

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS SPECIAL MEETING
SEPTEMBER 11, 2018
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, SEPTEMBER 11, 2018 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

PRESENT: Jim Kennedy, Chairman
Brenda Peterson, Director
Robert Steele, Director
Andreas Anderson, Director
Paul Roelofs, Director

ABSENT: Paul Mollomo, Secretary
Tina Tsai, Commercial Director

BY INVITATION: Tom La Voie, CMCA, CAMP, PCAM, Community Manager
COMMUNITY MANAGEMENT, INC., AAMC

OWNERS: As indicated on the original sign-in sheet.

I. CALL TO ORDER

The meeting was called to order at 5:01 pm.

II. COMMUNITY MANAGER'S REPORT

CMI Contract: Brenda Peterson thanked La Voie for preparing the amended Schedule K and asked, in addition, that the language pertaining to the Building Maintenance Coordinator (BMC) position be changed to mirror the language of the Community Manager position. Board members noted that they had decided to accept Brian Case as the new primary BMC for the Association and suggested that his name be written into the amendment. Peterson also asked La Voie to change the contract terms regarding the amount charged for cash advance handling fees from 20% to 10% in Section 5.1 of the "Extension/Modification to Services Agreement" as previously agreed. La Voie agreed to make that change.

The Board also asked questions regarding the billing for the BMC department. La Voie stated that he was working to make the time-keeping process more accurate regarding which funds should be used to pay for the BMC's time: operating, reserves, or, in the case of the Victaulic leaks, making sure that the expenses are properly assigned for reimbursement by Victaulic.

III. EXECUTIVE SESSION

AGREED: Brenda Peterson moved to convene an Executive Session at 5:25 pm, the purpose of which would be to discuss the CMI Executive Services Contract. Andreas Anderson seconded the motion, which passed without opposition.

Manager La Voie was dismissed at this point.

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AGREED: Brenda Peterson moved to adjourn the Executive Session at 6:00 pm and reconvene in Open Session. Andreas Anderson seconded the motion, which passed without opposition.

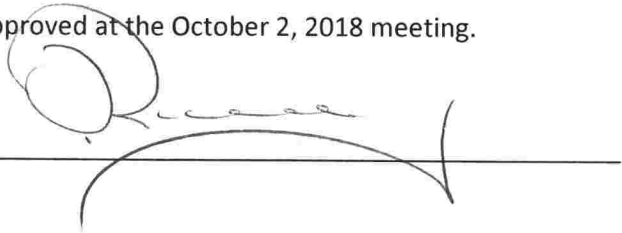
Manager La Voie was invited to rejoin the meeting. He was informed that the Board would be preparing a new Schedule O, the purpose of which would be to outline monetary consequences in the event that certain aspects of the CMI contract were not achieved, such as drafting of Board meeting minutes within 7 days of the meeting, weekly BMC updates, timely communication, etc. The Board will present a draft of Schedule O to CMI prior to the October meeting, with the intent of approving the contract at that time.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:09 pm.

Minutes approved at the October 2, 2018 meeting.

Approved: _____

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be "Andreas Anderson".