

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
FEBRUARY 15, 2017
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, FEBRUARY 15, 2017 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
Jill McAlpine-Andre, Director
Brenda Peterson, Director
Paul Roelofs, Director
Tina Tsai, Commercial Director

BY INVITATION: Tom La Voie, CMCA CAMP, Community Manager
Dave Berg, Building Maintenance Coordinator
David Hartshorn, Building Maintenance Coordinator
Thomas Tooker, Community Administrator
COMMUNITY MANAGEMENT, INC., AAMC

OWNERS: As indicated on the original sign-in sheet.

I. CALL TO ORDER

Secretary Paul Mollomo called the meeting to order at 5:04 pm as Chairman Jim Kennedy was running late.

II. INTRODUCTION OF BOARD AND CMI STAFF

All Board members and CMI staff present introduced themselves to the new owners in attendance.

III. APPROVAL OF AGENDA

Andreas Anderson asked that the earthquake retrofitting and improvement agenda item be moved ahead so that CMI BMC Staff Dave Berg and David Hartshorn could contribute to the discussion.

AGREED: Andreas Anderson moved to approve the amended agenda. Jill McAlpine-Andre seconded the motion, which passed without objection.

IV. APPROVAL OF PREVIOUS MINUTES (January 10, 2017)

Andreas Anderson noted that the previously circulated draft of the January 2017 meeting minutes should clarify that the new Fidelity Investments account requires two signatures for any transaction, and that there are three authorized signers on said account.

AGREED: Andreas Anderson moved to approve the minutes of the January 10, 2017 meeting as amended. Brenda Peterson seconded the motion, which passed without objection.

V. REPORT OF THE BUILDING MAINTENANCE COORDINATOR

Building Maintenance Coordinator (BMC) David Berg gave a brief explanation of the duties of the BMC, and stated that David Hartshorn has already been working with him on site. Berg then summarized a report presented to the Board earlier in the week.

Roof Inspection: A renewal of the Snyder Roofing Company's bi-annual roof inspection and maintenance agreement was presented to the Board. BMC Berg stated that there was no change in cost or services from last year.

AGREED: Brenda Peterson moved to approve the Snyder Roofing bid at an annual cost of \$2,246. Andreas Anderson seconded the motion, which passed without objection.

Fire Life Safety Testing and Inspection: A bid from Patriot Fire Protection regarding the results of the annual fire life safety inspection was presented to the Board. The bid was composed of three parts, involving deficiencies found in three units during the inspection. The first part was to replace a sprinkler head that had paint on it, which is against fire code. The second part of the bid was to replace a bent sprinkler. The last part of the bid was for installation of a new sprinkler head in a unit where a built in closet had been installed, which left an area greater than 35 square feet without sprinkler coverage, which is against fire code. CMI will draft a letter to the owners of these units letting them know that they have a strict timeframe to schedule and complete the repairs to the fire protection systems in their units.

Andreas Anderson inquired about the work order issued to Jarmer Electric for replacing ballasts. Anderson wanted to make sure that the Association was not going to be responsible for spending unnecessary funds for costly replacement ballasts in the future. Berg stated that would not be the case. He stated that owner Jeff Ghitelman had chosen the most cost effective fixtures for the project.

Earthquake Retrofitting: During the January 2017 meeting, Paul Mollomo proposed increasing the building's earthquake coverage. This would be at a cost of \$17,000 per year. The Board members decided at the January meeting that they would make an official decision at the February meeting. Paul Mollomo stated that he would like to withdraw the insurance increase request, as that money could be spent more effectively towards building improvements. Andreas Anderson mentioned an earthquake study for the building that was done a few years ago, and inquired if all of the retrofitting suggested in that study had been completed. Dave Berg stated that the retrofitting that would be most beneficial, such as bracing the water heaters, had been completed. Berg also stated that, during construction, building code had been met, if not exceeded. Anderson inquired as to whether more bracing, such as water/sprinkler pipes and natural gas lines, should be completed. Berg stated that flexible gas lines had been installed as per the study's recommendation, and that the effectiveness of bracing the water/sprinkler pipes would not outweigh the costs of doing so. The Board was in agreement that David Hartshorn would look into various earthquake preparedness improvements, and present his findings to the Board at a future meeting.

VI. COMMUNITY MANAGER REPORT

December Financial Statement: La Voie reviewed the December financial statement. The Association continues to enjoy good financial health. The Association is under budget \$26,771.19 year to date. Various utilities, such as water, sewer, and natural gas are over budget year to date. Two other items that are over budget year to date are BMC Miscellaneous (\$3,500.78) and Building Maintenance (\$3,110.08).

