

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
MARCH 14, 2017
PAGE 1 OF 4

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, MARCH 14, 2017 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

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

ABSENT: Paul Mollomo, Secretary
Tina Tsai, Commercial Director

BY INVITATION: Tom La Voie, CMCA CAMP, Community Manager
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

Director Paul Roelofs called the meeting to order at 5:06 pm as Chairman Jim Kennedy was running late.

II. John Warner – PDNA Emergency Preparedness Discussion

John Warner, the Chairman of the Pearl District Neighborhood Association (PDNA) Emergency Preparedness Committee, gave a brief presentation on various emergency preparedness plans that other buildings have implemented. Warner stated that, in the event of seismic activity The Elizabeth would most likely retain its structural integrity because of its construction. Residents would likely resort to 'indoor camping,' which is essentially living in the structure without modern utilities such as natural gas, water, and electricity. Accordingly, all residents should maintain an adequate supply of water, food and supplies. Warner stressed that any plans implemented should be looked at as community-building, and not 'doomsday prepping.' Informational flyers were left for residents to review, and the Board of Directors agreed that an emergency preparedness committee should be formed to spearhead the movement.

III. WAVE G

Matt Maher of Wave G was present to explain Wave G's gigabit internet service that is available for The Elizabeth. Maher explained that Wave G has been in business providing gigabit internet service for 9 years. A brief discussion followed regarding the proposed contract from Wave G. Maher mentioned that he also had been apprised of The Elizabeth's ongoing work investigating the feasibility of installing electric vehicle charging stations. He explained that Wave G works closely with an electric vehicle charging company, and could potentially arrange an agreement between that vendor and The Elizabeth.

IV. APPROVAL OF MEETING AGNEDA

The Board of Directors approved the previously circulated agenda by consensus.

V. APPROVAL OF PREVIOUS MEETING MINUTES (FEBRUARY 15, 2017)

AGREED: Brenda Peterson moved to approve the draft minutes of the February 15, 2017 Board of Directors meeting as previously circulated. Paul Roelofs seconded the motion, which carried without opposition.

VI. BMC REPORT

Building Maintenance Coordinator (BMC) David Hartshorn provided an overview of the report that was previously circulated to the Board.

Director Brenda Peterson inquired about the PMC (Portland Mechanical) invoice from February 14, 2017 regarding work performed in unit #1407. Hartshorn stated that he would get confirmation from PMC that the work was a common element expense, and not an owner expense.

Hartshorn pointed out the information at the end of his report that was acquired from an emergency response plan of another building in the area. Two proposals relative to seismic bracing and earthquake retrofitting were considered for approval. The first was from Hughes Electrical Contractors to upgrade the bracing for the main electrical buss lines in the basement and third floor parking garage. The total cost of both options in the proposal is \$9,987.00.

AGREED: Andreas Anderson moved to approve both options detailed in the Hughes Electrical Contractors proposal, at a total cost of \$9,987.00. Paul Roelofs seconded the motion, which carried without opposition.

The second proposal presented for approval was from Patriot Fire Protection to perform a walkthrough and provide recommendations for possible seismic bracing upgrades. The cost of this proposal is \$1,200.00. A brief discussion followed regarding the second proposal, and the Board agreed that this would not be a beneficial expense. It was suggested that BMC perform the walkthrough with PMC the next time they are on site for sprinkler system inspections.

Owner Jeff Ghitelman inquired about the light shield that was removed during the conversion to LED lighting that the City of Portland recently performed, and asked if the city can replace it. The lack of the shield creates a disruptive amount of light inside the 4th floor units. BMC Hartshorn will contact the city to see if this is a possibility.

Informal proposals relevant to the Energy Trust of Oregon grants were received from Pacific Lamp Wholesale the day of the meeting. These proposals detail the costs of upgrading and retrofitting the building lighting to qualify for rebates and grants provided through the Energy Trust of Oregon. The rough cost for retrofitting stairwell lighting to LED is \$14,926.00, with an estimated payback time of 7 and a half years. The rough cost for retrofitting the parking garage lighting to LED is \$15,970.00, with an estimated payback time of 3.8 years. The Board agreed to table the discussion until a written proposal with firm costs and payback times was available.

VII. COMMUNITY MANAGER'S REPORT

Financial Statement: Community Manager La Voie gave an overview of the financial statement for the period ended January 31, 2017. In January, the Association was \$10,565.27 over budget, mainly due to a significant increase in natural gas usage. Year to date, the Association is \$16,205.92 under budget, with actual income exceeding expenses by \$18,445.19.

