

APPROVED

ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
OCTOBER 12, 2015  
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON MONDAY, OCTOBER 12, 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  
**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 5:05 PM.

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF PREVIOUS MINUTES (SEPTEMBER 12, 2015)**

**AGREED:** Andreas Anderson moved to approve the minutes of the September 12, 2015 meeting as previously circulated. Jim Kennedy seconded the motion, which carried without objection.

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

Manager Tom La Voie presented the Building Maintenance Coordinator's report.

American Heating Proposal: As the result of the recent preventive maintenance service, American Heating presented a proposal related to HP-1, located in the ceiling of the west entry. American Heating presented an option of repairing the unit or replacing it. To replace the compressor will cost \$2,342. Replacing the unit with a new Trane heat pump would cost \$6,763. The equipment is listed in the reserve study/maintenance manual for replacement at year 15 at a total cost of \$9,400. Troy Bellis was contacted by phone and he was not sure what the different warranties were for the compressor as opposed to the entire unit. Troy will obtain that information and report to the Board.

A second proposal related to CU-1 was presented for chemically cleaning the condenser coil at a cost of \$347.

**AGREED:** Paul Roelofs moved to replace the HVAC unit in the west lobby ceiling at a cost of \$6,763, and to approve the proposal for cleaning the condenser coil, in the amount of \$347. Jim Kennedy seconded the motion, which passed without opposition.

D&R Masonry: There is residual on the west side of the building from graffiti after attempted removal. D&R proposed to seal the pre-cast concrete with anti-graffiti coating so that graffiti is easier to clean off in the future. The coating causes liquids to bead up and run off the wall without absorption. It was determined that all of the pre-cast at ground level should be treated in the event there is some discoloration. Brokenshire will obtain a new quote for the entire first level.

**AGREED: Andreas Anderson moved to pre-approve the application of an anti-graffiti coating on the pre-cast concrete at ground level. Jill McAlpine-Andre seconded the motion, which passed without opposition.**

#### V. CHAIRMAN'S REPORT

7th Floor Victaulic Repair Progress: Brokenshire stated that the repairs are moving along according to schedule. He stated that the quality of the work is good, and that the Charter personnel on site have been well received. Brokenshire stated that Victaulic has "unambiguously accepted responsibility for the leak."

New Victaulic Press Fit Leak: Brokenshire reported that there was a new, but minor, press fit leak the preceding Friday. Luckily, the rental manager was showing the unit to prospective tenants and noticed a small puddle in the entry hall, with water dripping from the light fixture. The repair was easily made, and the ceiling repairs will be completed in the coming week. Brokenshire has asked Victaulic, through their Portland attorney, Anne Cohen, which leak number this represents, as Victaulic has failed to acknowledge the leak count to date. The benchmark for the total re-pipe of the building is ten leaks in 12 years. Brokenshire has asked CMI to create and maintain an electronic file with a folder for each leak, including photographic evidence and repair cost data, which may be easily referenced in the event of future disagreement on the leak count. Also, the Association will retain possession of each failed fitting that Victaulic has yet to acknowledge.

Griswold Valves: Brokenshire announced that the recycled Griswold valves garnered the Association \$825 in metal recycling income.

#### VI. REPORT OF THE COMMUNITY MANAGER

Move/Rental Report: La Voie announced that in the past month there has been two moves out of the building and six moves into the building. One renter moved from unit 805 into unit 1317. At present, there are 15 open spots on the rental approval list, and 13 units on the waiting list. The owners who are on the waiting list will be informed that the waiting list is being suspended, as there are ample open positions under the rental cap. Owners will need to apply for rental approval when they determine that they are ready to rent.

Annual Meeting: La Voie reported that arrangements are under way for scheduling the Annual Meeting on the second Monday in December. La Voie inquired whether the first Monday in December would work for the Board in the event that the second Monday was not available, and the Board agreed that the first Monday may be more acceptable.

Hotel Progress: It was asked if the Hotel Project was moving forward, since it appears that the demolition is about to begin. Brokenshire stated that it seemed they were removing asbestos at this

time. Brokenshire also commented that construction of the new apartment building at 9<sup>th</sup> and Couch seemed imminent.

Bollard Replacement: It was reported that the trucking company has reimbursed the Elizabeth for the damaged bollard at the Everett Street loading area.

**VII. REPORT OF THE TREASURER**

FDIC Coverage: La Voie indicated that the Association's bank deposits are over FDIC insurance limits and asked the Board to take action to ensure all assets are fully covered. Jim Kennedy stated that he would work with La Voie to properly invest the funds.

July 2015 Financial Statement: Kennedy stated that one month into the new fiscal year, the Association is under budget and has taken in more money than it has spent.

**VIII. COMMITTEE REPORTS**

ARCHITECTURAL REVIEW

Applications: Paul Roelofs reported that no architectural review applications are in process at this time.

HOUSE RULES COMMITTEE

Bicycle Racks: Andreas Anderson presented a plan to install additional bike racks in the parking garages. La Voie forwarded the installation specs to Robert Waite of ADSEC, but Waite has suggested that the metal studs in these locations would need additional fortification if they were to hold the full weight of the bicycle. La Voie stated that he would walk the area with Waite in order to fully comprehend the issues at hand.

COMMUNITY AND COMMUNICATIONS COMMITTEE

New Carpet: The carpet has been ordered and should arrive in early November. Installation will begin mid-month. McAlpine-Andre is working on the color scheme and is leaning toward a shade of white, perhaps a grey/brown white. More work will need to be done before wall colors are determined.

**IX. OLD BUSINESS**

Electric Vehicle Charging Stations: La Voie reported that he has had contact with the representative from EverCharge, and that the company has requested specifications from the Association. Once that information has been delivered, there will be a building walk. The main buss for the building runs through the garage, so it will be relatively easy to place panels on the second and third floors, but the basement will require a different approach. It was suggested that someone talk to the City of Portland about locating an electric vehicle charging station on the block face surrounding the Elizabeth.

**X. CONFIRMATION OF NEXT MEETING DATE**

The next meeting of the Board of Directors is currently scheduled for Monday, November 9, 2015 at 5:00 PM in the Elizabeth Lofts Community Room.

**XI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:58 PM.