

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
JANUARY 9, 2018
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JANUARY 9, 2018 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
Brenda Peterson, Director
Robert Steele, Director

ABSENT: Tina Tsai, Commercial 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 5:02 pm.

II. APPROVAL OF MEETING AGENDA

AGREED: The Board approved the agenda by consensus vote.

III. APPROVAL OF PREVIOUS MEETING MINUTES (NOVEMBER 14, 2017)

AGREED: Brenda Peterson moved to approve the minutes of the November 14, 2017 meeting as previously amended. Andreas Anderson seconded the motion, which carried without opposition.

IV. APPROVAL OF POSTING ANNUAL MEETING MINUTES (DECEMBER 12, 2017)

AGREED: Brenda Peterson moved to approve the posting of the draft Annual Meeting minutes of December 12, 2017 as previously circulated. Paul Roelofs seconded the motion, which carried without opposition.

V. BUILDING MAINTENANCE COORDINATOR (BMC) REPORT

Building Maintenance Coordinator (BMC) Ryan Palmerton referenced the report previously circulated to the Board, along with these updates:

Copper Line Leaks: A recent report of a leak within Unit 817 led to the discovery of a leak in the rooftop mechanical room. Both leaks were caused by eroded copper elbow fittings that occurred due to normal wear and tear. It is possible the elbow fitting in the rooftop mechanical room was under too much

pressure due to the proximity to the pump. Charter Construction and Portland Mechanical Contractors were onsite to investigate the leaks but repairs will not be completed until January 11th or January 12th. The hot water re-circulation system is currently off which affects floors 8 through 13. Anderson suggested contacting another vendor to see if repairs could be completed sooner. Palmerton will contact D & F Plumbing. He also suggested that the system may need to be balanced, which could relieve pressure on parts. The Board will wait for a proposal.

Davit Cover Replacements Update: Lovett will install the davit cover replacements at the end of the month once the scheduled inspection is complete.

Wireless Radios: Palmerton noted that wireless radios had been purchased for the safety committee. A training session will be announced soon.

Stairwell Door Lock Power Supply: Hughes Electrical issued a proposal to replace the stairwell door power supply with a new style door power supply, for a total cost of \$924.00.

AGREED: Andreas Anderson moved to approve the Hughes Electrical proposal. Brenda Peterson seconded the motion, which carried without opposition.

Lighting Retrofit: Hughes Electrical also issued a proposal for the installation of LED drivers in the wall mounted "spoon" sconces in the first-floor elevator lobby and mounted pendant fixtures in the elevator lobbies on floors 4 to 15, for a total cost of \$1,664.00.

AGREED: Andreas Anderson moved to approve the Hughes Electrical proposal assuming the correct drivers will be installed. Brenda Peterson seconded the motion, which carried without opposition.

Semi-Annual Camera Inspection: Metro Access Control has proposed servicing the CCTV cameras on a semi-annual basis. This would include inspecting camera positions, reviewing software for proper settings and functions, and general maintenance of the system. This contract proposal totals \$1,200.00. The Board discussed the amount of work being proposed for the fairly new camera system.

AGREED: Andreas Anderson moved to set aside the proposal, stating that it would be more cost effective to call Metro in the event of a problem. Paul Mollomo seconded the motion, which carried without opposition.

Post PM Repairs: Metro Overhead Door issued a proposal to replace the broken torsion spring on the garbage room overhead door for the total of \$672.00. An additional \$407.00 would be charged to replace the unbroken second spring at the same time, for preventative maintenance.

AGREED: Andreas Anderson moved to approve the repair of the broken spring only at the cost of \$672.00. Brenda Peterson seconded the motion, which carried without opposition.