Investment Certificate of Deposit: La Voie reported that the CD account at Fidelity Investments had been opened with a total investment of \$1,112,004.96. Of that amount, \$960,000.00 came from the US Bank money market account, and \$152,004.96 came from the money market account at Columbia State Bank. The Working Capital fund will remain at Columbia State Bank in its entirety, with a balance of just over \$102,569.38.

VII. COMMITTEE REPORTS

Architectural Review: Director Roelofs reported that there are six applications in the review process at this time. One new application was received the day of the meeting.

House Rules: Andreas Anderson stated that a survey of parking spaces is underway. The purpose of the survey is to assess if owners are in compliance with the parking rules, specifically, storing items in parking spaces that are not allowed by rule. Once the survey is completed, owners who are not in compliance with the rules will be sent rules enforcement letters. CMI stated that they will provide to Anderson an editable copy of the House Rules, so changes can be made by the Rules Committee when applicable.

Community Committee:

Former Resident Update: Jill McAlpine-Andre spoke of a former resident of the Elizabeth, who is currently in a memory care facility. McAlpine-Andre requested that if anyone was available to make a visit, it would be much appreciated.

Interior Design: McAlpine-Andre reported that she met with Chris Soderberg in regards to the new lobby/community room furniture. Soderberg would be happy to provide a formal consultation, at a rate of \$175 per hour. Soderberg also stipulated that if she were to be engaged, any furniture would have to be ordered through her firm. Paul Mollomo suggested that the Association go ahead and proceed with the lobby furniture that the ownership voted on, and then assess the community room furniture at a later date. All Board members thanked McAlpine-Andre for her work to date on the project.

AGREED: Paul Mollomo moved to proceed with the lobby furniture project, at a total cost of \$18,695. Paul Roelofs seconded the motion, which carried without opposition.

VIII. OLD BUSINESS/NEW BUSINESS

Door/Access Codes: The Board discussed security issues with the access codes at the entries to the building and the elevators. The current system is not able to handle five digit codes, and a new system could cost \$15,000. Discussion included deleting the current codes and allowing residents to pick new codes, but it was determined that the new four digit codes could be too predictable. Assigning random codes for residents was also discussed. Both Pacific Patrol Services and Metro Access Control have advised that four digit codes are a security risk, and that most secure buildings have either discontinued their use, or migrated to systems with the capability of five digit access codes. Following additional discussion, the Board came to a consensus that the best option would be to do away with all codes, and utilize fobs exclusively for access. The Board agreed that residents would be notified as soon as possible that access codes would be deleted in 90 days, beginning June 1, 2017. From that date, access fobs (or the callbox) will be the only entry option to the building. During the 90-day transition period, additional fobs will be offered at a reduced cost of \$10.00 per fob.

AGREED: Jill McAlpine-Andre moved to proceed with the plan of removing building access codes on June 1, 2017, and offering access fobs at a discounted rate for ensuing 90 days. Jim Kennedy seconded the motion, which carried without opposition.

High Speed Internet: Discussion followed relevant to the current high speed internet options available in the City of Portland. Wave G, a microwave and fiber optics internet service, had been suggested to the CMI office prior to the meeting, and CMI staff had arranged a site visit with the Wave G technicians to determine whether the building's existing infrastructure would be compatible with their product. The Wave G service would be a secondary option to residents, as CenturyLink will remain available in the building. Wave G has informed CMI that wireless access in the lobby and Community Room would be offered at no charge, along with one high speed internet line for the Concierge Desk.

Website: Discussion followed regarding the Association website, and whether the Board should contract with a web designer to host and maintain a website that is more expansive than what CMI is able to offer at this time. The Board would like to see a website that has calendars, and possibly an inter-building chat feature. Manager La Voie stated that CMI is currently discussing expanding their ability to provide IT services, but that nothing definite has been determined. La Voie stated that the current software that CMI employs is what is limiting the functionality of the Association web portal, but adding new software could facilitate larger and more intuitive websites. CMI will bring website developer proposals to the Board for consideration.

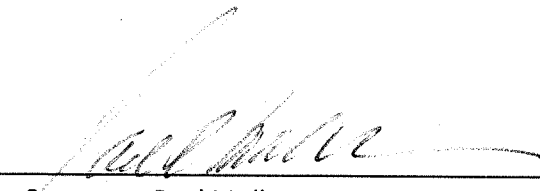
Parking stickers: A brief discussion occurred on whether to implement parking garage stickers so that residents entering and exiting the garage could easily identify vehicles that belong in the building. The Board came to consensus that stickers would not provide a reasonable solution to the current parking garage problems, such as 'piggybacking.'

IX. ADJOURNMENT

The meeting was adjourned at 7:07 PM. The next meeting is scheduled for March 14, 2017.

Minutes approved at the March 14, 2017 Board of Directors meeting.

Approved: _____


Secretary, Paul Mollomo