

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
JUNE 13, 2017
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JUNE 13, 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
Paul Roelofs, Director
Andreas Anderson, Director

ABSENT: Brenda Peterson, Director
Tina Tsai, Commercial Director

BY INVITATION: Tom La Voie, CMCA CAMP, PCAM, 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 5:11pm.

II. WAVE G PRESENTATION

Michael Steen, Account Manager from Wave G was present to give a brief synopsis of Wave G, including services offered. Steen also made available informational flyers for residents to take, and extended an invitation to residents to two meet and greet events, this Thursday (June 15) and next Thursday (June 22) from 4pm-6pm in the Community Room. Steen entertained questions from the owners present.

III. APPROVAL OF MEETING AGENDA

AGREED: The Board agreed by consensus vote to accept the meeting agenda with no changes or revisions.

IV. APPROVAL OF PREVIOUS MEETING MINUTES (MAY 8, 2017)

AGREED: Paul Mollomo moved to approve the minutes of the May 8, 2017 meeting as previously circulated. Jill McAlpine-Andre seconded the motion, which carried without opposition.

V. BUILDING MAINTENANCE COORDINATOR (BMC) REPORT

Building Maintenance Coordinator (BMC) David Hartshorn noted the report previously circulated to the Board, and entertained questions.

Trash Room/Bathroom Floors: Hartshorn reported that a request for proposal to refinish the trash room floors and the 1st floor bathroom floors was submitted to 3 contractors. Proposals have not been received yet. The flooring in these areas is the original flooring, and in need of repair or replacement.

Transient Voltage Surge Suppressor: The transient voltage surge suppressor (TVSS) had a failed module that was replaced, but the same issue occurred again. It is the professional opinion of Hughes Electrical Contractors that there is a warranty issue. Hughes is working with the supplier, and will be in and out of the building periodically for about 2 weeks completing the repair.

Water Quality Testing: The detailed report from the contractor has still not been received, due to the contractor's backlog of over 1,400 open work orders. The initial report confirmed that there are no areas of concern with the building water supply.

Overheating Breaker: During a recent infrared survey of the building's electrical supply, one of the breakers was found to be overheating. Hughes Electrical is currently in the process of diagnosing and repairing the breaker.

West Exterior Door Repainting: The repainting of the exterior door on the west side of the building was approved in the winter, with the acknowledgement that the work would be completed once the weather was conducive to painting. Hartshorn reported that he will be scheduling this work in the very near future.

Callbox: A proposal was included from Metro Access Control regarding the relocation of the fob reader to a location better suited for ADA access. It was requested that this proposal be revised, in order to provide a couple different options. La Voie noted that the replacement of the callbox was recently moved up in the reserve study, so this might be an opportunity to request a proposal for a new callbox, rather than performing retrofits to the existing callbox.

Seismic Bracing: Hartshorn reported that Hughes Electrical has completed the seismic bracing/retrofitting as per the proposal approved at the April meeting. Hartshorn noted that he was still working with Patriot Fire and American Heating to coordinate a time to inspect their respective areas of concern, ideally at the same time they would be on site for regular maintenance.

EV Charging Stations: Secretary Mollomo circulated some information regarding the EV charging stations recently installed at the Streetcar Lofts for the Board to review.

VI. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the April 2017 financial statement. April expenses were \$2,454.07 over budget. Year to date, expenses are \$21,131.56 under budget, while actual income exceeded expenses by \$20,459.33.

Reserve Study: La Voie noted the funding options previously presented to the Board. RDH provided different funding scenarios to the Association's reserve fund. Each funding scenario has a different impact on the amount of assessments to the owners. A brief discussion followed.

AGREED: Paul Mollomo moved to approve the reserve fund contribution at an increase of 5% for the 2017/2018 fiscal year. Mollomo also moved to ratify the 2017/2018 budget, as previously approved by the Board of Directors. Paul Roelofs seconded the motion, which carried without opposition.

Future Reserve Studies: La Voie presented a 3-year engagement from RDH to continue with the Association's reserve study updates, at a cost of \$3,000.00 per year. La Voie mentioned that while the engagement letter stated the update cost for the following year would be \$3,000.00, there is no guarantee that the following years would cost \$3,000.00. If the Board chose to approve the 3-year engagement, the price of \$3,000.00 per year would not be subject to change. A brief discussion followed on potentially seeking out other bids for the reserve study update, but the Board decided that remaining with RDH would be the best option.

AGREED: Andreas Anderson moved to approve the 3-year engagement with RDH to continue updates to the Association's reserve study. Paul Mollomo seconded the motion, which carried without opposition.

Emergency Preparedness Committee: A brief discussion regarding the Emergency Prep Committee occurred. A previous meeting had made mention of a need for evacuation chairs for mobility impaired residents, and the costs for these chairs was provided to the Board for consideration. It was decided that this decision would be handed over to the committee, and that Paul Roelofs would act as the Board liaison to the committee.

Cart Room Rekey: It was agreed that the lock to the car room on the first floor be rekeyed to fit the building's master lock schedule.

Vendor Access Codes/Entry Tone: Discussion followed regarding the continued use of vendor access codes and the trial elimination of the entry tone. It was decided that CMI will confirm with Metro Access Control that fobs can be activated for certain timeframes, as was the case with access codes in the past. This would provide the most secure option for the building in regard to vendor access.

VII. COMMITTEE REPORTS

Plaza: The newly-opened Albina Bank has requested to hold two events on the plaza. The Board agreed that there would be no issues with allowing these events.

Architectural Review: Director Roelofs reported that there are 5 open applications which are going through the approval process.

House Rules: Discussion on possible revisions to the House Rules included natural gas safety, and personal grill usage on the plaza. It was suggested that the revision to the rules regarding natural gas safety include a provision on requiring a stove equipped with a natural gas shut off. There was also mention that new appliance installations be subject to an architectural review, to confirm that the proposed replacements have the required safety features.

VIII. OWNERS' FORUM

Owner Janice Cooper (909) expressed her appreciation to the Board for proceeding with the 30-day trial of silent building entry.

APPROVED

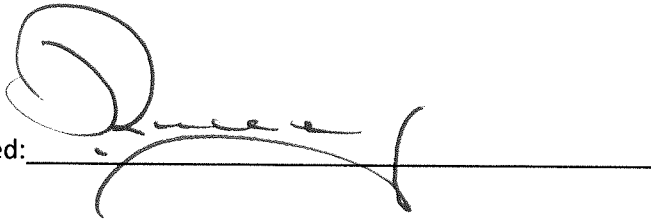
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IX. ADJOURNMENT

The meeting was adjourned at 7:04pm.

Minutes approved at the July 11, 2017 Board of Directors Meeting.

Approved: _____

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be "D. [unclear]".



THE ELIZABETH LOFTS
HOMEOWNERS' ASSOCIATION



TYPE OF MEETING: BOARD OF DIRECTORS
DATE OF MEETING: JUNE 13, 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		
Anselm Toope	903.		
Jeff Ghitman	1314	N	
Michael Steen	Wave G	Account Manager	
JF Stark	1104		
Michelle Heckman	1005		
Paul & Judy Douglas	712		
St Gal	7114		
Jamie Cooper	909		