

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, AUGUST 7, 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  
Andreas Anderson, Director  
Paul Roelofs, Director

**ABSENT:** Paul Mollomo, Secretary  
Jim Kennedy, Chairman  
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 5:03 pm.

**II. APPROVAL OF MEETING AGENDA**

**AGREED:** The Board approved the previously circulated agenda and also agreed to have a brief discussion about HVAC filters and tree trimming.

**III. APPROVAL OF PREVIOUS MEETING MINUTES (July 10, 2018)**

**AGREED:** Brenda Peterson moved to approve the minutes of the July 10, 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 entertained questions from Board members and discussed the report previously circulated to the Board.

Commercial Unit Bathrooms: The preventative maintenance on commercial unit plumbing has been set to a quarterly schedule as requested by the Board: August, November, February, and May. Anderson requested feedback on what the plumber discovers during the quarterly inspections.

Commercial Unit Bathroom Signage: Additionally, the signage for the commercial unit bathrooms has been delivered to each commercial unit by Tom La Voie. All of the commercial unit residents agreed to

place the signs and will be proactive to prevent non-flushable objects from going into the plumbing system.

P30 Leak Update: Hartshorn discovered that the P30 leak was coming from a hand sink kitchen drain in Gallo Nero. The plumbing is not broken, but liquid is seeping through the place where the pipe goes through the floor, which may only need sealing. CMI will follow up on this repair.

1R Elevator Button Update: Metro Access Control is coordinating with Otis Elevator for the next step in fixing the 1R elevator button so that it can be accessed only with a fob. This is tentatively scheduled for August 16<sup>th</sup>. Currently, Metro is waiting for Otis' confirmation.

Carpet Cleaning Vendors: La Voie discussed the bid received from Pacific Modular, which includes testing the carpet before initiating the real project. It will take a few weeks after testing to see the results.

Waste Company Transition: La Voie discussed the transition from Republic Services to Waste Management. The new bins will be installed on August 10<sup>th</sup> after Republic Services removes its equipment.

Retriever Towing: La Voie discussed the issue with Retriever Towing and the difficulties of getting a vehicle towed. The concierge will create a list of what parking spaces are assigned to which units. Owners may be able to use this list as proof of ownership if a vehicle is parked in the owner's parking space and needs to be towed. CMI will follow up on this project.

Christenson Electric Letter: Hartshorn advised Board members that he recently received a letter from Christenson Electric regarding the Board's request to remove the charging station that was installed without authorization. Christenson claims that an owner approved the installation and is taking the position that the station can only be removed if the HOA can provide proof that it owns the space. CMI will be requesting that Christenson provide proof of the authorization they claim to have received.

Light Brightness: Concerns from a resident were shared regarding the brightness of the lighting outside unit entry doors. CMI and Jeff Ghitelman will look into this.

Community Room Lighting Proposals: Hartshorn discussed the two community room lighting proposals: one from Hughes Electrical Contractors and one from Stoner Lighting Services. The proposals are fairly similar, except the one from Hughes Electrical offers some alternative options.

**AGREED: Anderson moved to approve the Hughes Electrical proposal without the alternative A and B options. Paul Roelofs seconded the motion, which carried without opposition.**

Engineered Monitoring Solutions (EMS) Proposal: Hartshorn discussed a proposed one-year contract with Engineered Monitoring Solutions (EMS) for annual maintenance of the building's GeoSIG system. GeoSIG monitors movement in the building, such as earthquake activity. The inspections proposed by EMS would include annual maintenance with main battery replacements.

**AGREED: Peterson moved to approve the EMS contract. Anderson seconded the motion, which carried without opposition.**

**V. COMMUNITY MANAGER'S REPORT**

Year-End Financial Statement: La Voie elaborated on the year-end financial statement for the month ended June 30, 2018. June expenses were \$15,508.50 under budget. Total Fiscal Year expenses are under budget \$37,387.87 and actual income exceeds actual expenses by \$39,734.11. Total interest for the fiscal year was \$9,429.29, compared to \$1,967.71 last fiscal year.

HVAC Systems: La Voie said that it had been brought to his attention that some HVAC filters, at the time of replacement, have been very dirty and may need to be replaced more frequently. A reminder will be sent by CMI to residents regarding this needed maintenance.

