

APPROVED

ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
AUGUST 8, 2017  
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, AUGUST 8, 2017 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

**PRESENT:** Paul Roelofs, Director  
Andreas Anderson, Director  
Brenda Peterson, Director  
Jill McAlpine-Andre, Director

**ABSENT:** Jim Kennedy, Chairman  
Paul Mollomo, Secretary  
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**

Director Paul Roelofs called the meeting to order at 5:09pm.

**II. APPROVAL OF MEETING AGENDA**

Director Jill McAlpine-Andre asked that two additional items be added to the agenda: a proposal for new furniture for the community room and a proposal by owner Jeff Ghitelman on lighting changes for the community room.

**III. APPROVAL OF PREVIOUS MEETING MINUTES (JULY 11, 2017)**

**AGREED:** Brenda Peterson moved to approve the minutes of the July 11, 2017 meeting as previously circulated. Andreas Anderson 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.

Trash Room Floor Refinishing: Hartshorn reported that the 9<sup>th</sup> floor trash room floor had been refinished by Floor Factors. This was done as a test, to see if refinishing the trash room floors as opposed to replacing them would be acceptable. A proposal from Floor Factors to refinish the rest of the trash room floors was presented for approval. Director Anderson asked if Hartshorn could see if Floor Factors would be willing to reduce the price of the proposal, since one floor has already been completed. Hartshorn stated that he

would reach out to Floor Factors to see if they would agree to reduce the price. Director Anderson also stated that a cost-effective solution to keep the floors from suffering damage in the future would be to add felt to the bottom of the recycling carts. Manager La Voie stated that this might be something that the porters or CMI would be able to complete.

**AGREED: Andreas Anderson moved to proceed with the refinishing of the remaining trash room floors, pending a revised proposal from Floor Factors; and to direct CMI to install felt protection to the recycling carts in each trash room. Paul Roelofs seconded the motion, which carried without opposition.**

Water Testing: Hartshorn reported that a new vendor for water testing has been located, and the cost of this vendor is significantly less than the previous vendor. The new vendor, Pixis Labs, would supply the containers and complete the tests for \$30.00 per sample. It would be up to the BMC to obtain the samples and transport them to the lab for testing. This test is specifically for lead content. Director Anderson recommended that the water be tested for lead approximately every six months. Hartshorn stated that BMC can accommodate that with no issues.

Exterior Brick Damage: Hartshorn reported that a damaged brick was found on the southwest corner of the building. He is looking into vendors who will be able to repair the brick. Director Peterson asked how extensive the damage was. Hartshorn stated that the brick has a significant piece missing. It is unsure how the brick sustained the damage. The brick is aesthetic, so repair should be straightforward.

Callbox Replacement: Metro Access has been slow to respond to requests, so other access control vendors are being contacted to provide bids for a callbox system replacement.

Seismic Bracing: American Heating completed a walkthrough, and a proposal/recommendation for bracing and upgrades is forthcoming. Patriot Fire declined to complete a seismic evaluation during a normal visit, stating it could take up to one day to complete a walkthrough. BMC is seeking alternate vendors to complete a seismic evaluation or the fire sprinkler system.

Courtyard Lights: Hartshorn stated that Hughes Electrical has been issued a work order to repair the Lovejoy Column lights and that the ballasts have been ordered. Director Anderson asked if the lights could be converted to LEDs, since the ballasts are extremely expensive. Hartshorn will research that possibility.

Davit Cover Replacements: Some davit covers on the penthouse decks have been replaced, using spares that were constructed for that purpose. Hartshorn is looking into different types of material to use for future replacement that may have a longer useable life. The davit covers have wood slats that cover the tie off system that is used when the window washers dangle off the side of the building.

Community Room Redesign: Owner Jeff Ghitelman presented a proposal to upgrade the lighting in the community room, with a rough budget of \$12,000.00. Discussion followed. Director Anderson suggested that the Board be given the opportunity to see an existing installation of the proposed lights before making a decision.

Director Jill McAlpine-Andre presented a revised estimate for new community room furniture. This estimate is essentially the same as the original estimate, with the addition of a wall-mounted bookcase. The total cost for the new furniture is approximately \$10,000.00. McAlpine-Andre reported that there is

about a six-week lead time on the furniture. After discussion, the Board decided not to purchase the table that was proposed for the hallway next to the mail recycling box because of its cost.

**AGREED:** Andreas Anderson moved to approve the furniture proposal at an approximate cost of \$10,803.00. Paul Roelofs seconded the motion, which carried without opposition.

