

APPROVED

ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
JUNE 8, 2015  
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON MONDAY, JUNE 8, 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  
Paul Mollomo, Secretary  
Jill McAlpine-Andre, Director  
Tina Tsai, Commercial Director

**ABSENT:** Jim Kennedy, Treasurer  
Andreas Anderson, Director  
Paul Roelofs, Director

**BY INVITATION:** Tom La Voie, CMCA CAMP, Community Manager  
Aadrial Phillips, Community Administrator  
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 5:09 PM.

**II. APPROVAL OF AGENDA**

**AGREED:** The Board approved the agenda by consensus.

**III. APPROVAL OF PREVIOUS MINUTES (May 11, 2015)**

**AGREED:** Rod Brokenshire moved to approve the minutes of the May 11, 2015 meeting as previously circulated. Paul Mollomo seconded the motion, which carried without objection.

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

Troy Bellis presented the Building Maintenance Coordinator's report.

ProClean - Garage Curbs: Bellis presented a bid from ProClean to reaffix several parking garage curb stops at a per unit cost of \$60. Bellis stated that a second bid was received at \$80 per unit. The Board approved moving forward with ProClean by consensus.

**Lobby Incident:** An owner dropped a bottle of Champagne on the lobby marble floor when bending down to straighten out the entry walk off mat. There was a ripple in the carpet and the owner felt that it could be a trip hazard. The Champagne etched the marble surface, and Wiley's has been called to come out and buff the area. It has been determined that the entry walk off mat is too large for the area, and it was recommended that the smaller rug from the back entry be tried at the front to see if it stays in place better.

**V. REPORT OF THE CHAIRMAN**

Victaulic Update: Rod Brokenshire gave a brief update on the Victaulic repair schedule. All of the parts are in town with the exception of the gaskets for the heat exchangers. Brokenshire stated that Portland Mechanical would have four plumbers on site, along with a superintendent, and two BMC's from CMI. This will be the same team that replaced the Griswold valves. Brokenshire advised that some shower valves might become clogged due to the work, but that all issues will be dealt with prior to the completion of the project.

Pearl District Neighborhood Association: Brokenshire stated that he received a letter from the PDNA requesting a contribution to their operating fund. The PDNA holds the Pearl Party each fall, and sponsors a number of activities throughout the year, including Polish the Pearl, trash receptacles and doggy stations. They run a graffiti abatement team, provide walking maps for the district, and have been involved in relocating the Right to Dream Too homeless camp, as well as noise abatement and good neighbor agreements. Their goal is to raise \$25,000 this year. It was questioned whether the PDNA could assist the Elizabeth with the growing homeless problem, as it has increased noticeably. Brokenshire stated that the Elizabeth has not been consistent in their contributions, but recommended that the Board approve a \$350 contribution, and request increased attention to the homeless issue. La Voie announced that he had been recently elected to the Board of the Pearl District Neighborhood Association.

**VI. REPORT OF THE COMMUNITY MANAGER**

2016 Budget: La Voie distributed a revised draft of the 2016 budget, with a proposed flat rate for 2016. He reported that RDH had updated the reserve study, and it was noted that there will be more money in the reserve fund on June 30 than had been projected in last year's reserve study. Without an increase to the reserve fund, the total budget was held to 2015 levels, despite an increase in the insurance coverage, and anticipated increases in security and building maintenance expenses. Brokenshire stated that the water and sewer rates did not increase as much as anticipated, and that usage is down, likely due in part to the owners' replacement of faulty flappers. La Voie also pointed out that the current budget is nearly \$6,000 under budget for fiscal year 2015. Brokenshire reminded those present that the \$300 Griswold valve special assessment will be effective July 1, and questioned whether the payment would be automatically taken by CMI for those owners on the ACH program. La Voie stated that the special assessment is best paid separately so there is no confusion.

**AGREED: Rod Brokenshire moved that the Board adopt the 2016 budget as presented, with no increase in fees for the next year. Jill McAlpine-Andre seconded the motion, which passed without opposition.**

**VII. REPORT OF THE COMMERCIAL DIRECTOR**

Director Tina Tsai reported that the new retail space on the corner of 9th and Flanders is close to opening. This will be another design showroom, and they will be selling cabinetry from Canada and Europe, along with some local custom cabinets.

**VIII. COMMITTEE REPORTS**

COMMUNITY AND COMMUNICATIONS COMMITTEE: Jill McAlpine-Andre asked those present to save the date of July 26 for the Annual Elizabeth Barbecue. This will be a celebration of the Elizabeth's Tenth Anniversary, and former owners and tenants will be invited to join in the celebration.

Flooring Project: McAlpine-Andre stated that once the plumbing repairs are complete, the Board would be making some interior changes to the common area walls and floors. The project will include updating some of the wall colors and installing carpet tiles, which will be easier to replace in the event of damage or staining. The carpet has been selected and the sample tile was available for viewing. The elevator flooring has not yet been selected. Brokenshire stated that the cost for replacing the hallway carpeting is within \$700 of the amount allocated in the Reserve Study. All costs for this project are captured in the replacement reserves.

**IX. OWNERS FORUM**

It was announced that the Design Review Hearing for the hotel project had been rescheduled for June 18th, and all owners were urged to attend. It was also noted that the building across 10th Avenue would be undergoing significant renovations involving the storefront, roof and HVAC units.

An owner asked if window latches are the responsibility of the Association. Brokenshire stated that the window hardware is the owner's responsibility, and that they are readily available and easily replaced.

**X. CONFIRMATION OF NEXT MEETING DATE**

The next meeting of the Board of Directors is currently scheduled for Monday, July 12, 2015 at 5:00 PM in the Elizabeth Lofts Community Room.

**XI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:19 PM.