

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, NOVEMBER 14, 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
Paul Roelofs, Director
Andreas Anderson, Director
Jill McAlpine-Andre, Director
Tina Tsai, Commercial Director
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 5:00 pm.

II. APPROVAL OF MEETING AGENDA

AGREED: The Board approved the agenda by consensus vote.

III. APPROVAL OF PREVIOUS MEETING MINUTES (OCTOBER 10, 2017)

AGREED: Andreas Anderson moved to approve the minutes of the October 10, 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: Lovett is finalizing the construction of the davit cover replacements and they will be installed in the near future.

Fire Sprinkler Seismic Evaluation: Palmerton reported that he is working with McKinstry to prepare a seismic evaluation of the fire sprinkler lines, as recommended by the Earthquake Risk Assessment.

HVAC Maintenance: McKinstry presented a proposal for HVAC maintenance, which would cover tasks currently performed by two different vendors, at a cheaper price. The Board expressed interest in

McKinstry and their services in HVAC maintenance and seismic upgrades, but will wait to see the fire sprinkler work/testing before making a final decision on an HVAC maintenance contract.

Christenson Electric: The Electrical Vehicle Charging Station project is underway. Christensen will provide an organizational map for the conduits in order to keep future installations as clean as possible. It was also discussed that owners will need to submit an architectural review application to the ARC in order to begin the installation process.

Charge Point: La Voie presented a proposal from Charge Point for the installation of charging stations in conjunction with Christenson Electric. The charging stations would monitor, meter, and bill the owner for the electricity used, and reimburse the Association each month. The Board agreed to table discussion on the charging stations for the time being.

Wifi: The wifi has been set up for use, with the password being available at the concierge desk. Some issues with log-in have been occurring and will be investigated.

Victaulic Issue: Damage caused by Victaulic products will be paid by Victaulic, including the invoice from Hughes Electric for the failed fire speaker in the impacted unit. The current flooring is no longer available, so new flooring throughout will have to be installed at Victaulic's expense. La Voie will ask counsel for clarification on the total expense condition of the settlement.

Hughes Lighting Proposal: A proposal to upgrade lighting to LED lights within the community room was discussed, and the Board had an opportunity to examine two lighting choices: one with warm hues and one with cool hues. The Board ultimately decided on the warmer hues, which have a lower lumen value.

AGREED: Andreas Anderson moved to approve the warmer LED color choice. Jill McAlpine-Andre seconded the motion, which carried without opposition.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the financial statement for the month ended October 31, 2017. October expenses were \$8,952.51 under budget. Year to date, the Association is under budget \$17,792.85, and actual income exceeds expenses by \$18,628.52.

VI. COMMITTEE REPORTS

Website: The final steps in creating the website have been placed in the Board's hands. Photos of the construction of the Elizabeth and other photos from owners are welcome. CMI agreed to send an email to all owner and residents to see if they have anything to contribute. La Voie also commented on the need to have a short biography of each Board member for the website.

VII. OWNERS' FORUM

House Rules Update: An owner questioned whether umbrellas and wet/dirty shoes were allowed in the hallway. The Board confirmed that, under existing house rules, no personal effects are allowed in the common areas.

ATM: An owner asked if the Albina Bank would be installing an ATM as proposed. Paul Roelofs stated that the bank has submitted the design to the City, but it had not yet been approved for installation.

APPROVED

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VIII. ADJOURNMENT

The next meeting will be the Annual Meeting on December 12, 2017. There being no further business before the Board, the meeting was adjourned at 6:25 pm.

Minutes approved at the January 9, 2018 meeting.

Approved: _____