

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
MAY 8, 2017
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON MONDAY, MAY 8, 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
Tina Tsai, Commercial Director

ABSENT: Andreas Anderson, Director

BY INVITATION: Tom La Voie, CMCA CAMP, Community Manager
David Hartshorn, Building Maintenance Coordinator
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 5:01pm.

II. APPROVAL OF MEETING AGENDA

Director Paul Roelofs requested that an item on Safety and Security Committee be added to the meeting agenda.

AGREED: Brenda Peterson moved to approved the meeting agenda as amended. Paul Roelofs seconded the motion, which carried without opposition.

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

AGREED: Brenda Peterson moved to approve the minutes of the April 11, 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.

Hot Water Update: BMC Hartshorn reported that the primary cause of the building hot water issues was found to be a blocked check valve on the roof. The blockage was a result of debris that was introduced into the building water system following the City water shut off. All hot water issues have been resolved at this point.

Water Quality Testing: The final water quality report is forthcoming, but preliminary results indicate that there are no issues with the water quality in the building. Once received, the full report will be available to owners.

Fire System Deficiencies: Only one unit found to have fire system deficiencies has responded and is in process of correcting the issue. CMI will issue a follow up letter to the other 2 units. The Board agreed that 30 days was enough time for these units to resolve their fire system issues.

Entry System: As discussed in a previous meeting, Metro Safety Access will be on site to disable the tone produced when building access is granted. Residents will be notified in advance of this change. BMC Hartshorn is meeting with Metro Safety Access on Thursday, May 11 to brainstorm possible alternatives to the current placement of fob readers, regarding ADA access.

Emergency Radios: Hartshorn reported that the FCC licensing fees for emergency radios at The Elizabeth would cost \$725 for a ten-year period. Two radio options were presented for approval, a Motorola XPR3500 at a cost of \$450 each, which is the selection recommended by Day Radio, due to their expanded reception range. The other option was a Motorola SL300 at a cost of \$350 each. The batteries for the radios last for 3 years, and the radios can be left on the charging dock without any risk of degradation to the batteries themselves. If approved, Day Radio will program the frequencies pursuant to the FCC regulations.

AGREED: Brenda Peterson moved to approve the purchase of three XPR3500 radios at a cost of \$450 each, as well as the FCC License at a cost of \$725 for a ten-year period, and reevaluate the radio setup after the Safety and Security Committee is up and running. Jill McAlpine-Andre seconded the motion, which carried without opposition.

Safety and Security Committee: An email was circulated to Elizabeth residents regarding re-establishing the Safety and Security Committee. Residents that expressed interest were: Jill McAlpine-Andre, Paul Roelofs, Sandra Stone, and Teresa Jankowski. Resident Terri Tong also stated she would be able to participate as she is able. Tong inquired about installing an automatic external defibrillator (AED) somewhere in the building. Community Manager La Voie stated that an AED would most likely be a liability issue, citing response time to a patient from the AED's location, but further discussion on the subject is a good idea.

Dripping Water in Garage: Hartshorn reported that water found and reported as a potential leak in the parking garage at The Elizabeth was due to a sudden change in ambient temperature. The warm air last weekend interacted with the cold water pipes, which caused condensation.

Carpet Cleaning: Rubenstein's Carpet, who installed the carpeting in the building, recommended bi-annual carpet cleaning for the building to extend the useable life of the carpet. Three proposals were presented to the Board to approval. Mott's Carpet Cleaning provided a quote of \$4,725.00; Absolute Carpet Cleaning provided a quote of \$3,550.00; and Millennium Building Services (MBS) provided a quote of \$5,425.00.

AGREED: Paul Mollomo moved to approve the quote from Absolute Carpet Cleaning, at a cost of \$3,550.00 annually. Brenda Peterson seconded the motion, which carried without opposition.

