

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
APRIL 11, 2017
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, APRIL 11, 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
Jill McAlpine-Andre, Director
Brenda Peterson, Director
Paul Roelofs, Director

ABSENT: Tina Tsai, Commercial Director
Andreas Anderson, 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

Secretary Paul Mollomo called the meeting to order at 5:02pm, as Chair Kennedy was running late.

II. APPROVAL OF MEETING AGENDA

It was agreed that the previously circulated meeting agenda be amended as needed due to potential new information regarding the ongoing hot water issues in the building.

III. APPROVAL OF PREVIOUS MEETING MINUTES (MARCH 14, 2017)

AGREED: Brenda Peterson moved to approve the minutes of the March 14, 2017 Board of Directors meeting as previously amended. Paul Roelofs seconded the motion, which carried without opposition.

IV. BMC REPORT

Building Maintenance Coordinator (BMC) David Hartshorn elaborated on the report that was previously circulated to the Board, and entertained questions from the Board.

Brenda Peterson inquired about the window staining removal that occurred during ProClean's last visit. Hartshorn confirmed that the South and West elevations have had the white pad stain removal. The North elevation will be white padded at the next quarterly window cleaning, followed by the East elevation the following quarter.

Emergency Preparedness: Hartshorn reported that the physical assets and provisions that would be included in a building emergency cache would be acquired once an Emergency Preparedness committee is formed. Hartshorn is still working with Day Radio to establish a time for a building walkthrough, in order to accurately gauge what type of 2-way radio would be best suited for the building.

Seismic Bracing: Hughes Electrical Contractors is scheduling the seismic bracing that was approved at the March 14, 2017 Board meeting. Revisions to the seismic bracing proposal submitted by Patriot Fire Protection are still being determined.

Exterior Lighting: Jarmer Electric will be on site in the coming weeks to complete the exterior lighting project.

Entry System: Hartshorn spoke with Metro Access Control following an inquiry about the tone that the entry system makes when access is granted. Metro informed Hartshorn that the tone can be disabled, but the volume cannot be adjusted. If the entry tone is removed, that will be communicated to residents in advance. Owner Jeff Ghitelman inquired about adding a resistor to the wiring in the callbox, to lower the tone volume. Hartshorn will check with Metro to see if that is a possibility.

Energy-Efficient Lighting Proposals: Previously circulated draft proposals from Pacific Lamp were resubmitted to the Board for approval. The proposals are for lighting retrofits in three areas: stairwells, garage, and first floor. These proposals qualify for a grant from the Energy Trust of Oregon. The original proposals did not have a clear indication of return on investment, so Pacific Lamp reworked the amounts. A brief discussion followed.

AGREED: Paul Mollomo moved to approve all three proposals from Pacific Lamp, pending a final review of the costs. Jill McAlpine-Andre seconded the motion, which carried without opposition.

Hot Water Update: Following a hot water deficiency experienced in some units on floors 8-13, it was found that cold water was feeding into the hot water system from at least one faulty shower cartridge. Hartshorn explained the issue, and how it can be resolved. Manager Tom La Voie explained that there were 3 separate events involving the building's water system that lead up to this discovery: the City's mandatory water shut-off on April 6 to hook up the hotel across 9th Ave to the city's water system; a broken city water main; and the installation of a new hot water system pump at The Elizabeth that was not performing properly. Discussion followed regarding individual unit issues. Due to reports of water clarity issues in certain units, Hartshorn will arrange for a water quality test to be conducted in the coming week.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the Association's financial statement for the period ended February 28, 2017. February expenses were \$17,331.46 under budget. Year to date, expenses are under budget \$33,537.38, while actual income exceeded actual expenses by \$34,510.15.

New Fiscal Year Draft Budget: La Voie noted that a draft of the Association's budget for the fiscal year beginning July 1, 2017 will be presented to the Board in May.

VI. COMMITTEE REPORTS

Architectural Review: Director Paul Roelofs reported that there have been four applications submitted since the last meeting, two of which have been approved, and the other two are still pending. Roelofs also explained the progress Albina Bank has made in regard to moving into its space, which was formerly occupied by Golf in the Pearl. Roelofs reported that the installation of the bank ATM is temporarily on hold, pending architectural review from the City of Portland.

Plaza: There are some loose pavers in the plaza, and a substantial amount of moss growing between the pavers. Island Landscape will spray the moss; and if there is any moss left after the initial treatment, D & R Masonry and Restoration will take care of its removal.

Community: Jill McAlpine-Andre reported that former resident Jeanette Rider has passed away. There will not be a memorial service. The Board of Directors expressed their thanks to McAlpine-Andre for her compassion and attention. McAlpine-Andre also reported that by the end of the month, she and Owner Jeff Ghitelman will have a dollar amount for the costs of the Community Room improvement.

VII. OLD BUSINESS/NEW BUSINESS

Building Access: Board members confirmed that the elevator access codes will remain for the time being. Board members also agreed to conduct a trial run for a silent building entry, where no tone is produced when access is granted. CMI will arrange this with Metro.

VIII. ADJOURNMENT

AGREED: Paul Mollomo moved to adjourn the meeting at 6:34pm. Paul Roelofs seconded the motion, which carried without opposition.

Minutes approved at the May 8, 2017 Board of Directors meeting.

Approved: _____


Secretary, Paul Mollomo



THE ELIZABETH LOFTS

HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS
DATE OF MEETING: APRIL 11, 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
Joe + Sharon Durant	704		
Jocelyn Baumann	609		
Teresa Jankus	403	NO	
Otto Risenberg	1017	No	
Janice Cooper	909		
Jeff Gifelman	1314	No	
Kathryn S. Layman	1117	No	
Chuck Warden	816	No	
Paul and Judy Douglas	712	no	
Michele Heckman	1005	no	
Teri Frias	804	no	
LS Frank	1104	no	