Letter to City on Parking: La Voie advised the Board that CMI was still waiting for a response from the City regarding the Board's request to change the street parking on Everett Street. La Voie will follow up with his contact at the City to check in on the request and ensure the response is directed to CMI.

Pacific Patrol Services Duties: Recent contract additions require PPS to conduct a nightly patrol around the building rather than having the on-duty concierge do it. It appears that PPS does not always check in with the concierge. CMI will follow up with PPS and ensure this occurs.

Landscaping (7 Dees): La Voie discussed the landscaping proposal from 7 Dees Landscaping and shared that the proposed amount was the lowest estimate they were able to provide.

Concierge Sign: The signage to be placed on the concierge desk has been completed.

Text Blast Program: La Voie said that owner approval will be needed for text blasts to be sent to their phone numbers. These numbers will need to have the ability to receive text messages. A test text blast will be sent to a group of volunteers.

Plaza Tree Lighting: The Board discussed installing lights on the plaza trees during the holiday season. CMI will obtain proposals. All agreed that it would be good if this project could be coordinated with the upcoming paver project scheduled to fix the pavers around the trees in the courtyard.

CMI Contract: La Voie discussed the proposed one-year contract extension. Changes were made to the management fees. Anderson asked CMI to send Board members a document that can be searched, and La Voie agreed to do this. Peterson inquired about the 20% cash advance handling fee. La Voie said that he had already spoken to Cheryl Brendle about this and it will be changed back to 10% - the amount in the original contract. Anderson asked that the new contract include a requirement for weekly communication from the BMC department and preventative maintenance walkthroughs. The Board said that it may wish to speak with Cheryl Brendle; La Voie said that she is amenable to sit down with the Board and walk through the contract. An executive session may be scheduled to discuss some of the contract terms.

**VI. COMMITTEE REPORTS**

Architectural Reviews: Roelofs stated there were two applications processed since the Board meeting in July.

House Rules: Anderson confirmed that two violation letters for recent events regarding smoking and noise should be sent out.

Community & Communication: Peterson briefly reminded owners and residents that the Elizabeth Lofts summer party is occurring on Sunday afternoon (August 12) at 4:00 pm. Dinner will be at 4:30 pm, with paella cooking in the courtyard. So far, over 100 residents have signed up for the event.

Safety & Security: The new signage in the garage needs to be changed due to odd wording placement. The Board agreed to the replacement.

ELEC: The Elizabeth Lofts Emergency Committee (ELEC) discussed its first meeting with owners and residents. Volunteer teams were created to help out in various areas in the event of a disaster. Handouts were distributed to show upcoming ELEC events. The committee asked about purchasing a color copy machine so that the committee can produce flyers and brochures as needed. La Voie said that the concierge copy machine can be replaced with a new color copy machine. The Board agreed by consensus to do this. ELEC members also discussed their walkthrough of building facilities with David Hartshorn, which led to the discovery that some emergency access keys should be made for ELEC and be housed in a lockbox inside the ELEC cabinet. Hartshorn will set this up for the committee.


**VII. OLD BUSINESS/NEW BUSINESS**

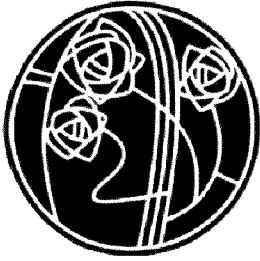
Robert Steele discussed seeing an individual drive through a stop sign, heading east on Flanders. He subsequently discovered that the stop sign was not clearly visible because of tree branches and recommended having the tree trimmed.

**VIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:03pm.

Minutes approved at the September 4, 2018 meeting.

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



# THE ELIZABETH LOFTS

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## HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS – SPECIAL MEETING  
DATE OF MEETING: AUGUST 7, 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
Paul & Judy Douglas	712	—	—
Robert GARLHA	1114	—	—
Bill Gumpowicz	507	—	—
Leik Jank	1104		<del>advertising hallway</del>
Paul Williams	813		
Chris Steell	612		
Eric Lispanovick	405		
Jeff GLITELMAN	1314		
Michelle Heckman	1005		
Jamie Cooper	909		
Otto Kresnberg	1017		