

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, SEPTEMBER 12, 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

ABSENT: Paul Mollomo, Secretary
Tina Tsai, Commercial Director
Jill McAlpine-Andre, 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 5:02pm.

II. APPROVAL OF MEETING AGENDA

AGREED: The Board approved the agenda by consensus vote.

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

AGREED: Brenda Peterson moved to approve the minutes of the August 8, 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.

Callbox Proposal: A proposal from Metro Access Control for modifications to the callbox was circulated. This proposal included the addition of an additional card reader at the plaza door, the addition of a component that would allow the garage remotes to open both pedestrian doors, and system training for up to two hours. The Board reviewed and discussed the proposal. The Board agreed to eliminate a part of the proposal that was the addition of adjustable volume speakers at both callboxes.

AGREED: Andreas Anderson moved to approve the proposal from Metro Access Control at a total cost of \$1,040.00. Paul Roelofs seconded the motion, which carried without opposition.

Electric Vehicle Charging Stations: The Board reviewed a proposal from Christenson Electric for the installation of the required infrastructure to allow electric vehicle charging stations. Discussion followed regarding the specifics of the proposal, and the logistics of the owners connecting into the electrical panels once the installation was complete. It was suggested that owners wishing to connect to the electrical system would sign an access agreement acknowledging that they would have to switch to a distributive charging system should the Board choose to proceed with such a system in the future. It was also suggested that owners wishing to connect would pay a one-time connection fee.

AGREED: Jim Kennedy moved to approve the proposal from Christenson Electric as previously submitted. Kennedy also moved that owners pay a one-time \$500.00 connection fee, and sign an agreement that they are acknowledging that they would be charged a prorated share of the electric usage, and acknowledging that they would have to transition into a distributive charging system should the Board decide to switch systems in the future. Andreas Anderson seconded the motion, which carried without opposition.

Wave G Update: The last wire is being pulled into the Concierge area to allow the WiFi in the lobby to be activated. Wave G is unable to provide password protected WiFi, so CMI will provide a new router with the ability to password protect the WiFi network.

Trash Bin Felt Project: The felt has been ordered and will be installed on the trash and recycling bins on each floor once it has been delivered.

Lighting Retrofit Project: Owner Jeff Ghitelman had a sample light fixture available for those present to see in action. Discussion followed regarding the proposed lights. Consensus was that the lights should be installed with dimmer switches; two switches for two different lighting zones in the room.

AGREED: Tabled pending a formal proposal to review.

BMC After Hours: Discussion on the possibility of billing owners for after-hours investigation occurred. La Voie stated that this would not be a good idea, as it could deter owners from calling in emergencies after business hours. Reference was made to the Victaulic litigation, and that a specific chain of command needs to be followed as to not void any warranty on the replacement Victaulic components.

Vacant Unit 1117: Discussion on the vacant unit occurred. La Voie has spoken with the Association's attorney, Steve Russell, and asked the Board's permission to pursue the issue. Director Peterson stated that she has more information regarding that unit, and will fill La Voie in later.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the financial statement for the month ended July 31, 2017. Year to date, the Association is under budget \$11,819.44. July is the first month in the Association's fiscal year.

VI. COMMITTEE REPORTS

Plaza: An arborist will be assessing the trees in the plaza for possible trimming tomorrow. Discussion followed regarding past tree trimming at the property, and setting a not to exceed number for the work, should the arborist deem it necessary to trim the trees.

AGREED: A cost not to exceed \$2,000.00 for tree trimming was agreed upon by consensus vote.

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

House Rules: The final proposed revision was submitted to the Board prior to review. A final readthrough of the proposed revision occurred.

AGREED: Brenda Peterson moved to approve the revision of the House Rules document at previously submitted. Paul Roelofs seconded the motion, which carried without opposition.

The finalized, approved document will be sent electronically to all owners, and paper copies will be available at the Concierge Desk as well. The email with the new rules will highlight the major changes that were approved.

Community and Communication: Director Paul Roelofs reported that the annual community BBQ went well. All in attendance were happy with the catering choice, but Roelofs suggested seeking out other local companies for next year, just to promote other local businesses.

VII. OLD BUSINESS

The Board will be meeting with Musimack Marketing in the near future to discuss website layout.

It was suggested that a group of three to four owners be put together to handle a quarterly newsletter which would be included in the website. This newsletter would be drafted by the owners, and then sent to the Board for a final review before it is included on the website.

VIII. OWNERS' FORUM

Hampton Inn: Multiple owners again voiced their concerns over the Hampton Inn lights and noise. La Voie mentioned that there is talk of the Portland Noise Commission reconvening in the near future, and the Commission may be able to assist once it's active again.

IX. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:01pm.

Minutes approved at the October 10, 2017 Board of Directors Meeting.

Approved: _____