Electric Vehicle Charging: Manager La Voie estimated that there are currently six or seven electric vehicles in the garage, as well as several other owners who have expressed interest in purchasing an electric vehicle in the near future. BMC Hartshorn walked the building with Christiansen Electric, who determined that the existing electrical system can support the infrastructure needed to allow electric vehicle charging on each garage floor. Christiansen Electric will be coming back to provide a proposal for installing breaker panels on each garage floor, and a firm cost for completion. Discussion followed regarding specifics of the proposed charging setups. The Board agree to prohibit all electric vehicle charging at this time, citing potential safety hazards.

**AGREED:** Andreas Anderson moved to disallow electric vehicle charging in the parking garages until the appropriate infrastructure is in place. Brenda Peterson seconded the motion, which carried without opposition.

Oil Spots in Garage: One of the electrician's vehicle left oil spots in the parking garage following the lighting retrofit project. Hartshorn will reach out to the vendor and ask that they pay for the cleanup.

#### V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the 2017 yearend financial statement. Expenses for the month of June 2017 were under budget \$13,017.67. For the fiscal year ended June 30, 2017, expenses were under budget \$32,736.94, while actual income exceeded actual expenses by \$35,782.49. La Voie mentioned that the doubtful accounts receivable amount comes from former owners and that the Association has stipulated judgements in place against the owners, as opposed to a lien on the property.

Director Peterson asked about the carpet cleaning line item. La Voie stated that the new budget will increase the allocation for carpet cleaning from \$100 to \$300 per month.

Director Anderson asked about outside entities using the community room. La Voie stated that the Board should adopt a policy which covers use of the community room by outside parties. Discussion followed regarding enacting such a policy. La Voie suggested that Board members circulate proposed language to be voted on at the next meeting.

PDNA Donation: La Voie referenced a letter from the Pearl District Neighborhood Association (PDNA) that was sent to the Board. Last year, The Elizabeth donated \$350.00 to the PDNA. This year, the Board agreed to increase the donation amount.

**AGREED:** Andreas Anderson moved to donate \$500.00 to the PDNA. Jill McAlpine-Andre seconded the motion, which carried without opposition.

WiFi: The Board directed CMI to provide password protection for the new WiFi in the community room.

**VI. COMMITTEE REPORTS**

Emergency Preparedness: Committee member Teresa Jankus reported that the committee has held their first meeting. Committee members are in the process of reviewing information from the past emergency prep committee and the current disaster plan. PDNA Board member John Warner will be attending the committee's October meeting.

Architectural Review: Director Roelofs reported that six applications have been submitted and approved since the July meeting.

House Rules: CMI has been editing the house rules document. CMI will provide a redline version for the Board to review prior to voting on the revised version of the rules at the September Board meeting.

Community and Communication: Director McAlpine-Andre reported that the community BBQ is August 13<sup>th</sup>. Food and wine have been ordered from World Market. Discussion followed regarding the logistics of setting up for the event.

**VII. OLD BUSINESS**

A revised proposal from Musimack Marketing was presented to the Board for approval. Directors Peterson, Anderson, and Roelofs met with Stacey from Musimack before the board meeting to discuss the first version of the website design and development proposal.

**AGREED: Andreas Anderson moved to approve the revised proposal from Musimack Marketing, at a cost of \$4,999.00. Paul Roelofs seconded the motion, which carried without opposition.**

Director Peterson mentioned that she would like to see the website unveiled at the 2017 Annual Meeting in December.

Updating the concierge desk signage was discussed. The main suggestion was to replace the current signage with signage with a more professional appearance.

**VIII. OWNERS' FORUM**

Hampton Inn: Multiple owners voiced their concerns over the lighting design and construction noise. Discussion followed on the potential next steps. Manager La Voie suggested an adhoc subcommittee be established to address the issues.

Smoking in Plaza: Owner Bill Otto reported that people continue to smoke outside of the designated smoking area in the plaza. It was suggested that signs be placed on the tables. The signs could read, 'No Smoking. Resident Use Only.'

**IX. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:24pm.

Minutes approved at the September 12, 2017 Board of Directors Meeting.

Approved: \_\_\_\_\_  




# THE ELIZABETH LOFTS

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## HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS  
DATE OF MEETING: AUGUST 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
Paul Douglas	712	<input checked="" type="checkbox"/>	Hampton noise lights
ROBERT STEELE	612		
Jeff Gabelman	1314		
J. Jankus	1104		
Teresa Jankus	403	No	
Bill Gumpwiler	587		
PE Raley	516		
BOB CURCIO	1407		