

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON TUESDAY, APRIL 12, 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
Paul Roelofs, Director
Brenda Peterson, Director

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

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

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

I. CALL TO ORDER

Acting Chairman Jim Kennedy called the meeting to order at 5:02 PM.

II. APPROVAL OF AGENDA

AGREED: Brenda Peterson moved to approve the agenda as circulated. The motion was seconded and carried without objection.

III. APPROVAL OF PREVIOUS MINUTES (MARCH 8, 2016)

The word "Adjournment" at the end of the minutes was misspelled.

AGREED: Andreas Anderson moved to approve the amended minutes of the March 8, 2016 meeting as previously circulated. The motion was seconded and carried without objection.

IV. ELECTION OF OFFICERS

AGREED: Paul Roelofs nominated Jim Kennedy for the position of Chairman. The motion was seconded and carried without opposition.

Kennedy accepted the position of Chairman of the Board, but requested that if no one objects, he would like to remain in the position of Treasurer, as well.

V. REPORT OF THE BUILDING MAINTENANCE COORDINATOR

Building Maintenance Coordinator (BMC) Dave Berg summarized his report that was previously sent to the Board for review.

The Board asked BMC Berg, in future reports, to do the following:

- categorize items based on whether they are reserve or operating expenses
- identify whether the item is a budgeted item
- identify whether the item is accounted for in the reserve study
- identify whether the actual cost is over or under the cost listed in the reserve study

BMC Items of Note:

Ballasts: The ballasts for the exterior lights were more expensive than anticipated.

Water Heater: American Heating is supplying the boilers. They are in stock and the crane is scheduled. The new boilers will be online by the end of next week.

Electric Vehicle Charging: Power from the 5th floor electrical room can be run to the parking garages on floors 2 and 3. 125 amps are available, so 12 EVC stations can be installed on these floors. P1 has an open electrical meter that can be used. The next step is to survey the owners.

Hallway Lighting Update: The lighting test on the 13th floor is in process. Some light fixtures had to be reordered due to issues with color and contrast. When lighting on the 13th floor has been changed, owners will be notified so that they can weigh in on whether the remainder of the hallway lighting should be changed. Energy Trust of Oregon will reimburse the Association about \$300 if the lights are changed.

Plumbing Issues: Soap suds are backing up in some toilets on the 4th and 5th floors because of the excessive use of laundry soap. The drain line for unit 1501 will be jetted tomorrow because of the build up of solid waste.

Sidewalk Caulk Joint: The caulk joint where the sidewalk meets the building needs to be replaced to avoid water intrusion into the garage. The cost of this work is \$3,450, which is less than the amount in the reserve study.

AGREED: Brenda Peterson moved to accept the D & R Masonry proposal to have the caulk joint replaced at a cost of \$3,450. The motion was seconded and carried without objection.

Infrared Electrical Scan: The Board discussed renewal of the annual contract to scan the electrical system using an infrared camera at a cost of \$1,375.

AGREED: Brenda Peterson moved to accept the Oregon Infrared proposal to scan the electrical system, at a cost of \$1,375. The motion was seconded and carried without objection.

Wall Outlets: Jarmer Electric submitted a proposal to replace the wall outlets to match the plate colors.

AGREED: Paul Roelofs moved to accept the proposal from Jarmer Electric to replace the wall outlets, at a cost of \$675. The motion was seconded and carried without objection.

Window Streaking: Streaking is caused from water running down the side of the building and from dried dirt and particulates. Pro Clean would charge \$24,000 to remove the water stains. This item is not in the reserve study. There is also a bid from Pro Clean for \$3,000 for an annual installation of invisible shield, a treatment like Rain X, to protect the windows once they are cleaned. It was suggested that this procedure be added to the reserve study.

AGREED: Tabled.

Water Detection: Hughes Electrical submitted a proposal to install a water detection device in the P1 garage that would alarm when there is flooding in the parking garage. This would be tied into the fire panel and a signal would be sent to the BMC when water reaches a certain level.

AGREED: Paul Mollomo moved to approve the Hughes Electrical proposal to install a water detection device in P1 at a cost of \$2,232. The motion was seconded and carried without objection.

Refinishing Doors: The Board reviewed a proposal from Renaissance Restoration for \$11,489.60, to fill in scratches and gouges on unit doors, and to paint and refinish them. 175 unit doors need to be refinished. This is a reserve item and \$20,000 is set aside in the reserve fund. Mollomo agreed to walk the building with Berg and look at the doors.

AGREED: Tabled.

CCTV System: The original system consisted of analog cameras and an analog recording device. A digital system was added later that included additional digital cameras and a digital recording device. The analog system is out of date and to add cameras to the digital system is so expensive it is cost prohibitive, because of the license fees for the software. The vendor suggested moving to a complete digital system to update the cameras and the digital recording device, and to move to more generic and less expensive software. The cost for 8TB of storage is \$4,989 plus the cost of cameras for a total of \$9,126. There is \$13,000 set aside for this expense in the reserve fund, planned for 2018.

AGREED: Andreas Anderson moved to install the digital server with 64 licenses for cameras and to purchase up to 3 cameras. The motion was seconded and carried without objection.

Bike Racks: Everything is installed and is satisfactory.

VI. BOARD REPORTS

TREASURER: Kennedy reported that we are under budget and everything is going well.

COMMERCIAL DIRECTOR: No report

PLAZA: The landscaper will spray the moss and the weeds in the Plaza, and he will plant new plants (the same ones as in previous years) at a cost of \$500-\$600.

HOUSE RULES: Board member Paul Roelofs drafted a letter to be sent to all owners about Personal Safety and Property Protection relative to steps owners/residents must take to keep intruders from entering and exiting the garages. The following plan is adopted:

- 1) Letter to be sent to educate everyone about the issues
- 2) Display containing this information will be placed in the lobby
- 3) Stop signs will be installed just inside the garage doors
- 4) Assess fines for non-compliance

AGREED: Andreas Anderson moved to approve the letter written by Paul Roelofs to be mailed to all owners. The motion was seconded and carried without objection.

COMMUNITY AND COMMUNICATIONS: No report

VII. OWNERS FORUM

Some of the street trees are really struggling. The cause may be that the pH balance is off due to dog urine or under watering. CMI will contact the landscaper.

La Voie announced that a new concierge has been hired and Bennett will be starting soon.

VIII. ADJOURNMENT

Kennedy adjourned the meeting at 7:16 p.m.