

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JUNE 5, 2018 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

**PRESENT:** Paul Mollomo, Secretary  
Brenda Peterson, Director  
Robert Steele, Director  
Tina Tsai, Commercial Director

**VIA TELECONFERENCE:** Jim Kennedy, Chairman

**ABSENT:** Andreas Anderson, Director  
Paul Roelofs, Director

**BY INVITATION:** Tom La Voie, CMCA, CAMP, PCAM, Community Manager  
David Hartshorn, Building Maintenance Coordinator  
Lynn Lindell, Community Administrator  
Cheryl Brendle, Chief Operating Officer  
**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:** Brenda Peterson moved to approve the agenda as previously circulated, with the addition of the Elizabeth Lofts Emergency Committee’s presentation. Paul Mollomo seconded the motion, which carried without opposition.

**III. APPROVAL OF PREVIOUS MEETING MINUTES (May 1, 2018)**

**AGREED:** Brenda Peterson moved to approve the minutes of the May 1, 2018 meeting as previously circulated. Paul Mollomo seconded the motion, which carried without opposition.

**IV. BUILDING MAINTENANCE COORDINATOR (BMC) REPORT**

Building Maintenance Coordinator (BMC) David Hartshorn entertained questions sent via email from Board Member Peterson and referenced the report previously circulated to the Board, along with these updates:

Proclean Proposal: A proposal to pressure wash the building exterior between the first floor and the fourth floor was discussed. ProClean proposed to do the work for a total of \$6,400.00, which would include the

pre-cast concrete and the metal mesh on the garages. Hartshorn added that this work is part of the scope of the exterior clean and seal scheduled for the summer of 2019.

**AGREED:** Brenda Peterson moved to defer the proposal. Paul Mollomo seconded the motion, which carried without opposition.

Basement Security Door Update: With Hughes Electric's portion complete, Metro will schedule the installation of the door hardware that will link the locking mechanism into the building system.

Basement Electric Vehicle Meter: Hartshorn stated that Hughes Electric is waiting on the necessary parts to complete this installation, which should occur next week.

Bike Room Light: Hughes Electric will complete the light project in the bike room at the same time the electric vehicle meters are installed.

Electric Vehicle Charging Station: Hartshorn discussed the electric vehicle charging station that was installed without authorization. Currently, there is no commitment from Christiansen to remove the station. He proposed allowing Stoner Electric to bid on outlet installations, and the Board agreed.

Lobby Lighting Project: Hartshorn stated that he will facilitate a meeting between owner Jeff Ghitelman and Hughes Electric in order to move this project forward.

#### V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie elaborated on the financial statement for the month ended April 30, 2018. April expenses were \$3,910.53 under budget. Year-to-date (10 months) expenses are under budget \$14,420.56, and actual income exceeds expenses by \$17,433.35.

2019 Budget: A draft of the 2019 budget had been previously circulated, with a proposed increase in operating expenses of 2.4%, and a reserve contribution increase of 5%. This would result in an increase of homeowner fees of 2.76%. La Voie stated that the Reserve Study review with RDH established the level of reserve funding needed for 2019, and that the April actual expenses were incorporated into this proposal. The Board expressed concern that the line items related to the CMI contract have continued to escalate. COO Cheryl Brendle was present and explained that the CPI for Portland is currently 3.2%, and that the figures presented by CMI included 3.0% salary increases for the Elizabeth employees. Brendle stated that health insurance increases of 17% had been sustained by CMI in the past year. Board members stated that they would accept a budget with a residential fee increase capped at 1.75%, and asked CMI to return with a new budget proposal without cutting services provided by the concierge and porter staff. Board members, and several owners, emphasized that they did not want the CMI employees to be harmed by the proposed budget cuts. CMI agreed to take another look at the numbers and agreed to meet again with the Board at a special budget meeting on Monday, June 11 at 5:00 pm.

**AGREED:** Paul Mollomo moved to approve the 2019 budget with an increase capped at 1.75%, scheduled for final review and approval on Monday, June 11, 2018. Brenda Peterson seconded the motion, which carried without opposition.

**AGREED:** Robert Steele moved to approve the Reserve Study funding scenario with an increase in reserve contributions of 5% for 2019. Brenda Peterson seconded the motion, which carried without opposition.

**VI. COMMITTEE REPORTS**

House Rules: Steele would like to explore the possibility of extracting video snippets of garage gate violations, which could be shared with those residents receiving violation letters. Hartshorn stated that he would review the process with the concierge staff.

Community & Communication: Peterson reported that she will have more information at the next Board meeting regarding the summer social set for August 12, 2018.

Safety & Security: La Voie updated the Board on the new signage for the garage entries. The signs are almost complete.

Tina Tsai raised an issue regarding guest vehicles parked in the wrong parking spaces. The Board will review the rules to make certain that it is clear that all vehicles using the parking garage need to be registered with the Concierge, even temporary visitors. It was also discussed that owners have the right to tow any car that is parked in their deeded space(s).

ELEC: The Elizabeth Lofts Emergency Committee provided the Board with a draft of their new informational pamphlet. The pamphlet includes information regarding the Committee, its goals, and contact information. The Committee also provided a draft survey that they intend to give to all residents. These surveys are intended to show residents where they stand with emergency preparedness, and will not be collected or tabulated. The Committee will hold its first meeting for all residents on July 18<sup>th</sup>, 2018.

**VII. EXECUTIVE SESSION**

**AGREED**: Paul Mollomo moved to adjourn into executive session at 6:57 pm to discuss the management contract with CMI. Brenda Peterson seconded the motion, which passed without opposition.

**AGREED**: Brenda Peterson moved to adjourn the executive session at 7:14 pm and reconvene in open session. Bob Steele seconded the motion, which passed without opposition.

**VIII. ADJOURNMENT**

The next meeting of the Board of Directors will be held on Monday, June 11, 2018 at 5:00 pm in the Community Room to do a final review and approval of the 2019 Budget. The July meeting of the Board is set for Tuesday, July 10, at 5:00 pm in the Community Room.

**AGREED**: Brenda Peterson moved to adjourn the meeting at 7:16 pm. Bob Steele seconded the motion which passed without opposition.

Minutes approved at the July 10, 2018 meeting.

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

