

APPROVED

ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 14, 2015  
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON MONDAY, SEPTEMBER 14, 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

**ABSENT:** Paul Mollomo, Secretary  
Jill McAlpine-Andre, Director  
Tina Tsai, Commercial Director

**BY INVITATION:** Tom La Voie, CMCA CAMP, 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 5:09 PM.

**II. APPROVAL OF AGENDA**

Rod Brokenshire suggested that the discussion regarding the proposed elevator flooring be moved up so that Troy Bellis could be involved in the deliberation.

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

**III. APPROVAL OF PREVIOUS MINUTES (AUGUST 10, 2015)**

**AGREED: Andreas Anderson moved to approve the minutes of the August 10, 2015 meeting as previously circulated. Jim Kennedy seconded the motion, which carried without objection.**

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

Troy Bellis presented the Building Maintenance Coordinator's report.

Recent Victaulic Leak Update: Troy Bellis reported on the progress of repairs following the water leak that occurred on August 3. All demolition has been completed and several units are under repair. Dr. Thomas Nadermann of Mold Investigations LLC performed air quality testing on September 2, an action deemed necessary for assuring that unit repairs could proceed. A draft report of the findings was issued earlier in the day, and additional work was prescribed for units 702, 703, 704, and 502. Two air scrubbers will be placed in each unit.

Unit 704 reported that installation of their flooring is almost complete, and they are very happy with the work. Brokenshire added that a key Victaulic representative will be in town all week and that a walk through has been scheduled for Tuesday. Charter's replacement proposals have been provided to him,

and all of the outstanding issues are expected to be resolved this week. Brokenshire complimented Charter for managing the job, protecting the common areas, and for the care that has been given to the individual units. Brokenshire added that though the Board is pleased with the progress, he acknowledged that some owners are dissatisfied due to the fact that the project is taking longer than they would like.

Richard Bauman (Unit 705) stated that he has smelled an odor at his front door, and Bellis will have Charter check it out. It was noted that the carpeting will be replaced throughout the residential hallways in the very near future. Now that Charter is working directly with individual owners, it was determined that the Tuesday morning meetings will no longer be required.

Maintenance Report: Troy Bellis presented a proposal from ProBel for the annual inspection of the roof anchor system. Bellis explained that both OSHA and the Association's insurance carrier require this inspection.

**AGREED: Paul Roelofs moved to approve the proposal from ProBel, in the amount of \$905, for the annual inspection of the Fall Protection Safety Anchor System. Jim Kennedy seconded the motion, which passed without opposition.**

Elevator Flooring: After the decision was made to replace the carpet in the elevators with tile, it was determined that there is not adequate clearance once the underlayment and thin set adhesive is taken into consideration. An LVT (Luxury Vinyl Tile) product was considered; although the product was utilitarian, it failed to live up to its "luxury" moniker. The Board agreed by consensus that the best alternative would be to install carpet tiles matching the new carpet throughout the building. In the event of spillage or dog accidents, individual tiles could be replaced. Additional product will be purchased and stocked for use when the need arises.

#### V. CHAIRMAN'S REPORT

Victaulic Repair Progress: Brokenshire asked Bellis to schedule the remaining Victaulic repairs with Baron Adams of Portland Mechanical. The work includes replacement of flange gaskets and a hot water storage tank anode rod. Brokenshire also asked Bellis to schedule the replacement of the Pressfit coupling with O-ring protruding, found in the hot water supply line in unit 703 next to the cold water fitting that recently failed. Brokenshire stated that it should be replaced whether or not Victaulic agrees to pay, as it is easily accessible before the walls are restored.

#### VI. REPORT OF THE COMMUNITY MANAGER

Move and Rental Report: La Voie reported that there were six moves in the past month, three in and three out. The rental numbers have dropped to the 23% level, and all of the people on the rental waiting list have refused the opportunity, but asked to remain on the rental waiting list. It was agreed that the waiting list will be considered inactive, and anyone on the list will need to contact CMI when and if they do decide to acquire authorization to rent their unit. There are currently 15 positions available under the 30% rental cap.

Water Leak Protocol: La Voie reported that a water leak was reported inside a unit last week. The BMC was called to investigate, and it was determined to be an HVAC condensation leak on a heat pump that had been insulated to reduce noise. Prior to the BMC's arrival, the Concierge on duty contacted the unit

above and the unit below to determine if there was water intrusion in either unit. None was reported. La Voie received a phone call from the owner of the unit below who was out of town when the incident occurred, and was upset to have heard about the leak from her cat sitter, and not from the Concierge or building management. La Voie assured the Board that Concierge staff has been reminded that in all situations of this nature, communication is to be directed to the owner of the unit before and after the situation is resolved. In the event of an emergency, immediate access is required, but there must be follow-up with the owners.

#### VII. REPORT OF THE TREASURER

Jim Kennedy stated that the 2016 budget was \$2,100 under budget for the first month of the new fiscal year, and income exceeded expenses by \$7,600 for the month. Kennedy stated that it is difficult to assess the financial situation this early in the fiscal year, as there are quarterly expenses that have not yet been recorded, but the Association is in good shape at this time.

Brokenshire mentioned that Charter had requested up-front funding for the purchase of materials for units being rebuilt. Kennedy asked if there is a protocol in place going forward for Victaulic related expenses, and Brokenshire stated that the only protocol is to run everything through Victaulic's Portland attorney.

#### VIII. COMMITTEE REPORTS

##### ARCHITECTURAL REVIEW

Applications: Paul Roelofs reported that the Concierge had just alerted him that there is an application waiting at the desk for him. The owner of unit 1307 is out of the country, and will be submitting an application once he has returned.

Constructavision: Jim Kennedy inquired if anyone had any information regarding the Constructavision sliding walls. He stated that he had seen a truck with the same logo for Cabinetvision, and their website had similar sliding walls. Paul Roelofs stated that he had contact information for a company run by a former Constructavision employee that he would pass on to the Board.

##### HOUSE RULES COMMITTEE

Bicycle Racks: Andreas Anderson presented information regarding wall mounted bicycle racks. The recent project for weeding out the bike room was not as successful as hoped, with only a few bicycles actually being removed from the room. He has located areas in the parking garage where new racks could be installed, providing up to 30 additional spaces. The new racks cost \$95 each, excluding installation. Brokenshire suggested that Robert Wait be contacted to supply an installation bid. The racks are recommended to be installed 16 inches on center, which aligns with the spacing of the metal studs.

**MOTION:** Rod Brokenshire moved to authorize the purchase of 30 bike racks at \$95 each for installation in the parking garage. The racks would be purchased using working capital funds. Andreas Anderson seconded the motion. Jim Kennedy suggested that the Board wait for the installation bid. It was agreed to approve the purchase once the installation cost is known, and ratify the purchase at the next meeting.

#### IX. OLD BUSINESS

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Electric Vehicle Charging Stations: Brokenshire reported that an alternative installation method has been received that will allow for the installation of up to four or five charging stations on the second and third parking levels at a much more reasonable cost than previously had been estimated. The installation would bring power off of the electrical buss that runs from the basement to the roof. Owner Winston Pavitt (Unit 417) was present and reported that he is in process of purchasing an electric vehicle and would appreciate the opportunity to install a charging station at his parking space. The Association will continue to pursue a reasonable solution for the installation of electric vehicle charging stations, as other owners have also expressed the desire to purchase an electric vehicle.

**X. CONFIRMATION OF NEXT MEETING DATE**

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

**XI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:36 PM.