

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, MAY 1, 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: It was agreed to add an Executive Session to the meeting in order to discuss the attorney's legal advice on issues regarding the Victaulic leak and repair.

III. APPROVAL OF PREVIOUS MEETING MINUTES (April 3, 2018)

AGREED: Brenda Peterson moved to approve the minutes of the April 3, 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:

EMS Renewal: Hartshorn discussed the proposal from Engineered Monitoring Solutions, the company that installed and maintains the seismic recording devices in the building. Hartshorn explained that the devices record seismic activity at the ground level, seventh floor and roof. Information stored in the devices can be analyzed to determine the amount of stress placed on the building during an earthquake, information that can determine whether the building is habitable. Since the devices and software are proprietary, there aren't any viable alternatives for maintenance. The Board directed Hartshorn to see if EMS would consider a one-year contract renewal to allow time to research options for the future.

AGREED: Brenda Peterson moved to authorize Hartshorn to negotiate a one-year renewal, and to approve as the submitted proposal for a three-year contract in the event that a one-year option is not available. Jim Kennedy seconded the motion, which carried without opposition.

Hughes Electric Proposal: This proposal, at \$1,293, will provide the electrical infrastructure necessary to tie in the basement door into the Locknetics system. Hartshorn is expecting a proposal from Metro Access that will provide the hardware necessary to complete the project.

AGREED: Andreas Anderson moved to approve the Hughes Electric proposal in the amount of \$1,293, to provide the electrical infrastructure for the basement door. Paul Mollomo seconded the motion, which carried without opposition.

Back Hallway Door Closer: The ADA closer on the inner door is leaking hydraulic fluid and cannot be repaired. The closer will eventually fail, and should be replaced proactively. The Metro proposal is for \$945 to install a rebuilt closer.

AGREED: Andreas Anderson moved to approve the proposal from Metro to install a door closer in the amount of \$945. Paul Mollomo seconded the motion, which carried without opposition.

Electric Vehicle Submeter: Hughes Electric has submitted a proposal in the amount of \$1,282 to install one electrical submeter prior to the branch line servicing the three parking levels. This submeter will allow CMI to bill back electrical use to the owners who have installed outlets for their electrical vehicles.

AGREED: Paul Mollomo moved to approve the Hughes Electric proposal to install a submeter for the charging station branch line at a cost of \$1,282. It was agreed that the electrical usage would be billed back equally to the owners who install the outlets. Andreas Anderson seconded the motion, which carried without opposition.

Electric Vehicle Charging Stations: The EVCS that was installed on the third floor was discussed.

AGREED: Andreas Anderson moved to direct Christiansen Electric to remove the charging station at their expense and to install the 220 electrical outlet as previously stipulated by the Board. Paul Mollomo seconded the motion, which carried without opposition.

Panoramic Camera for the Breezeway: Metro presented a proposal in the amount of \$3,464 to install a panoramic camera at the south end of the breezeway. The camera will provide a wider view and eliminate current blind spots in the surveillance equipment. The proposal included an option at \$700 to add nighttime vision improvements.

AGREED: Andreas Anderson moved to approve the panoramic camera with nighttime vision capabilities at a total cost of \$4,164. Paul Mollomo seconded the motion, which carried without opposition.

Exterior Sconce Lighting: Stoner Electric has determined that the fixture in the sconce light will need to be replaced, as the issue is not a ballast. The only Targetti replacement that can fit inside the fixture is rated at 3000K, while the rest of the fixtures are 2700K. The new light will be cooler in color. Cost is expected at \$1,375, but they have not presented a proposal as of yet.

Garage Gate Relocation: The Board discussed Metro's proposal to relocate the Everett gate six feet into the building. The new location would allow exiting vehicles to clear the gate without feeling like they are intruding into the traffic on Everett. The new location would also allow pedestrians to pass in front of the

vehicle, thus reducing the issue of triggering the electric eye when they pass behind the vehicle currently. Since there are so many moving parts involved in the garage exit/entry situation, it was agreed to hold off on this proposal and to continue the discussion. La Voie reported that the City of Portland has moved the discussion up to the Traffic Planning engineers. They will evaluate if a height restriction can be placed on parking spaces to the west of the driveway. La Voie stated that the 15-minute spaces citywide will become 30-minute spaces in the near future, as it is not possible to monitor the 15-minute spaces. Moving the space to the west would not gain the Association anything. It was agreed to write a letter of concern to the City Council asking for help in solving the situation before there is an accident at the location.

Updates were provided on the following items:

Bike Room Light: Hartshorn will speak with Hughes to get resolved.

Garage Signage: La Voie reported that the new signage had been ordered and is in final review for design and font issues.

Plaza issues: La Voie has been meeting with vendors who provide landscape services since Island Landscaping has ceased operation. Alternative to leaf blowers could be backpack vacuum cleaners. Proposals are expected soon.

Front Door Refinishing: While the door remains open, the Concierge staff will need to be more vigilant, and porter staff can fill in during Concierge breaks.

Elevator 1R Button: Hartshorn reported that he is expecting a proposal from Metro on this issue.

