen a Reliant Plumbing truck outside the unit today and asked Roelofs to follow up with the owner. Brokenshire stated that the retail units are now all full.

An owner inquired about the status of the 9th Avenue Hotel and whether there has been any progress. Brokenshire reported that the City of Portland received the application for design review, found it to be incomplete and asked the developer to resubmit. Neighbors will be informed once the official hearing is scheduled.

Given the upturn in the economy and increase in multi-family construction in Portland, those present discussed the local real estate market and loan rates as lending restrictions are loosening.

Architectural Committee: Paul Roelofs reported that he received an application from a 14th floor unit that would like to install a retractable awning on their terrace to provide shaded outdoor seating. The Board discussed the request and found that this type of installation could have a significant impact on the architectural integrity of the building and requires the penetration of the exterior surface, which is a cause for concern. The location of the unit is front and center on the west façade of the building and as such, the installation would be extremely visible. The building's architectural reveal is an important design element. Mollomo recommended bungee cords or other components to stabilize an umbrella as he finds that method effective for his patio arrangement. It was also noted that the Rules don't allow anything other than basic furniture and plants. After consideration, the Board agreed unanimously that although they understand why the owner would want the awning, they don't feel that it benefits the building and approval would set a precedent that could be difficult to navigate going forward. Paul Roelofs will communicate the Board's decision to the owner.

Rules Committee: Andreas Anderson reported that a push lawn mower was found in a parking space during a recent parking space audit. A compliance letter was sent and the owner responded disputing the definition of "vehicle". The Board discussed the matter and agreed the lawn mower should be removed, as the Board does not accept owner's interpretation of the term. The intention of the rule is that automobiles, motorcycles and scooters are the only items intended to occupy parking spaces. After discussing how best to respond the Board asked CMI to draft a rules enforcement letter and send to Brokenshire and Anderson for review. If the lawn mower is not removed within one week from the date of the letter, then the Association will remove it and a fine will be assessed.

Another owner received a rules enforcement letter about a battery charger being stored in his space and responded that he has seen other owners utilizing similar items in the parking garage. After discussion, the Board agreed they did not object to his periodically charging his motorcycle, but maintains that the charger should be kept in his unit, storage space or in the trunk of his car. CMI will communicate this to the owner.

Bicycle Storage: Andreas Anderson noted that the bicycle storage room has gotten out of hand, is disorganized and lacks room for residents. He suggested an audit to identify abandoned bicycles and that they be removed. A permitting process was discussed and Karina Haley shared methods utilized by other associations with similar problems. CMI will share a notice with Brokenshire and Anderson, which will be distributed to residents notifying them of the upcoming audit.

Seismic Risk Evaluation: Andreas Anderson reported on the recently performed Seismic Risk Evaluation recommended by the Association's insurance agency. The report included the following recommendations: a modification of the gas connection to increase safety, and adding bracing to some mechanical equipment. The list will be provided to Troy Bellis so that he may incorporate the modifications into regular maintenance proposals as necessary. Brokenshire noted that a quote is already in process for the gas shutoff modification.

The Seismic Risk Evaluation will be added to the website.

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IX. CONFIRMATION OF NEXT MEETING

The next meeting of the Board of Directors is currently scheduled for Monday, April 9, 2015 at 7:00 PM in the Elizabeth Lofts Community Room.

X. ADJOURNMENT

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