

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
JULY 13, 2015
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON MONDAY, JULY 13, 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
Jill McAlpine-Andre, Director
Paul Roelofs, Director

ABSENT: Paul Mollomo, Secretary
Tina Tsai, Commercial 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 (June 8, 2015)

AGREED: Jill McAlpine-Andre removed to approve the minutes of the June 8, 2015 meeting as previously circulated. Andreas Anderson seconded the motion, which carried without objection.

IV. REPORT OF THE BUILDING MAINTENANCE COORDINATOR

Troy Bellis presented the Building Maintenance Coordinator's report.

Plumbing Project Update: Bellis reported that Phases 1 and 2 were completed. The replacement valves for Phase 3 are on site, and that last piece of the project is scheduled for August 3rd and 4th. The water supply to the entire building will have to be turned off on August 3rd, and notices for that shut-off will be sent to all owners and residents. Anode rods inside the hot water storage tanks and some flange gaskets that were necessary for the earlier work but were not included with the original order, will need to be replaced. Hot water only will be affected, and the water shut off will be for three to four hours for the upper zones, and all day for the seventh floor down, including the retail. Bellis reported that while flushing the lines, large metallic and rubber pieces were found in the lines, some as large as a quarter. Some of the flushed material was muddy, and some lines took ten flushes before the water flowed clear. Overall, the project has been a success.

Pressure Washing: The exterior pressure washing will be completed this week.

Window Washing: ProClean is currently on site cleaning the windows and the metal paneling.

Boiler Replacement: The new boiler is up and running. The final inspection took place today, and there are a couple of changes that need to be made, but the boiler is operational.

Seismic Upgrades: Bellis stated that he will be getting bids for earthquake stabilization of the boilers, along with other seismic upgrades recommended in the earthquake assessment report. The natural gas line supplying the building was retrofitted with a seismic shut-off valve during Phase 1 of the plumbing project.

Security Issues: It was reported that the rubber walk-off mats outside the front entry doors were stolen last Friday at 10:28 PM. The security cameras caught a set of arms taking first the one mat and then the other. It was requested that they be replaced by one large rubber mat. Additionally, this morning at 5:40 AM, a Lexus exited the parking garage on Flanders, and someone ducked into the building while the gate was closing, and broke into a car. There was no damage to the car, but personal items were stolen from the car, including a set of keys for another car in the parking garage. The perpetrator was caught on camera. It was requested that a notice, including photos of the intruder, be sent to all residents stating that they must remain vigilant at all times when entering and exiting the building.

Open Items: Several open items were discussed, including the screen in the breezeway between the Life of Riley and the Buddha Building, and the landscaping around the Buddha Building, as the vegetation is not thriving.

V. REPORT OF THE CHAIRMAN

Victaulic Update: Rod Brokenshire gave a brief update on the Victaulic repair schedule through the first two phases of the project, and the remaining work to be completed in Phase 3.

VI. REPORT OF THE COMMUNITY MANAGER

Move/Rental Report: La Voie drew the Board's attention to the Move Report for the past month, which was included in the Board packet. There were five moves into the building, two being tenants. Three moves out were reported, two of which were tenants. Additionally, there were two staging moves and one transfer move with a tenant moving from unit 606 to unit 1105.

No Smoking Signs: New "No Smoking" signs have been ordered and will be installed at the building entrances. It was suggested that the "smoking chimney" located on the Plaza be replaced with something more secure, as vagrants have been seen searching through the butts and making a mess.

VII. REPORT OF THE TREASURER

Treasurer Jim Kennedy reported that the year to date budget is under projection by 1%. Actual income to date exceeds actual expenses by \$27,014.81, which means that 3.2% more money was collected than was spent. Kennedy stated there is one owner account that is seriously in arrears on their dues. Another chronic problem account was recently paid in full.

VIII. COMMITTEE REPORTS

ARCHITECTURAL REVIEW: Paul Roelofs reported that there are no open applications at this time. He noted that when he was visiting with the new design shop on the NE corner of the building that they had expressed a desire to hold an open-house event for the Elizabeth residents. More information will follow.

COMMUNITY AND COMMUNICATIONS COMMITTEE:

Barbecue: Jill McAlpine-Andre reminded those present that the Annual Barbecue will be held on Sunday, July 26. A notice has been sent, and there is a sign-up sheet at the Concierge Desk to assist in ordering for the event.

Flooring Project: McAlpine-Andre stated that the elevator tiles will be a 12" by 24" tile installed in a subway tile pattern. This size will require the least amount of grout, which will be easier to maintain. The price for the tile has been quoted at \$1,100, and Bellis is getting bids for installation. The tile chosen is a locally produced product.

AGREED: Rod Brokenshire moved to go forward with the carpet and tile project based on the prices that have been received to date. Jim Kennedy seconded the motion, which passed without opposition.

Brokenshire stated that the next renovation project will be the Community Room restroom, as it is tired and needs a lift. The Community Room cabinet doors will also be refinished.

IX. OWNERS FORUM

All those who were present introduced themselves, as there were several new owners in attendance.

Teresa Jankus (unit 403) provided an update on Design Review for the hotel project. Items still under consideration included an eco-roof, and a tensile structure planned for the corner of Everett and Park. It has been revealed that the developer will not be attempting to attain LEED certification, but will employ green building measures. They are considering collection of rainwater for use in the laundry facility. Items that remain an issue include window placement to lessen the brick facade, lighting fixtures, and the grillwork. A sound study revealed that the laundry system is below acceptable sound standards, but the individual HVAC units were not accounted for in the study.

X. CONFIRMATION OF NEXT MEETING DATE

The next meeting of the Board of Directors is currently scheduled for Monday, August 10, 2015 at 5:00 PM in the Elizabeth Lofts Community Room.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:45 PM.