

APPROVED



ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
NOVEMBER 9, 2016
PAGE 1 OF 3

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON WEDNESDAY, NOVEMBER 9, 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
Andreas Anderson, Director
Brenda Peterson, Director
Paul Roelofs, Director
Tina Tsai, Commercial Director

ABSENT: Jill McAlpine-Andre, Director

BY INVITATION: Tom La Voie, CMCA CAMP, Community Manager
Dave Berg, Building Maintenance Coordinator
Laura E. 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 5:01 pm.

II. APPROVAL OF AGENDA

AGREED: The agenda was approved as circulated by consensus.

III. OWNER COMMENTS

Michelle Heckman (1005) stated that the flashing light at the entrance to the Flanders Street parking garage is burned out.

Patricia Raley (516) asked about the hallway temperature and if it is possible to set the temperature higher. Raley also mentioned that the community room is cold. Since the community room is not always in use it was suggested that the concierge can turn up the temperature before an event.

IV. APPROVAL OF PREVIOUS MINUTES (October 11, 2016)

AGREED: Andreas Anderson moved to approve the minutes of the October 11, 2016 meeting as previously circulated. Brenda Peterson seconded the motion, which passed without objection.

V. REPORT OF THE BUILDING MAINTENANCE COORDINATOR

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

Hallway Temperature: The set point for the hallway temperature is 69 degrees, and the air handler unit is working optimally. The temperatures in the hallways will vary due to conditions on each floor: temperature of individual units, number of times that the elevator doors open, etc.

AGREED: No action taken at this time.

Door Codes: The current software for the entry system can only handle a four digit codes. The recommendation is to have residents update their door codes on a regular basis and to delete old and unused door codes from the system. CMI will address this issue at the Annual Meeting.

Lighting Retrofit: The LED lighting project is complete in all the hallways. The next step is to gather bids for updating the lighting in the community room, stairwells, and parking garages.

Kitchen Drain Line: The drain line starting at the 6th floor has been backing up. Suggestion is to jet all the drain lines starting at the 6th floor and the horizontal run in the second floor parking garage.

AGREED: Andreas Anderson moved to have a plumber jet the drains on the sixth floor. Paul Roelofs seconded the motion, which passed without objection.

Window Washing: The Board discussed a proposal from Proclean to white pad buff the remaining windows, and to include an invisible shield coating with the window washing.

AGREED: Brenda Peterson moved to approve the buffing of the remainder of the windows, one side per quarter, along with the regular window washing, at a total cost of \$17,215.00. Jim Kennedy seconded the motion, which passed without objection.

AGREED: Brenda Peterson moved to have Dave Berg negotiate with Proclean about including the invisible shield coating for free following the window buffing. If this cannot be achieved, the Board approves include the coating after each buffing, at a cost not to exceed \$1,200.00 . Paul Roelofs seconded the motion, which passed without objection.

Power Outage: Discussion followed regarding the recent power outage and the backup generator. The backup generator fuel tank is sized to run for 24 hours. One of the elevators is hooked into the generator so that it will run in a power outage. The entry door security and parking garage gates are all connected to the emergency generator as well. Emergency lighting in the hallways and stairwells are also connected, but no power is available to individual units.

Building Wifi: The possibly of adding wifi to the lobby and community room was discussed, and Berg will provide proposals to the Board.

VI. COMMUNITY MANAGER REPORT

August Financial Statement: La Voie reviewed the September financial statement. The Association was under budget \$4,144.71 for the month, and under budget \$9,119.90 year to date.

Unscheduled Move Fee: Discussion followed relevant to waiving the unscheduled move fee for one of the owners, based on extenuating circumstances. The Board agreed that all such requests should be handled on a case by case basis.

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
NOVEMBER 9, 2016
PAGE 3 OF 3

AGREED: Brenda Peterson moved to waive the unscheduled move for the unit in question. Paul Mollomo seconded the motion, which passed without objection.

CMI Contract: Discussion followed about the renewal of the contract with CMI.

AGREED: Brenda Peterson moved to approve the CMI contract as circulated. Andreas Anderson seconded the motion, which passed without objection.

Investment Certificate of Deposit: The Board discussed moving forward with opening three additional CDs at different banks. The CDs are for investment of the money in the reserve fund. A Brokered CD program is available through Fidelity Investment which will appease the state statute of remaining under the FDIC insurance. The Fidelity rates of investment are better than the rest of the rates at all terms, so the Board directed La Voie to proceed with setting up the deposit accounts at Fidelity.

AGREED: Andreas Anderson moved to invest reserve fund money in three separate CDs at varying terms, according to the plan presented by La Voie. Brenda Peterson seconded the motion, which passed without objection.

Crane Lights: La Voie reported that he has filed a complaint with the City about the lights on the construction crane to the north of the Elizabeth. The owner of the crane has also been notified that the lights are so bright that they are causing a nuisance for residents in the Elizabeth. It appears that the lights have been set on a timer, thus resolving most of the issues.

Annual Meeting Agenda: Discussion followed relevant to making additions to the agenda for the upcoming Annual Meeting.

VII. COMMITTEE REPORTS

Chairman: No further report at this time.

ARB: Director Roeloffs reported that there are no open applications at this time.

Plaza: No report.

House Rules: No report.

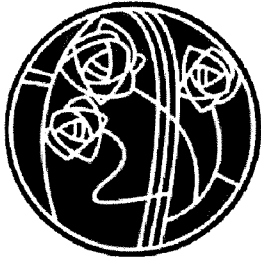
VIII. ADJOURNMENT

The meeting was adjourned at 6:53 PM. The next meeting is the Annual Meeting on December 6, 2016 at the EcoTrust Conference Center. The next Board meeting is scheduled for January 10, 2017.

Minutes approved at the January 10, 2017 Board of Directors meeting.

Approved: _____


Paul Mollomo, Secretary



THE ELIZABETH LOFTS
HOMEOWNERS' ASSOCIATION



TYPE OF MEETING:
DATE OF MEETING:

BOARD OF DIRECTORS
NOVEMBER 09, 2016

SIGN-IN FOR OWNERS/TENANTS/GUESTS

Please sign-in, indicating your unit number or the name of the firm you are representing. Also please check if you wish to talk during Open Forum.

NAME	UNIT	OWNERS FORUM?	TOPIC
<i>Lila Fawc</i>	<i>1104</i>		
<i>Kathryn Layman</i>	<i>1117</i>		
<i>Michelle Hedeman</i>	<i>1005</i>		
<i>Alex Micallef</i>	<i>1004</i>		