

APPROVED

ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
JULY 12, 2016  
PAGE 1 OF 4

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JULY 12, 2016 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

**PRESENT:** Jim Kennedy, Chairman  
Paul Roelofs, Director  
Jill McAlpine-Andre, Director  
Andreas Anderson, Director

**ABSENT:** Paul Mollomo, Secretary  
Brenda Peterson, Director  
Tina Tsai, Commercial Director

**BY INVITATION:** Tom La Voie, CMCA CAMP, Community Manager  
Dave Berg, Building Maintenance Coordinator  
Laura 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 5:06 PM.

**II. APPROVAL OF AGENDA**

**AGREED:** The agenda was approved by consensus.

**III. APPROVAL OF PREVIOUS MINUTES (JUNE 13, 2016)**

**AGREED:** Andreas Anderson moved to approve the minutes of the June 13, 2016 meeting as previously circulated. Paul Roelofs seconded the motion, which carried without opposition.

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

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

**BMC Items of Note:**

**Electric Vehicle Charging Stations:** The electrician working with EverCharge visited the building and submitted his report to EverCharge. The bid from EverCharge for installing charging stations in the parking garage has not yet been received.

**Seismic Upgrades:** A bid was received today for installing additional seismic plumbing upgrades. Berg will send to the Board for consideration at next month's meeting.

Exterior Lights: The exterior lights are on a timer and have not been coming on according to the programmed schedule. Berg suggested replacing the existing timer with a simpler timer. The concierge will turn the lights on manually in the meantime.

Unit Door Refinishing: The Board continued discussion regarding the door-refinishing project. Berg offered again to walk the building and look at the unit doors with any Board member. Berg walked the building again on his own and agreed with the list of 145 unit doors to be refinished.

**AGREED:** Paul Roelofs moved to accept Renaissance Restorations proposal of \$11,489.80 to refinish 145 unit doors. Andreas Anderson seconded the motion, which passed without objection.

Digital Display Controller: The digital display for the DDC has failed, and this is not a serviceable part; the entire unit has to be replaced. Berg is working on seeking bids for this work.

LED Lighting Project: The Board continued discussion on the replacement lighting project. The estimate from Pacific Lamp is \$28,681.00 to replace the lighting in the common area hallways of the building, with an estimated rebate from the Energy Trust of Oregon in the amount of \$7,247.00 for this project. The new lighting is estimated to save the Association \$5,000.00 a year in electrical usage. Replacing the lighting is a reserve item scheduled to take place in 2025. With the lighting replacement happening earlier than planned for it is not fully funded in the reserve fund, but the rebate will cover the difference. All of the owner comments were positive for the look of the lights in the hallways. Berg stated that he had a discussion with Pacific Lamp about work practices at the building, and requiring a licensed electrician to do the work.

**AGREED:** Paul Roelofs moved to accept Pacific Lamp's proposal for \$28,681.00 to replace the light fixtures in the common area hallways. Jill McAlpine-Andre seconded the motion, which passed without objection.

12<sup>th</sup> Floor Bench: The bench on the twelfth floor has not been repaired yet due to the contractor being busy on a different job. Berg will contact the vendor again to get a time line of when the bench will be repaired.

Newspaper Box: The Board discussed the possibility of having the unused newspaper box on Flanders removed. CMI will follow up on the issue.

## V. COMMUNITY MANAGER REPORT

May Financial Statement: La Voie reviewed the financial statement for the month ending May 30, 2016. The association is \$1,904.00 under budget for the year, which is close to being right on budget for the year. There is \$1.25 million in the replacement reserve fund, and \$86,000.00 in the working capital fund.

Bank Certificate of Deposit: The Board continued discussion on transferring some of the reserve fund money to Certificate of Deposit at different banks. One suggestion is to open a CD at First Republic Bank. The plan is to open a CD to earn interest and stay within the \$250,000.00 FDIC insurance limit. Anderson suggested also moving money to Discover Bank into a 36-month CD. Jim Kennedy recused himself from all decisions related to First Republic, as that is his employer.

**AGREED:** Andreas Anderson made a motion to open a 22-month CD at First Republic Bank, and a 36-month CD at Discover Bank with the total of the accounts to be no greater than \$250,000.00 at maturity. Paul Roelofs seconded the motion, which passed with no objection.

**Annual Meeting:** The annual meeting is scheduled for December 6, 2016 to be held at the EcoTrust Building in the Pearl District. The sign in will start at 5:30 pm and call to order will be at 6:00 pm. There will be no charge this year to use the conference room, as there is a credit from last year when the meeting was cancelled due to flooding.