VIII. CHAIRMAN/TREASURER'S REPORT

Chairman Jim Kennedy reported that he has seen an increasing number of vehicles entering and leaving the parking garage without waiting for the gate to close completely. CMI will send rules enforcement letters to the owners of these vehicles when they are reported, as this is a violation of the House Rules.

IX. COMMITTEE REPORTS

Architectural Review: Paul Roelofs reported that since the February Board of Directors meeting, six architectural review applications have submitted. Five of these have been approved. The one still pending involves a substantial remodel, which requires a little more investigation than usual.

House Rules: Two minor additions to the House Rules that were discussed at the February Board meeting were submitted for approval. The first was an addition discouraging the use of chemical drain cleaners, as they can cause unnecessary deterioration of the building drain lines. The second addition was the requirement that built-in space heaters be certified and/or UL listed appliances. The Board also agreed that the installation of permanent space heaters should be subject to the architectural review process.

AGREED: Andreas Anderson moved to approve the changes to the House Rules. Paul Roelofs seconded the motion, which carried without opposition.

A brief discussion followed regarding electric vehicles charging in the parking garage without prior approval from the Board of Directors. CMI will issue a rules enforcement letter to the vehicle owners who are charging their electric vehicle without Board approval.

Community & Communication: Jill McAlpine-Andre presented a new option for Community Room furnishings. The new chairs are indoor/outdoor furniture, and are considerably less expensive than the first options. The new chairs are available at a cost of \$675 each, while the original chairs were \$1,800 apiece. McAlpine-Andre stated that she had considered owner Michelle Heckman's suggestion of adding a bookcase in the Community Room, but the proposed location of the bookshelf would need finalization before the item is purchased. McAlpine-Andre suggested that the existing bookcases outside of the service elevator be replaced so that the area has a more cohesive look. In response to an owner's suggestion, McAlpine-Andre said she also will look for a small table to add near the mailbox recycling bin.

X. OLD BUSINESS/NEW BUSINESS

Door Codes: The upcoming removal of building access codes for the entrance doors and the elevators was discussed. La Voie elaborated on the process of deleting elevator codes, and suggested that the Board consider retaining the codes for the elevators, which would be a practical solution to the conversion process. The use of building access codes to enter the building will not be an option after June 1, but Board members agreed to retain the elevator codes at least for now. An owner mentioned that the current placement of the fob reader at the plaza door made it difficult for residents in wheelchairs to get to the

door before it closes. Manager La Voie said that CMI will obtain a quote from Metro Access Control to add a fob reader in a more convenient location to address this concern.

Wave G: A brief discussion on the proposed Wave G contract occurred. An item in question from the original contract included an early termination clause, which Board members viewed as excessive. The Board agreed that that clause should be removed and that the contract should be subjected to a final review by the Association's attorney.

AGREED: Andreas Anderson moved to approve the Wave G contract pending final review by the Association's attorney. Brenda Peterson seconded the motion, which carried without opposition.

Website Improvement: CMI contacted two local web developers in regards to building and hosting a website for The Elizabeth. CMI will engage in conference calls in the following week, to gather further information, hopefully resulting in written proposals for the development and implementation of a new website.

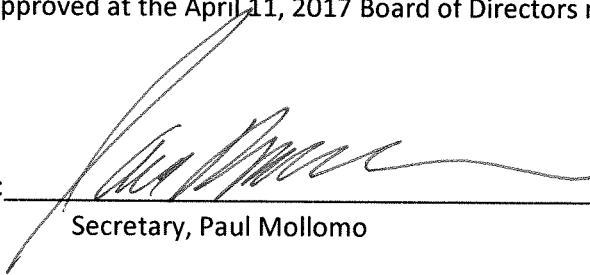
XI. ADJOURNMENT

The next meeting of the Board of Directors is scheduled for April 11 at 5:00pm.

AGREED: Brenda Peterson moved to adjourn the meeting at 7:10pm. Andreas Anderson seconded the motion, which carried without opposition.

Minutes approved at the April 11, 2017 Board of Directors meeting.

Approved: _____


Secretary, Paul Mollomo



THE ELIZABETH LOFTS

HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS
DATE OF MEETING: MARCH 14, 2017

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
Pat Kaley	516		
Jeff Ginstelman	1314	N	
Pat Kaley	1104		
Nancy Stautenberg	1309	N	
Melville Beckman	1005	N	
Montra Van Dyke	1107		
Kathy Layman	1117	N	