Community Room Closet Door: Metro Access Control was contacted to provide a proposal to reinstall the Community Room closet door with the opposite orientation, in order to accommodate a bookshelf on the adjacent wall. The proposal came in at a cost of \$2,295.00, due to the fact the fire code would require a new fire-rated doorframe. Jill McAlpine-Andre reported that she would pursue a bookcase from Ikea to fit the current space, and suggested replacing the bookcases in the back hallway with matching items. The Board agreed that she should proceed with both recommendations.

V. COMMUNITY MANAGER'S REPORT

Wave G Update: Manager La Voie reported that the Wave G installation in the building. La Voie has met with Wave G representatives on site, and the final design will be submitted for Board approval within the next 2 weeks.

Financial Statement and Reserve Study: March 2017 expenses were \$9,951.75 over budget. Year to date, expenses are under budget \$23,585.63, while actual income exceeded expenses by \$23,525.05. La Voie and Hartshorn will meet with RDH in the following week to discuss an update to the reserve study, in anticipation of the new budget year, which begins on July 1, 2017. Board members will be invited to attend.

Chairman Jim Kennedy inquired about upgrading the building entry system in advance of its scheduled replacement date in the reserve study. La Voie stated that he will bring this up for discussion during the reserve study meeting.

Director Tina Tsai inquired about the new hotel across the street, and whether the privacy shades installed in the units offer adequate blockage, and whether she could install shades that open from the top down. Consensus was that the shades do not offer privacy, and that top down shade have been approved.

VI. COMMITTEE REPORTS

Architectural Review: Director Paul Roelofs reported that there were 5 applications since last month's meeting, all of which have been approved.

Community & Communication: Jill McAlpine-Andre reported on the plans for the Community Room renovation, including the lighting proposed for the room, as owner Jeff Ghitelman was not present. Included in the project is a bathroom upgrade. The cost of the project, bathroom installation labor excluded, is \$25,000.00. McAlpine-Andre reported that the new chairs for the lobby have arrived, and will be installed in June. The new chandelier will be installed towards the end of July.

McAlpine-Andre announced that she will be moving out of the building after July of this year, but would like to complete the projects she is currently working on. Due to her move, McAlpine-Andre will not be able to coordinate the Community BBQ, but will assist as she is able. A date has not yet been set for the event.

VII. OWNERS' FORUM

Owner Leila Falk (1104) inquired about the timeline of the website.

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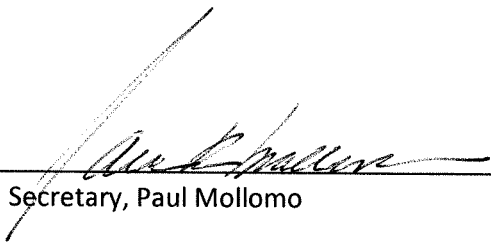
Owner Bill Otto (401) request that the smoking area be moved to the location that is described in the House Rules, approximately 10 feet west of the Buddha Building. Owners Joe and Sharon Durant (704) elaborated on the smoking area request, noting that there is an issue with smokers discarding cigarette refuse outside of Life of Riley. The Durants reported that their dogs have eaten cigarette butts off the sidewalk, and have had to be taken to a veterinarian's office for treatment. President Jim Kennedy recommended 'No Smoking' signs be made in the font that matches the Elizabeth's aesthetic. Director Brenda Peterson and Owner Bill Otto will move the garbage can and cigarette refuse container to the correct location following the meeting.

VIII. ADJOURNMENT

AGREED: The meeting was adjourned at 7:02pm by consensus vote.

Minutes approved at the June 13, 2017 Board of Directors meeting.

Approved: _____


Secretary, Paul Mollomo



THE ELIZABETH LOFTS

HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS
 DATE OF MEETING: MAY 8, 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
Teresa Jankus	403	No	
Paul & Judy Douglas	712	No ?	
TERI TONG	410	?	
LB Fink	1104	Website?	
Kathryn Kayman	1117	No	
Joy Sharon Durant	704	no	
Barbara Shimek	1312	No	