Fire Sprinkler Seismic Evaluation: McKinstry submitted a two-stage proposal which would include evaluating the current as-built drawings of the parking garage sprinkler system and comparing those to the visible sprinkler piping for accuracy, in order to identify seismic connection points that might need correction, and then providing a turnkey proposal for bringing all seismic bracing up to code. The cost for the evaluation and proposal development is \$1,190.00 with a potential project cost of over \$30,000. The Board discussed all options, such as gathering more information on how much damage the current bracing

could withstand. Palmerton will consult with McKinstry to see if they can provide this information, which would assist the Board in making this decision regarding seismic upgrades.

Storm Water Maintenance: Scott Warner Construction submitted a proposal for storm filter maintenance for the total cost of \$1,820.00. Palmerton stated Scott Warner was cheaper than River City and offered the same work.

AGREED: Anderson moved to approve the bid at \$1,820.00. Peterson seconded the motion, which carried without opposition.

Snyder Roof Maintenance: Snyder proposed semi-annual roof maintenance for the total annual cost of \$2,246.00, the same as current pricing. The maintenance would take place in the Fall and Spring.

AGREED: Anderson moved to approve the bid at \$2,246.00. Peterson seconded the motion, which carried without opposition.

VI. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the financial statement for the month ended November 30, 2017. November expenses were \$10,028.42 under budget. Year to date, the Association is under budget \$27,821.27, and actual income exceeds expenses by \$26,368.62.

Insurance Renewal: La Voie presented the proposal for insurance renewal from American Benefits, Inc. and agent Vern Newcomb. La Voie pointed out that American Benefits was presenting two proposals; other agencies have declined to bid due to earthquake restrictions. The Hartford quote from American Benefits will provide full earthquake, earth movement, and flood coverage in the case of a seismic event. Peterson pointed out that the medical payment coverage was decreased from \$10,000 to \$5,000. La Voie stated that he would make sure that the agent matched the current coverage.

AGREED: Paul Mollomo moved to approve the insurance renewal with The Hartford with the corrected medical payment coverage. Paul Roelofs seconded the motion, which carried without opposition.

VII. COMMITTEE REPORTS

Architectural Review: Paul Roelofs discussed the installation of the electrical vehicle charging stations (EVCS) and noted that the cost of the installation would depend on the distance from the main electrical feed to the owner's parking space. Residents will be directed to follow-up with Christianson Electric after submitting an architectural review application. To date, one application has been received for an EVCS. Seven other modification applications have been processed since December.

House Rules: Anderson reported that a variety of items are being stored in the parking garages. CMI will send a notice out to all residents, reminding them of the house rules, and violation letters out to those owners with items in their spaces, especially the gas can in the basement.

Community and Communications: The Board discussed appointing an individual to the Community and Communications role that Jill McAlpine-Andre had filled in the past. Peterson took on the role and will explore involving owners in the various tasks involved in this committee's work.

Website Improvement: The Board discussed that Musimack is ready to hand the website off to the Board. Some changes may need to be made before this happens. The Board planned a meeting for Wednesday,

January 17th at 2 PM for Musimack to conduct a training session and do a final review of the website content.

Emergency Preparedness Committee: Teresa Jankus was present and provided a quick update from the Emergency Preparedness Committee. They are currently working on a presentation that they will make to the Board at an upcoming meeting.

VIII. OWNERS' FORUM

Board Emergency Protocol: Bob Steele inquired whether there is an emergency protocol in place for events that take place during unconventional hours. Andreas Anderson and Paul Roelofs related that they are normally the Board members who get contacted after hours. La Voie explained the procedures involving CMI's after-hours staff. The Board requested that this information be placed prominently on the website for resident use.

IX. 2018 MEETING DATES

2018 Meeting Dates: The Board presented the 2018 meeting dates to be on the first Tuesday of each month, with the exception of the July and November meeting dates remaining on the second Tuesday.

X. ADJOURNMENT

The next meeting will be held on February 6, 2018. There being no further business before the Board, the meeting was adjourned at 6:32 pm.

Minutes approved at the February 6, 2018 meeting.

Approved: _____

A handwritten signature in black ink, appearing to be "M. E. Walker", is written over a horizontal line.

