

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JULY 10, 2018 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

PRESENT: Brenda Peterson, Director
Robert Steele, Director
Tina Tsai, Commercial Director
Andreas Anderson, Director
Paul Roelofs, Director

ABSENT: Paul Mollomo, Secretary
Jim Kennedy, Chairman

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 previously circulated agenda by consensus.

III. APPROVAL OF PREVIOUS MEETING MINUTES (June 5, 2018 and June 11, 2018)

AGREED: Brenda Peterson moved to approve the minutes of the June 5, 2018 meeting and the June 11, 2018 special 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 entertained questions from Board members and discussed the report previously circulated to the Board, along with these updates:

D & F Plumbing Invoice: Board member Anderson asked a number of questions regarding the invoice from D & F Plumbing and the recent clogged drains in commercial units. Tom La Voie said that D & F Plumbing had to do more work than would normally be required for a clogged drain because of the odd connections with the plumbing. D & F also installed a clean-out system that will allow for easier remedies in the future. Anderson suggested that more frequent preventative maintenance should be done to avoid repeated issues with clogged pipes. He also suggested that signage should be ordered for the bathrooms in all of

the commercial units to explain what can and cannot be flushed down the toilets. The Board agreed with both of Anderson's suggestions.

P30 Leak Update: Anderson asked if the recurring leak was the result of the plumbing issues in the commercial units. Hartshorn explained that, if a commercial unit toilet overflowed, then it could be related. Hartshorn will be arranging walkthroughs to determine why this leak continues.

Annual Fire Alarm Testing: Board member Peterson requested more information on the fire alarm testing, as there was no feedback. Hartshorn explained that everything was fine and there was nothing to report.

Trash Room Doors: Board members asked if Republic Services would be billed for the costs to repair the trash room doors. La Voie explained that Republic Services had initially said they would pay for any damages they caused, but could not be determined that they were responsible for the damage so they will not be billed.

Leaks: Anderson asked if the leak issues listed in the maintenance report were Association or owner responsibilities. Hartshorn said that some of them may be the Association's responsibility. Hartshorn also updated the Board on three particular leaks: Unit 1315 has a possible water intrusion in the bedroom balcony doors that Benson will examine and fix at the owner's expense. Unit 1401 is waiting to hear from Benson, after Benson examined the unit. Unit 1503's hose bib is not shutting off firmly. A plumber will coordinate with the owners of that unit and may need to change valves.

1R Elevator Button Update: Anderson requested an update on the 1R elevator button project, which will require a code to open the 1R elevator door for security reasons. Hartshorn will be following up with Metro to see when the work can be scheduled.

Peterson Cat Proposal: Hartshorn presented one proposal for generator preventative maintenance. Peterson Cat has been servicing the Elizabeth Lofts for a while.

AGREED: Anderson moved to approve the generator preventative maintenance proposal from Peterson Cat. Peterson seconded the motion, which carried without opposition.

Courtyard: Hartshorn shared that Pacific Modular is working on a proposal to level and then re-sand the pavers. This work will need to be coordinated with the commercial units and will need to be scheduled around the summer party and any upcoming moves.

Electric Vehicle Charging Meters: Hartshorn said that the meter installed by Hughes Electric is unable to be used because the conduit size is too short. A second meter will be needed, which will entail additional costs. The Board decided to continue the work and complete the project. This does not affect the availability of connecting new electric cars to the building's charging system, which is fully operational.

Electric Vehicle Charging Outlets: CMI has asked Stoner Electric to provide proposals for the individual outlet installations for the electric vehicle project; the proposals will be provided to the Board when received as well as to the individuals who have expressed interest.

Carpet Cleaning Vendors: The Board discussed issues and complaints regarding the most recent carpet cleaning vendor and their equipment. A proposal for a new contract will be sought from the previous vendor, Pacific Modular.

LED Lighting Renovations: Stoner Electric submitted a proposal for the installation of replacement downlight LED fixtures that will prevent bugs from getting inside. Hartshorn will see if Stoner Electric will include these lights in their existing maintenance contract. The Board decided to defer the proposal and wait for more information.

Landscaping Proposals: Two proposals were received for landscaping services: one from Bartlett Tree Experts and one from 7 Dees Landscaping. The Board determined that the proposal from Bartlett is not for routine landscaping work. The proposal from 7 Dees is for landscaping services but will need to be amended to conform to what the Board is looking for in landscaping services. CMI will request a revised bid from 7 Dees for the landscaping services. CMI will also request a revised bid from Bartlett for the paver project, which will involve tree work that is in addition to regular tree pruning.

