

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, APRIL 3, 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
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 5:00 pm.

II. APPROVAL OF MEETING AGENDA

AGREED: The Board approved the agenda by consensus vote.

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

AGREED: Brenda Peterson moved to approve the minutes of the March 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:

ADSEC Renewal: ADSEC conducts an annual inspection of, and services, common areas doors, including fire doors. Hartshorn discussed ADSEC transitioning to a yearly renewal rather than a three-year term.

AGREED: Peterson moved to approve the ADSEC annual renewal for the total cost of \$650. Anderson seconded the motion, which carried without opposition.

Accurate Infrared Proposal: Accurate Infrared (formerly Oregon Infrared) offers services for infrared surveys, reports, and an electrical room clean-up. They are proposing a three-year contract. La Voie proposed approving a one-time electrical room clean-up and continuing with the surveys and reports.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the financial statement for the month ended February 28, 2018. February expenses were \$6,675.91 over budget. Year-to-date (8 months) expenses are under budget \$12,586.83, and actual income exceeds expenses by \$13,879.25.

VI. COMMITTEE REPORTS

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

Safety and Security: The Board discussed the continuing safety and security issues. Kennedy reminded owners who were present to be cautious and vigilant when entering and exiting the building. The Board agreed to replace the current canvas style "Please Stop" signs with new rigid metal ones. Following a suggestion from an owner, the Board also agreed to add notices advising everyone who enters and leaves the garages that surveillance cameras are in use.

Everett Street Parking Garage Exit: The Board continued to discuss the difficulties of exiting the garage on the Everett Street side of the building. The Board asked La Voie to speak with the City of Portland regarding options to make the exit safer.

Elizabeth Lofts Emergency Committee (ELEC): ELEC Chair Teresa Janus advised those present that she and other ELEC committee members would be demonstrating a new piece of safety equipment after the Board meeting. Board members asked CMI to have Lisa De Minco update the list of those residents who may need assistance in an emergency.

Buddha Building Gate: No action has taken place to replace the alleyway gate. A letter will be sent to Mr. Ambrose to encourage progress.

Community and Communication: Peterson proposed a date for the annual summer party: Sunday, August 12, 2018.

AGREED: Peterson moved to approve holding the annual summer party on August 12, 2018. Roelofs seconded the motion, which carried without opposition.

VII. OWNERS' FORUM

An owner raised a concern regarding the elevator pads in the third elevator. He pointed out that the pads seem to be installed more often than not.

VIII. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 6:40 pm. The next meeting will be held on May 1, 2018.

Minutes approved at the May 1, 2018 meeting.

Approved: _____