**Concierge:** La Voie reported that two candidates were interviewed for the open full time Concierge position. The candidate that was selected will begin training soon.

**Move Procedure:** La Voie had a conversation with Georgia Hughes of Movin' In Mavens regarding back hallway protocol during moves. It was decided that a sign will be posted on the doorway from the hallway into the trash room stating that the door is not to be propped open. The Concierge reviewed the security footage and found that during the most recent move in to the building this door was left propped open by a resident of the building and not the movers. The Concierge staff will be more vigilant to the back hallway cameras when a move is under way.

**Security:** The Board continued discussion about the ongoing security of the building. The security notice in the lobby will be moved to the elevator lobby of the second floor parking garage, and a second security notice will be placed in the elevator lobby of the third floor parking garage. It was also suggested to order a new banner to hang in the parking garage, to replace the existing one. Michele Heckman will try to find the file used when the original banner was ordered with the desired font.

## **VI. COMMITTEE REPORTS**

**Treasurer:** Kennedy stated that there was nothing to add to La Voie's financial report.

**ARC:** Paul Roelofs stated that he did not have any applications in process at this time.

**Plaza:** Several issues were discussed with the Plaza including Isabel's placing tables on the plaza in front of the Lovejoy column, and storing them outside over night. La Voie stated that Isabel has a 10-foot easement from the building and cannot place tables beyond that point. Jeff Ghitelman stated that there is also an unusual and strong odor coming from the restaurant. Possible cause is that the scrubber needs to be serviced and cleaned.

There is a pile of lumber in the alley between the Buddha Building and the Life of Riley. La Voie stated that at one time the Association tried to build a screen blocking off access to the alley and the owner of the Buddha Building threatened legal action, so the construction was halted. There is fear that the lumber constitutes a fire hazard

**House Rules:** A memo has been drafted to send to owners about using the composting bin instead of the garbage disposal. This will save the Association thousands of dollars in preventive maintenance and potential water damage from clogged pipes.

Anderson asked for an update on changing the parking space by the parking garage exit on Everett Street to a compact vehicle or bicycle only parking. La Voie stated that he had not had much luck in the past, but was willing to make another attempt with the City.

COMMUNITY AND COMMUNICATIONS:

Community Barbeque: The annual community BBQ is scheduled for Sunday July 17, 2016 at 4:00 pm on the plaza. All residents and staff are encouraged to attend.

New Furniture: The lobby furniture project is on hold until October, when McAlpine-Andre will have the opportunity to sit test the proposed furniture. McAlpine-Andre had a chance to tour several different buildings in the Portland area with Georgia Hughes and has found some potential new furniture for the Community Room. The proposed chairs are padded, on castors, and stackable. The proposed tables are square fold top tables that could be stored easily.

AGREED: Tabled.

**VII. OWNERS' FORUM**

An owner asked about the sign currently on the door leading to the Plaza, asking that the door not be used. The door is scraping the ground when it closes, and a new part has been ordered. Repairs should be complete in the next day or two.

An owner asked about an update on the ongoing hotel construction and if there is an expected completion date. Kennedy will look in to a construction update. Anderson mentioned that there is a website that is tracking the progress of the project.

An owner asked about the expected height of the hotel. The maximum height for the hotel is 188 feet, so it will be in line with the top of the Elizabeth's eighth floor.

Hughes stated that in Elevator One when the doors open there is a scraping sound, and that it does not stop flush with the floor. This causes issues for movers. CMI will have Otis look at that on their next visit.

La Voie stated that documentation regarding the air rights over the Buddha Building has been found and added to the Elizabeth website.

**VIII. ADJOURNMENT**

With no more business before the Board, the meeting was adjourned at 6:21 PM. The next board meeting will be Tuesday, August 9, 2016 at 5:00 PM in the Community Room.

Minutes approved at the August 9, 2016 Board of Directors meeting.

Approved: \_\_\_\_\_

James Kennedy, Chairman



# THE ELIZABETH LOFTS

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## HOMEOWNERS' ASSOCIATION

TYPE OF MEETING:  
DATE OF MEETING:

BOARD OF DIRECTORS  
July 12, 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
Michelle Heckman	1005	No	
Janelle Cooper	909		
Gary Fuller	1301		
Kathryn Layman	1179	No	
Jeff 651 Stehman	1314	N	
JE Raley	516	No	
Gorge H. Jones	404	yes	moves
William Robinson	1323		