

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, OCTOBER 10, 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  
Jill McAlpine-Andre, Director  
Tina Tsai, Commercial Director

**ABSENT:** Paul Mollomo, Secretary  
Brenda Peterson, Director

**BY INVITATION:** Tom La Voie, CMCA CAMP, PCAM, Community Manager  
Ryan Palmerton, Building Maintenance Coordinator  
Lynn Lindell, 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 5:09pm.

**II. APPROVAL OF MEETING AGENDA**

**AGREED:** The Board approved the agenda by consensus vote.

**III. APPROVAL OF PREVIOUS MEETING MINUTES (SEPTEMBER 12, 2017)**

**AGREED:** Andreas Anderson moved to approve the minutes of the September 12, 2017 meeting as previously amended. Paul Roelofs seconded the motion, which carried without opposition.

**IV. BUILDING MAINTENANCE COORDINATOR (BMC) REPORT**

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

Davit Cover Replacements: The Board discussed the need to repair or replace davit covers located on the penthouse level balconies. Several options were available for alternative materials. The Board agreed to go with a composite material similar to Trex, which has a longer service life than the wood options.

**AGREED:** Andreas Anderson moved to approve replacing the davit covers with composite material at a total cost of \$7,101.33. Jill McAlpine-Andre seconded the motion, which passed without opposition.

Fire Sprinkler Seismic Evaluation: The Board discussed fire sprinkler seismic evaluations to bring the sprinkler piping up to current earthquake code. Several vendor proposals were discussed; ultimately, the Board decided to go with the proposal from McKinstry.

**AGREED: Andreas Anderson moved to approve the fire sprinkler seismic evaluation to be conducted by McKinstry at a total cost of \$560.00. Jim Kennedy seconded the motion, which carried without opposition.**

HVAC Seismic Upgrades: The Board discussed seismic upgrades to the domestic water boilers in response to the recommendations in the seismic risk study. These upgrades would include a type of brace to ensure the sturdiness of the equipment. The Board agreed to the upgrades as proposed by American Heating.

**AGREED: Andreas Anderson moved to approve the proposal by American Heating, Inc. at a total cost of \$7,625.00. Jill McAlpine-Andre seconded the motion, which carried without opposition.**

RFID Chips: The Board agreed to proceed with a purchase of 100 RFID chips as an alternative to fobs. RFID chips are an alternative to fobs, are smaller in size and more convenient, with the ability to slip inside phone cases, rather than holding an extra item.

#### V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the financial statement for the month ended September 30, 2017. September expenses were \$12,099.05 under budget. Year to date, the Association is under budget \$8,840.34, and actual income exceeds expenses by \$10,072.78.

#### VI. COMMITTEE REPORTS

Plaza: An arborist will be assessing the trees in the plaza for trimming at an estimated cost of \$1,700-\$2,000. The Board proposed an annual winter pruning.

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

House Rules: The Board agreed on modifying the house rules to state that nothing can be attached to the exterior of the unit doors. The current rule lists items that cannot be attached but, going forward, nothing will be allowed. 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.

**AGREED: Jim Kennedy moved to approve the revisions to the House Rules. Paul Roelofs seconded the motion, which carried without opposition.**

#### VII. OWNERS' FORUM

The Elizabeth Newsletter: Sharon Durant of Unit 704 presented a draft of the November Newsletter. Potential articles were discussed as was the call to the community to become involved. Leaving copies at the Concierge desk could pique interest in other residents. Discussion of The Elizabeth website also addressed content and the community expressed the importance of including the Board of Directors' biographies. Jeff Ghitelman announced he has historical information and pictures of the construction of The Elizabeth.

LED Project: Jeff Ghitelman announced that Hughes Electric would be on site this week to complete the display case at the west entry. He also proposed obtaining light dimmers for the can lighting to be able to program different levels of lighting relative to events being held within the community room. The proposal was for \$3,500 for the computerized system. The Board was not in favor of this expense, and asked Ghitelman to research other less expensive options.

**VIII. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:00pm.

Minutes approved at the November 14, 2017 Board of Directors Meeting.

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