

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JULY 11, 2017 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

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

ABSENT: Paul Mollomo, Secretary

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

Chairman Jim Kennedy called the meeting to order at 5:10pm.

II. APPROVAL OF MEETING AGENDA

AGREED: Andreas Anderson moved to approve the meeting agenda as previously circulated. Brenda Peterson seconded the motion, which carried without opposition.

III. APPROVAL OF PREVIOUS MEETING MINUTES (JUNE 13, 2017)

AGREED: Andreas Anderson moved to approve the minutes of the June 13, 2017 meeting as previously circulated. Brenda Peterson seconded the motion, which carried without opposition.

IV. BUILDING MAINTENANCE COORDINATOR (BMC) REPORT

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

Window Replacement: Director Peterson inquired why the Association was paying for a unit window replacement. BMC Hartshorn stated that he is coordinating the work, but said that the owner will be paying for the window replacement. Hartshorn explained that it is quicker and more efficient to have CMI coordinate this type of work, rather than having the homeowner do it.

Metro Access Control Invoices: Director Peterson asked why there were two separate invoices for the same repair performed by Metro Access Control on the 10th Avenue callbox. Hartshorn stated he would see if Metro would be willing to withdraw the second invoice, which involved a return visit for a repair that ended up failing.

Floor Replacement: Included in the report were three proposals for the replacement of the flooring in the trash rooms on all floors. The flooring in these areas is original, and in need of repair or replacement. Discussion followed regarding the option to refinish the floors, rather than replace them.

AGREED: Tabled pending a revision of the proposal to include refinishing as opposed to replacement.

Fire Alarm Monitoring: A proposal from Hughes Electrical Contractors for the monitoring of the building's fire alarm system was presented for approval. The monitoring of the fire alarm system is a cost of \$445.00 per year.

AGREED: Andreas Anderson moved to approve the fire alarm monitoring bid from Hughes Electrical Contractors at an annual cost of \$445.00. Brenda Peterson seconded the motion, which carried without opposition.

Entry System/Callbox Adjustments for ADA Access: Revisions are still being sought on previously submitted proposals for relocating the ADA door opener buttons at the building entrances. Hartshorn noted that it might be prudent to hold off on acquiring additional proposals for this fix, since the replacement of the entry system in its entirety is scheduled for later this year.

Entry System/Callbox Replacement: Board members discussed potential features for the new callboxes set to be installed later this year. Manager La Voie stated that Metro is currently beta testing a top-of-the-line system. Once Metro has approved this new system, Metro will be asked to demonstrate the system to the Board.

Silent Entry Access: The Board meeting marked the end of a 30-day trial period where no tone was emitted when fobs were used to enter the building. The Board agreed that the 'silent entry' will continue unless the Board receives persuasive feedback from owners that the 'silent entry' system is not working.

Water Quality Testing: Hartshorn stated that the full report from the water quality testing that occurred in March has been received. The report mentions an almost undetectable amount of lead found in the community room bathroom. Hartshorn stated that there is no cause for concern, and that this may be a result of the multiple water shut downs that occurred within a short amount of time earlier this year. Hartshorn also noted that this may just be the level of lead that is present in the city's water supply. Hartshorn will review the city's water quality report before recommending any action.

Lighting: Hartshorn reported that the parts and fixtures for the garage portion of the lighting retrofit project have arrived, and Pacific Lamp is requesting to begin work in the garage on July 24th. Owner Jeff Ghitelman reported that there is a 'test bulb' located in the center elevator, so owners can see what the new LED bulbs will look like. These bulbs will be in the parking garage, stairwells, and first floor common areas.

Director Anderson reported some issues with lighting in the plaza. There are two lights out at the base of the Lovejoy Columns, as well as an issue with the timer for the lights by Rich's Cigar Store. Hartshorn said that he will look into these issues.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the May 2017 financial statement. Expenses for May were \$1,412.29 over budget. Year to date, expenses are under budget \$19,719.27, while actual income exceeds actual expenses by \$18,171.03. La Voie noted that the building maintenance line item is over budget by \$8,368.00 for the month, due to four building projects.

VI. CHAIRMAN'S REPORT

Chairman Jim Kennedy mentioned the increase in HOA fees over last year. Chairman Kennedy also mentioned that the idea of an Association website is becoming more important, especially regarding communication.

VII. COMMERCIAL DIRECTOR'S REPORT

Commercial Director Tina Tsai reported that the Hampton Inn across the street is most likely opening sometime this fall. It was originally set to open this summer, but the opening has been delayed. Tsai reported that those commercial owners who did not receive a new key to the trash room will be issued a key this week.

VIII. COMMITTEE REPORTS

Plaza: The event hosted by Albina Bank was successful. The community BBQ is scheduled for Sunday, August 13th from 4:00pm to 7:00pm.

Architectural Review: Director Roelofs reported that four applications have been approved since the June meeting. Roelofs stated that he will review the Architectural Modification form to ensure that everything is up to date.

House Rules: As discussed at the June meeting, two additions to the House Rules regarding natural gas safety and personal grill usage were presented for approval.

AGREED: Andreas Anderson moved to approve the revisions to the House Rules, including a clause about the prohibition of using personal grills on the plaza, and a clause about requiring new gas stove installations to be equipped with a flame failure device. Paul Roelofs seconded the motion, which carried without opposition.

IX. OLD BUSINESS

Two website design and development proposals were presented to the Board for review. One of the two proposals was a rough cost estimate, and not an actual proposal. The second proposal, from Musimack Marketing, was reviewed, and the Board agreed that there should be some revisions to the proposal prior to approval.

AGREED: Tabled for further review and revision. A meeting with the contact from Musimack Marketing with available Board members will be scheduled before the next Board meeting.

X. NEW BUSINESS

Community BBQ: Director Anderson presented a proposal from World Foods to staff and cater the community BBQ. The Board discussed the proposal, and the advantages of having the event catered.

AGREED: Brenda Peterson moved to approve the proposal from World Foods to staff and cater the community BBQ on August 13th, at a cost not to exceed \$2,000.00 plus one case each of red wine and white wine. Jill McAlpine-Andre seconded the motion, which carried without opposition.

Emergency Preparedness Committee: Director Roelofs reported that the first meeting of the Emergency Preparedness Committee will be at 5:00 pm on Thursday, July 20th.

XI. OWNERS' FORUM

Two unit owners reported hearing an increase in the amount of noise coming from the area of the new Hampton Inn on NW 9th.

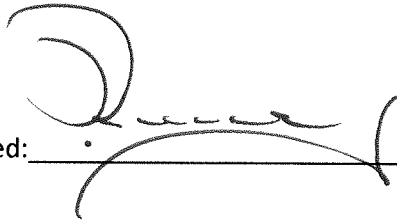
XII. ADJOURNMENT

There being no further business before the Board, a motion to adjourn was made.

AGREED: Paul Roelofs moved to adjourn the meeting at 6:45 pm. Brenda Peterson seconded the motion, which carried without opposition.

Minutes approved at the August 8, 2017 Board of Directors Meeting.

Approved: _____



A handwritten signature in black ink, appearing to read 'Paul Roelofs', is written over a horizontal line. The signature is fluid and cursive, with a large initial 'P'.

