

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
MARCH 6, 2018
PAGE 1 OF 3

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, MARCH 6, 2018 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
Robert Steele, Director

ABSENT: Paul Mollomo, Secretary
Tina Tsai, Commercial Director

BY INVITATION: Tom La Voie, CMCA, CAMP, PCAM, Community Manager
David Hartshorn, Building Maintenance Coordinator
Lynn Lindell, Community Administrator
COMMUNITY MANAGEMENT, INC., AAMC

OWNERS: As indicated on the original sign-in sheet.

I. CALL TO ORDER

The meeting was called to order at 5:04 pm.

II. APPROVAL OF MEETING AGENDA

AGREED: The Board approved the agenda by consensus vote.

III. APPROVAL OF PREVIOUS MEETING MINUTES (FEBRUARY 6, 2018)

AGREED: Brenda Peterson moved to approve the minutes of the February 6, 2018 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, along with these updates:

Electric Vehicle Charging Stations: The Board discussed the confusion caused by the proposal from Christiansen Electric. Hartshorn will revise all proposals to make it clear that only outlets will be installed at this time, and not charging stations. So far, there have been only a few inquiries regarding electric vehicle charging in the parking garages, and the infrastructure that has been put in place will accommodate up to 20 vehicles. Outlets will take longer to charge than charging stations; if interest increases, the Board will consider installing charging stations.

Common Area Outlets: The Board discussed the risks of allowing residents to use common area outlets, including potential harm to property and other residents.

AGREED: Andreas Anderson moved to approve a new rule to ban the use of common area electrical outlets by residents. Bob Steele seconded the motion, which carried without opposition.

816 Water Issue: Hartshorn discussed the water issue in Unit 816; the kitchen faucet had no water pressure due to sediment buildup. After the removal of the blockage, the faucet ran normally. This was perhaps caused by the recent repair to the copper line in Unit 817, and is therefore an Association expense.

Hughes Proposal – Bollard Light Retrofit: Hartshorn discussed the proposal from Hughes in greater detail where a total of eight existing bollard lights in the loading zones at the NW and SW corners of the building will undergo an LED transformation. The Board questioned if the bollard lighting is included in the Stoner Electric proposal to monitor and replace exterior lighting on a routine basis. Hartshorn stated that the Stoner proposal was specific to the sconce lighting on the building, which requires a lift to reach. The Board asked Hartshorn to follow up with Stoner, and to hold off on making a decision until more information is available.

Hughes Proposal – Pendant Light Driver Swap: Hughes proposed to install six LED drivers in the pendant lights above the concierge desk for a total of \$3,110.00. The Board discussed the possibility of finding a less expensive option, which Hartshorn will explore.

Hughes Proposal – Fire Alarm Electrical Surge Suppressors: Hughes proposed to install surge suppressors on four electrical circuits that serve the fire alarm equipment.

AGREED: Andreas Anderson moved to approve the installation of four surge protector on the fire alarm equipment for a total expense of \$995.00. Brenda Peterson seconded the motion, which carried without opposition.

V. CHAIRPERSON REPORT

Jim Kennedy discussed the meeting of Pearl District Condominium Board Chairs that he attended. He felt that the meeting underscored how well the Elizabeth Board works together with management, and seems to be running much smoother compared to other buildings. One of the major topics of the meeting was building security.

VI. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the financial statement for the month ended January 31, 2018. December expenses were \$3,260.91 under budget. Year-to-date (7 months) expenses are under budget \$19,262.74, and actual income exceeds expenses by \$22,980.13.

VII. COMMITTEE REPORTS

Architectural Review: Paul Roelofs reported that seven modification applications have been processed and approved since the February meeting.

House Rules: Due to a repeat violation regarding a gas can being left in a parking space in the parking garage, the Board decided to have CMI confiscate the gas can and send another violation letter with an escalated fine.

Safety and Security: The Board discussed the continuing issues involving residents leaving the garage and uninvited guests slipping inside. There was also a report of two teenagers entering the building on Monday, March 5, 2018. Upon viewing footage after their abrupt departure via the freight elevator, the concierge discovered they followed a resident into the building by way of the main entry after attempting to enter through the west doors. Due to these events, the Board agreed to have CMI send a reminder notice to all owners and residents, stressing the need for vigilance when entering and exiting the building, either on foot or in a vehicle. The Board discussed options on how to alert residents in case of an emergency or intruder alert, such as an e-blast or text alert. CMI will explore the options available. Anderson also requested CMI to direct the concierge to audit the gate security for potential security breaches. Lastly, CMI will be coordinating with Pacific Patrol Services to conduct the late night walks around the building rather than the concierge, as well as exploring restrictions to the parking on the west side of the Everett garage gate as a measure of public safety.

The Elizabeth Lofts Emergency Committee (ELEC): The Board discussed items ELEC had requested at the previous meeting.

AGREED: Andreas Anderson moved to approve the items ELEC requested for a total cost not to exceed \$5,000. Paul Roelofs seconded the motion, which carried without opposition.

Community and Communication: Peterson suggested that the Board begin planning for a summer event, starting with choosing a date. A date will be confirmed at the next meeting.

VIII. OWNERS' FORUM

Georgia Hughes expressed gratitude to the Board of Directors for the fluidity of operations at The Elizabeth Lofts. She works in many condominiums and is in a position to make comparisons with the way other buildings are managed, and it is apparent to her that the The Elizabeth Lofts is flourishing under the current Board.

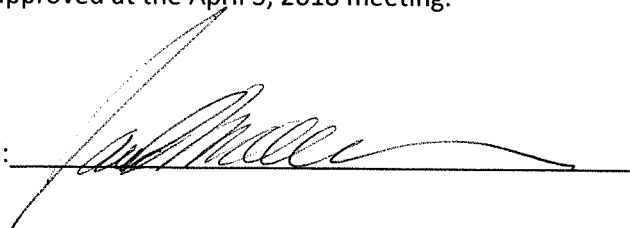
Bob Steele requested that the hose located in the locked compactor room be moved to the common area trash room for easy access. This would allow owners to be able to access the hose without needing to find a porter.

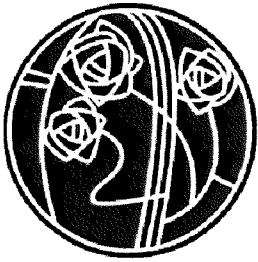
IX. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 6:40 pm. The next meeting will be held on April 3, 2018.

Minutes approved at the April 3, 2018 meeting.

Approved: _____





THE ELIZABETH LOFTS
HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS
DATE OF MEETING: March 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
LB Fark	1104		
Jeff Gratchman	1314		
Angela Toone	903		
Georgiathychus	404		
Michelle Beckman	1205		