

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON MONDAY, MAY 09, 2016 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

PRESENT: Jim Kennedy, Chairman
Paul Mollomo, Secretary
Paul Roelofs, Director
Brenda Peterson, Director
Jill McAlpine-Andre, Director

ABSENT: Tina Tsai, Commercial Director
Andreas Anderson, Director

BY INVITATION: Tom La Voie, CMCA CAMP, Community Manager
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

Chairman Jim Kennedy called the meeting to order at 5:03 PM.

II. APPROVAL OF AGENDA

AGREED: Brenda Peterson moved to approve the agenda as circulated. Paul Mollomo seconded the motion, which carried without objection.

III. APPROVAL OF PREVIOUS MINUTES (APRIL 12, 2016)

AGREED: Brenda Peterson moved to approve the minutes of the April 12, 2016 meeting as previously circulated. Paul Mollomo seconded the motion, which carried without opposition.

IV. REPORT OF THE BUILDING MAINTENANCE COORDINATOR

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

BMC Items of Note:

Security Cameras: The Board reviewed a semi-annual camera maintenance proposal to service the cameras and update software twice a year at a cost of \$600.00 per visit.

AGREED: Paul Mollomo moved to accept the bid from Metro for the semi-annual maintenance at a cost of \$600.00 per visit. Brenda Peterson seconded the motion, which passed without opposition.

Window Staining: As requested, ProClean submitted a revised bid for \$7,000.00 to clean the stains on the windows on the south side of the building using a buffer process. Cleaning the windows on the south side will be a test project. If it is successful, the rest of the windows will be cleaned. Berg will also ask RDH to include the cost of buffing the window stains in the reserve study.

AGREED: Paul Mollomo moved to accept the bid from ProClean to buff the windows on the south side of the building at a cost of \$7,000.00. Brenda Peterson seconded the motion, which passed without objection.

Unit Door Refinishing: Berg presented two bids for refinishing the unit doors, one from Renaissance Restoration in the amount of \$11,489.60, and a second from Seigner and Company in the amount of \$15,588.00. Peterson questioned the method for determining which doors needed to be refinished, based on looking at the unit doors on the 13th floor. Berg and Mollomo will walk the building to reassess the doors.

AGREED: Tabled until the next meeting.

Electric Vehicle Charging Stations: Ever Charge reported receiving about 30% positive responses from the recent survey. Ever Charge will provide a bid for bringing electricity to the parking garages and installing new breaker panels as needed.

AGREED: Tabled until bid received

Garage Gates: The amount of time the garage doors remain open has been reduced to two seconds. Berg stated that this is still within the boundaries of safety, as the doors will not close if the electric eye beam is broken. This will continue to be a topic of discussion.

V. COMMUNITY MANAGER REPORT

2017 Budget: Tom La Voie reported on the process of preparing the 2017 budget and the ongoing work. There is a proposed increase of the HOA dues, but that number will hinge on the Reserve Study contribution recommendation. A meeting will be scheduled with RDH to review the maintenance tasking for the next five years, and a work session will be held to review the budget proposal prior to the June meeting.

Security Letter: A discussion between Board members and the owners present at the meeting followed regarding the security letter that was recently mailed to owners about remaining vigilante while entering and exiting the parking garages.

VI. COMMITTEE REPORTS

COMMUNITY AND COMMUNICATIONS:

First Thursday Art Walk: The Board discussed whether the community room should continue to remain open during first Thursday art walks, and whether the association should continue to pay the art gallery's expenses incurred by hosting first Thursday exhibits in the Elizabeth. The expenses include paying an employee to be in the room, as well as food and wine for the patrons.

AGREED: Jill McAlpine-Andre moved to approve the payment of \$125 to the J. Pepin Art Gallery each month for six months, starting in June. Paul Roelofs seconded the motion, which passed without objection.

Lobby Furniture: The Board discussed whether to replace or reupholster the existing lobby furniture. McAlpine-Andre recommended replacing the existing furniture with new items that are more comfortable and user friendly.

AGREED: Tabled.

VII. OLD BUSINESS

Composting: TrashCo will drop off and start servicing composting bins at the beginning of June.

VIII. ADJOURNMENT

With no more business before the Board, the meeting was adjourned at 6:49 p.m.