AGREED: Peterson moved to approve Bartlett's part in the courtyard project pending a revised bid for that project and to seek a revised bid for landscaping services from 7 Dees. Bob Steele seconded the motion, which carried without opposition.

Waste Services Proposals: Three proposals for waste services were presented- Waste Management, Portland Disposal, and Arrow Sanitary Services. The Board reviewed each bid and determined that the proposal from Waste Management was the most favorable in terms of price and professionalism. CMI will terminate services with Republic Services and notify Waste Management of the Board's decision. Services from Waste Management are expected to begin August 11th, 2018.

AGREED: Anderson moved to approve Waste Management's proposal for a three-year contract in waste services. Paul Roelofs 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 May 31, 2018. May expenses were \$7,458.81 under budget. Year-to-date (11 months) expenses are under budget \$21,879.37, and actual income exceeds expenses by \$23,307.75. La Voie discussed comparisons with last year's financial statement, showing an increase in interest money in the reserves.

City Parking Letter: The Board reviewed and finalized the letter addressed to the City of Portland. The letter requests that the city make adjustments to the paid parking spaces west of the Everett Street gate to make it easier and safer for residents to exit the building. Once Jim Kennedy's signature is obtained, CMI will mail the letter with the printed photos provided by Board Member Paul Roelofs.

Pacific Patrol Services: La Voie explained that PPS may be onsite in the evening and patrolling the grounds as was requested instead of having the concierge do the late-night patrol. CMI will be communicating with PPS and requesting they check in with the concierge so it is known when they arrive.

Text Blast: CMI is currently working on figuring out the text blast feature on their program, Full Focus. Residents will need to confirm if they are okay with receiving texts on a specific number, as this will need

to be edited in the program. The text blast feature would be used to notify residents of security incidents and emergency issues.

Concierge Desk Signs: La Voie announced that he has purchased signs for the concierge desk to notify residents and guests when the concierge staff are away from the desk and when they will return.

VI. COMMITTEE REPORTS

Plaza: Pendleton Woolen Mills, Inc. will be conducting a photoshoot in the Pearl District for a holiday catalog. The Elizabeth Lofts plaza may be part of this project, but the photo shoot will only last for a short period of time.

Architectural Reviews: Roelofs stated there were eight applications processed since the Board meeting in May.

House Rules: The Board discussed towing and the responsibility of the owner to call the towing company if there is an unauthorized car in the owner's parking space. La Voie explained that Retriever Towing is making it difficult for owners to do this unless they provide the towing company with proof of ownership. CMI will be contacting Retriever to see if an easy solution can be found.

Community & Communication: Peterson briefly discussed some details of the summer party scheduled for August 12. Another notice will be sent to residents as a reminder, and a sign-up sheet will be located at the concierge desk.

ELEC: The Elizabeth Lofts Emergency Committee (ELEC) has updated the Emergency Manual and has submitted a draft of it to Board members for their review. It will be provided to all residents when it is finalized. The main bulletin board also has been updated with information from ELEC and pamphlets for residents have been placed at the concierge desk. A meeting for residents is scheduled for July 18th, 2018. This meeting will be the first ELEC meeting for all residents and will provide more in-depth information about the Committee, as well as emergency preparedness information. Updates of all documents and videos of the meetings will be posted on the Elizabeth Lofts website.

VII. OWNERS' FORUM

Board member Steele noted that he had found one of the private parking signs damaged and ripped from its spot over the past weekend. He also pointed out that the parking gates can still be opened (and people can get inside and out) until the gates are fully latched.

An owner asked if the Board would be willing to purchase new holiday decorations, including a larger artificial tree. Board members agreed to move forward with this request.

An owner raised an issue concerning the brightness of the new lights placed in front of the unit doorways. Hartshorn and Ghitelman will be asked to investigate this.

APPROVED

**ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
JULY 10, 2018
PAGE 5 OF 5**

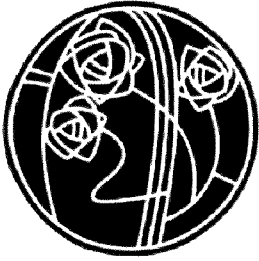
VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:21pm.

Minutes approved at the August 7, 2018 meeting.

Approved: _____

A handwritten signature in black ink, appearing to be "John", written over a horizontal line.



THE ELIZABETH LOFTS

HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS – SPECIAL MEETING
DATE OF MEETING: JULY 10, 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
Joe + Sheron Ducart	704		
Sheldon + Jean Schiager	615		
Paul + Judy Douglas	712		
Otto Rosenberg	1017		
Teresa Jankus	403	NO	
Jim GARS HA	1114		
Jeff Ghitelman	1314		
Michelle Heerman	1005		
Eric Lipanovich	405		