Precast Concrete Cleaning: Anderson pointed out areas on the second floor where the precast concrete is dirty. Hartshorn will solicit bids for pressure washing these areas.

Building Quality Assurance Report: Anderson questioned this recent report from CMI. La Voie stated that the report is needed to address porter staff performance. Anderson asked that Hartshorn accompany James Cox on these building walks in the future.

RDH Annual Reserve Study Review: La Voie reminded the Board that the meeting with RDH would be held the following day at 3:00 pm.

V. EXECUTIVE SESSION

AGREED: Chairman Jim Kennedy moved to adjourn into executive session at 6:14 pm to discuss legal correspondence from attorney Dan Webert regarding water intrusion mitigation and repair. Paul Roeloffs seconded the motion, which passed without opposition.

Owners present were asked to leave the room so that the Board could discuss legal matters.

AGREED: Chairman Jim Kennedy move to adjourn the executive session at 6:39 pm and reconvene in Open Session. Paul Mollomo seconded the motion which passed without opposition.

Owners were invited to return to the Community Room for the remainder of the meeting.

VI. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the financial statement for the month ended March 31, 2018. March expenses were \$2,076.80 over budget. Year-to-date (9 months) expenses are under budget \$10,510.03, and actual income exceeds expenses by \$12,293.76.

2019 Budget: The initial draft of the 2019 budget has been circulated, with a proposed increase in operating expenses of 1.9%, and a reserve contribution increase of 5%. This would result in an increase of homeowner fees of 2.5%. La Voie stated that the result of the RDH meeting will help determine the level of reserve funding needed for 2019, and that the April financial numbers will be added to update the proposed budget using the most recent information. CMI will present updated proposal the last week of May, with approval slated for the June 5 meeting.

VII. REPORT OF THE CHAIRMAN

Security: Kennedy stated that the main focus of the Board at this time is security. He noted that the monitoring of the parking gates and violation letters has made a difference, but some residents still are not taking the issues seriously. Anderson stated that adding photos of the vehicles on the violation letters will reduce the likelihood of residents disputing the allegations. Signage that the areas are under video surveillance will also help reduce outsiders from trying to enter the building as cars are exiting.

VIII. COMMITTEE REPORTS

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

House Rules: Anderson reported two issues in the parking garage and asked that CMI send rules enforcement letters to the owners.

Anderson also proposed adjusting the House Rules to address missing language regarding activity, play, or parties in hallways. The current House Rules are as follows:

4. Play in Common Areas

4.1 In the interest of safety for all residents, play and recreational activity is strictly prohibited in the stairwells, elevators and garages. Recreational activity is, however, permitted on the plaza provided it does not disturb other residents and/or present a risk to the condition of the common elements (e.g. no throwing of balls that could mar the paint or cause glass breakage).

The proposed language, which had been previously circulated to the Board, would read:

4. Activity in Common Areas

4.1 In the interest of safety for all residents, play and recreational activities are prohibited in hallways, stairwells, elevators, and garages. Play and recreational activities, however, are permitted on the plaza provided it does not disturb other residents and/or present a risk to the condition of the common elements (e.g., no throwing of balls that could mar the paint or cause glass breakage).

4.2 Parties and other gatherings are prohibited in the hallways, stairwells, elevators, and garages. Parties and other gatherings are permitted on the plaza and in the community room if scheduled in advance with the concierge.

AGREED: Andreas Anderson moved to approve the amendment to Section 4 of the House Rules as presented. Paul Roelofs seconded the motion, which carried without opposition.

APPROVED

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CMI will distribute the revised House Rules to the residents, and will post the new rule on the website.

IX. OWNERS' FORUM

An owner brought forward concerns about the quality of the recent window washing. La Voie stated that, if areas are missed or poorly cleans, the owner should inform the Concierge as soon as possible so that the window cleaners can be called back to remedy the situation.

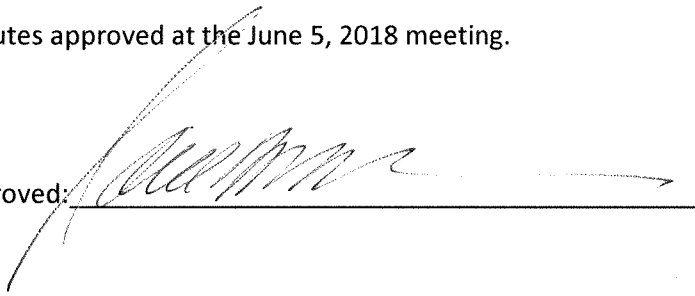
And owner disputed a recent garage violation letter, stating that he routinely stops at the bottom of the Flanders ramp, and that the cameras cannot record that information. He requested that the violation be removed from his record. The Board impressed on the owner that the rules are specific and requires the drivers to stop at the top of the ramp and wait until the gates fully close. The Board agreed to expunge the owner's record if he agrees to stop at the top of the ramp in the future.

X. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:15 pm. The next meeting will be held on June 5, 2018.

Minutes approved at the June 5, 2018 meeting.

Approved: _____

A handwritten signature in black ink, appearing to be "C. M. M.", is written over a horizontal line. The signature is cursive and somewhat stylized.

