

APPROVED

ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
FEBRUARY 6, 2018  
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, FEBRUARY 6, 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 5:01 pm.

**II. APPROVAL OF MEETING AGENDA**

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

**III. APPROVAL OF PREVIOUS MEETING MINUTES (JANUARY 9, 2018)**

**AGREED:** Brenda Peterson moved to approve the minutes of the January 9, 2018 meeting as previously amended. Andreas Anderson 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, along with these updates:

Charter Proposal – Ceiling Tile: Palmerton discussed Charter’s proposal that has been amended to replacing the fasteners on all ceiling tiles on the 13<sup>th</sup> floor. Palmerton will be following up with Charter to adjust the scope to portray accurate costs.

Metro Proposal – Parking Garage Keypad Replacement: Metro issued a proposal to replace the second-floor elevator vestibule’s keypad and offered an optional keypad replacement on the third floor at a reduced price.

**AGREED:** Paul Mollomo moved to approve the keypad replacement on the second floor only for the total cost of \$417.00. Peterson seconded the motion, which carried without opposition.

Portland Mechanical Contractor (PMC) Proposal - Copper Line Leaks: Palmerton discussed PMC's proposal to balance the hot water system following the recent copper line leak incident. It had been determined that the valves were overwhelmed. The balancing project would take eight-hours and would equalize the hot water distribution throughout the building at a total cost of \$1,375.00. The Board discussed shortening the amount of time PMC will be onsite, as well as the need to notify residents of potential changes to hot water temperatures.

**AGREED:** Anderson moved to approve the hot water balancing with the change in onsite hours. Paul Roelofs seconded the motion, which carried without opposition.

Hughes Proposal – Fire Alarm Electrical Surge Suppressors: Palmerton discussed the Hughes Electric Proposal, which covers the installation of surge suppressors on four electrical circuits serving the fire alarm equipment. Anderson requested warranty information, and Palmerton will provide that information.

US Water vs. Nalco – Water Treatment: US Water has requested a signed contract with The Elizabeth after operating under a month-to-month agreement for many years. Palmerton reported that he has become aware of issues with the recirculating condenser water presenting traces of sediment. During the winter months, the cooling tower is not running, and the chemicals used to treat the water are not being circulated through the system, which could be causing the sediment. Palmerton presented an alternate contract from Nalco, which offers additional chemical treatment during the winter months. The Nalco proposal also included a yearly cleaning and disinfecting of the cooling tower. Mollomo supported Nalco, citing positive past experience with the company.

**AGREED:** Mollomo moved to approve the change in water treatment companies and work with Nalco Water at a total cost of \$4,100.00 per year. Peterson seconded the motion, which carried without opposition.

Stoner Electric Proposal– Interior Lighting Inspection: Palmerton discussed Stoner Electric's proposal to conduct monthly lighting inspections and to make repairs as needed. Stoner uses a truck mounted bucket and can reach lights not accessible by ladder, especially those located above the parking garage ramps.

**AGREED:** Anderson moved to approve the inspection and repair of exterior lights only. Peterson 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 December 31, 2017. December expenses were \$11,819.44 over budget, but the Association is under budget \$16,001.83 for the first six months of the fiscal year, and actual income exceeds expenses by \$19,524.39.

#### VI. COMMITTEE REPORTS

Architectural Review: Five modification applications have been processed and approved since January.

House Rules: The Board discussed several issues regarding house rules not being followed. Prohibited items are continuing to be stored in the parking garage where it is prohibited. The Board discussed the

option to have certain items that would be considered dangerous to be confiscated and taken to the office of CMI.

Safety and Security: Anderson presented a video taken of an individual slipping in the garage at the last second after a resident had exited the garage. Residents are required to stop and wait until the garage doors are fully closed, but many tend to drive off before the doors are magnetically locked. The Board agreed to post a notice to residents, explaining that there are cameras in the garage and that violation letters will be issued. La Voie will also be reviewing with the Concierge staff procedures to follow in the event of an intruder and the process to follow when a resident is identified as not waiting until the doors close fully. The Board discussed having PPS conducting the nightly walk around the building rather than the Concierge. The Board also discussed the fact that people can exit the building through the back of the house without using a fob in the freight elevator. Additional items for discussion included the stairway in the parking garage and the emergency exit button from the garages. CMI will research solutions to these issues

Buddha Building and Gate Solution: Anderson discussed the need to find a solution to the gate and alley issue between the Buddha Building and the Life of Riley. He proposed that CMI talk with David Ambrose about installing a gate that would prevent unwanted entry into the alleyway, which would benefit both parties. The Board agreed to explore this option.

The Elizabeth Lofts Emergency Committee (ELEC): Teresa Jankus presented an update to the Board, which included the name change to Elizabeth Lofts Emergency Committee (ELEC), what the Committee has learned on emergency preparedness, what actions need to be taken, Committee requests to the Board, a rough estimate of recommended items, updating the emergency preparedness resource manual, creating pamphlets, and a video to be posted. ELEC will be researching more on the recommended items, such as the automated external defibrillator, and will return to the Board with specific requests.

**VII. OWNERS' FORUM**

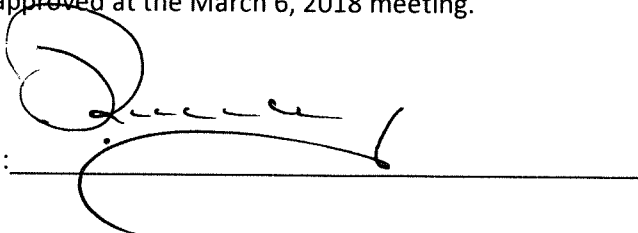
Isabel Maintenance: Jeff Ghitelman raised concern over the appearance of the Isabel building. CMI agreed to send another letter, requesting that maintenance items be addressed by the owner.

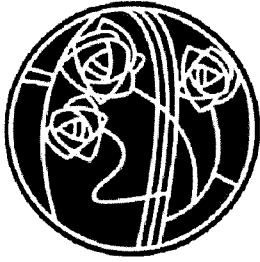
**VIII. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:33 pm. The next meeting will be held on March 6, 2018.

Minutes approved at the March 6, 2018 meeting.

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





THE ELIZABETH LOFTS  
HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS  
DATE OF MEETING: February 6, 2018

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
Teresa Jankus	403	No	
LAVIA WAI	502	yes	electric/prohibited
JB Fink	1104	No	
Sharon Durant	704		
Jessica Kaman	603		
Andre Tooze.	903	no.	
Paul + Judy Douglas	712	No	
Andrea Bartoloni	6010	No	
Davide Filippini	Nero	No	
Michelle Heekman	1005	yes	Security
Robert Gauler	1114		

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