

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, OCTOBER 11, 2016 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

**PRESENT:** Jim Kennedy, Chairman  
Andreas Anderson, Director  
Brenda Peterson, Director  
Paul Roelofs, Director  
Jill McAlpine-Andre, Director  
Tina Tsai, Commercial Director

**ABSENT:** Paul Mollomo, Secretary

**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. APPROVAL OF PREVIOUS MINUTES (August 9, and September 13, 2016)**

Manager La Voie reminded those present that the September meeting did not have a quorum and, therefore, was not an official meeting. The minutes for that meeting are presented as a record of the reports given and the discussions held on that date.

**AGREED:** Brenda Peterson moved to approve the minutes of the August 9, and September 13, 2016 meetings as previously circulated. Jim Kennedy seconded the motion, which passed without objection.

**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.

**Window Washing:** The recent quarterly window washing included buffing of window stains on the south face of the building. All windows had some stains that needed buffing. Berg recommended applying a product called Invisible Shield during the next scheduled window washing. Invisible Shield helps prevent the buildup of stains on the window surface, thus reducing the need for buffing.

Door Refinishing: Renaissance Refinishing completed work on the door refinishing project, which came in under budget. It was noted that they did a great job.

Lighting Project: Pacific Lamp completed work on the project to change all the hallway lights to LED fixtures. Jeff Ghitelman will work with Pacific Lamp on a proposal to update the light fixtures in the stairwells, Community Room, and Lobby, as well as the exterior lights.

Everett Street Parking Garage: A half dome mirror has been ordered and will be installed at the entrance to the parking garage on Everett Street.

Fire Extinguisher Replacement: The Board reviewed a proposal from Patriot Fire for the replacement of the fire extinguishers. At the 12-year mark, fire extinguishers must be tested, discharged, and recharged, or be replaced. Berg noted that it is cheaper to replace the extinguishers. The consultant who prepared the earthquake study for the building suggested that brackets be installed to secure the fire extinguishers in the event of seismic activity. The total cost for replacing 44 five-pound extinguishers, installation of 3 ten-pound extinguishers, and brackets on all extinguishers is \$4,075.00.

**AGREED: Andreas Anderson moved to approve the bid from Patriot Fire for replacing the fire extinguishers and installing brackets, at a total cost of \$4,075.00. Jill McAlpine–Andre seconded the motion, which passed without objection.**

Storm Water Wells: The Board discussed replacing the filters in the plaza bioswales at a cost of \$3,074.50. The bioswales act as the storm water treatment system for the building run off at the plaza level.

**AGREED: Brenda Peterson moved to approve the bid to replace the bioswale filters at a cost of \$3,074.50. Andreas Anderson seconded the motion, which passed without objection.**

Security Cameras: The analog server that supports 11 security cameras is at the end of its useful life; the recorded footage can be viewed but not downloaded and saved from the server. A bid from Metro to replace the 11 analog cameras with digital cameras, and the analog server with a digital server, was presented at a cost of \$15,356.00.

**AGREED: Andreas Anderson moved to approve the bid from Metro for installing 11 digital security cameras and a digital server, to replace the existing cameras and server, at a cost of \$15,356.00. Jill McAlpine–Andre seconded the motion, which passed without objection.**

Courtyard Pavers: Modular Paving Systems presented a proposal to level and resand five areas of the Lovejoy Plaza that are uneven and present possible trip hazards at a cost of \$1,200.00.

**AGREED: Brenda Peterson moved to approve the proposal from Modular Paving Systems to level and resand areas of the plaza, at a total cost of \$1,200.00. Jim Kennedy seconded the motion, which passed without objection.**

Electrical Outlet Faceplates: The Board discussed replacing the off-white electrical outlet faceplates with white faceplates on walls that have recently been painted white. Berg will seek a new bid for replacing the faceplates.

Painting Touch Ups: There are scratches on the elevator lobby bench on the twelfth floor, and scratches on other benches, as well. Joel Hamburg Painting has been issued a work order and will be onsite to touch up all benches.

Plumbing Drain Lines: The Board discussed an incident with a toilet overflowing on the sixth floor. The plumber snaked the drain out 20 feet and could not clear all of the blockage. Since the restricted drain line affects two different stacks, it is the Association's responsibility to jet the drain to clear the blockage. This work is in the process of being scheduled.

#### V. COMMUNITY MANAGER REPORT

August Financial Statement: La Voie reviewed the August financial statement. The Association was over budget \$895.42 for the month, and is under budget \$4,975.19 year to date.

Investment Certificate of Deposit: The Board discussed moving forward with opening three additional CDs at different banks. A CD has been opened at First Republic Bank. La Voie presented to the Board a proposed schedule to invest in several different 18 – 36 month CDs with each CD at a different bank to spread out the risk. The CDs are for investment of the money in the reserve fund.

**AGREED: Anderson moved to invest reserve fund money in CDs at three different banks according to the plan presented by La Voie. Peterson seconded the motion, which passed without objection.**

CMI Contract: Discussion followed about the renewal of the contract with CMI. Copies of the contract were distributed, and the Board agreed to review the contract for a vote at the November meeting.

#### VI. COMMITTEE REPORTS

Chairman: Complaints have been received about loud noise late at night and issues with dogs. The dog complaints concern the same dogs and owners. The Board will proceed with sending out rules enforcement letters and continuing with the fine schedule for each incident related to the dogs.

The City of Portland is now dealing with Isabel's directly for violations relating to the grease-trap drainage and exhaust systems. The city originally tried to hold the Association responsible for maintaining Isabel's systems, but management was able to convince the City that the Association does not hold any authority over Isabel's for maintaining its systems, and the City has removed the Association from the violation process.

ARB: Paul Roeloffs reported that there are no open applications.

Plaza: A tree on the 10<sup>th</sup> Avenue side of the building was hit by an excavating truck. The landscaper put a wrap on the tree to try to save it. The owner of the excavating company responsible has agreed to pay for replacement of the tree if it does not survive.

House Rules: There was an inspection of the parking garages and rules enforcement letters were sent in regards to storing items in parking spaces.

Community: Board members briefly discussed the continued reimbursement to J Pepin for wine for the Thursday Art Walk. There has only been one invoice presented for reimbursement.

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There will be a meeting on November 1, 2016 at 5:00 pm in the community room to discuss furniture options for the lobby and community room.

**VII. OWNERS' FORUM**

Leila Falk (Unit 1104) suggested having a more user friendly website, including a space for owners to communicate with the Board and with other owners.

Jeff Ghitelman (Unit 1314) will work on getting quotes for updating the lighting in the parking garages, and suggested getting a bid for updating the lighting in the storage unit areas.

Michelle Heckman (Unit 1005) suggested installing motion activated light switches in the storage unit hallway areas so that the lights are not on all the time.

**VIII. ADJOURNMENT**

The meeting was adjourned at 6:28 PM. The next board meeting will be Wednesday, November 9, 2016 at 5:00 PM in the Community Room. The meeting was rescheduled because November 8 is Election Day.

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

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

  
Paul Mollomo, Secretary



# THE ELIZABETH LOFTS

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## HOMEOWNERS' ASSOCIATION

TYPE OF MEETING:  
DATE OF MEETING:

BOARD OF DIRECTORS  
OCTOBER 11, 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
Rick Baumann	705	YES	water leak repair
Kathryn Layman	1117	No	
JB Fink	1104	No	
Walt O'Anstha	1114	NO	
Jeff Gittelman	1314	✓	
Paul & Judy Douglas	712	No	
Michelle Heckman	1005	No	