

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, OCTOBER 2, 2018 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

**PRESENT:** Jim Kennedy, Chairman  
Robert Steele, Director  
Andreas Anderson, Director

**ABSENT:** Brenda Peterson, Director  
Paul Mollomo, Secretary  
Paul Roelofs, Director  
Tina Tsai, Commercial Director

**BY INVITATION:** Tom La Voie, CMCA, CAMP, PCAM, Community Manager  
Brian Case, Building Maintenance Coordinator  
**COMMUNITY MANAGEMENT, INC., AAMC**

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

**I. CALL TO ORDER**

Without a quorum of Directors, the meeting could not be called to order, so it was decided to hold an informational meeting with no decisions.

**II. COMMITTEE REPORTS**

ELEC:

Members of the Elizabeth Lofts Emergency Committee were present and requested the opportunity to ask question of the Board and CMI.

Key Access: The Committee has asked for key access to all mechanical rooms. It was noted that several doors had fallen off the main key schedule. CMI will rekey the Community Room, the Generator Room, and the east stairwell exit onto 9<sup>th</sup> near the main entry. Brian Case will tour the building and make sure that all areas requiring access during an emergency will be accessible by use of one key.

New Printer: Committee members asked if there was a timeline for installation of the new printer. Case explained that the printer was too large for the space available on the desktop in the Concierge back office, and that he was looking for a table to place it on prior to installation. It was recommended that he temporarily use one of the end tables in the Community Room.

HOUSE RULES

Director Anderson had a few issues needing follow up:

Concierge Sign: La Voie reported that the Concierge Sign had been delivered to Fast Signs for modification. A sentence will be added at the bottom of the sign to advise visitors to call the Concierge Desk during office hours, along with the telephone number for the desk phone.

Gallo Nero: Anderson questioned whether the floor sink in Gallo Nero had been repaired. Case answered that there has been no additional leakage into the parking garage, but that he would check in with the owner of the unit to make sure that the repairs have been made.

**III. CALL TO ORDER**

The meeting was called to order at 6:11PM when Commercial Director Tina Tsai arrived.

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

Building Maintenance Coordinator Brian Case reviewed the maintenance report previously circulated to the Board on the following topics:

Crossflow Issue Update: Units 1017, 1205, 1106, 1104, 1006, and 906 reported water temperature issues with fixtures in their condos. Portland Mechanical was authorized to investigate on September 21, 2018, which did not result in locating the issue. The investigation did reveal a central group of units which are most likely to be the source of the crossflow. The investigation is ongoing.

Courtyard Pavers Update: Modular Paving was sent a work order on September 13, 2018 to perform adjustments, repairs, and cleaning to the courtyard pavers. Work has not been scheduled at this time, but when it does, the tree root maintenance, possible tree ring fabrication, and electrical modifications will also be considered and integrated into the project.

Community Room Lighting Update: Hughes Electric has placed an order for the components for lighting to be installed in the community room. The prudential linear fixture is currently five to seven weeks out and all other components are two weeks out. Case requested that Hughes search for another supplier to receive the prudential fixtures sooner.

1R Elevator Access Control: Case reported that Metro has replaced the elevator tracker board and supplied the control wire for Otis to connect. Otis will need to connect the control wire, and the management team will notify the residents when the new system becomes activated.

**V. COMMUNITY MANAGER'S REPORT**

Financial Statement: La Voie elaborated on the financial statement for the month ended August 31, 2018. August expenses were \$14,369.72 under budget. Year to date expenses are under budget \$8,072, and actual income exceeds actual expenses by \$6,556.

City Letter/Parking/Garage Gates/ Security Update: The Board requested an update on the City's response to the letter previously sent, requesting the parking spot removal on Everett Street. CMI is continuing to contact the City and waiting to hear back. La Voie discussed the parking garage gate infractions and how

many letters and fines were issued thus far. Director Anderson requested that the Board revisit the topic of moving the gates on Everett into the building so that the gates close behind the vehicle attempting to enter into traffic. Director Steele questioned why this was an issue, as there is plenty of space for a vehicle to stop outside the gates and not be endangered by oncoming traffic. Chairman Kennedy underscored the security aspect of residents not waiting for the gates to close, as this security issue allows an opportunity for unwanted persons to enter the building. Bob Garsha stated that if anyone were to be hurt in the building as a result of a security breach, the Association would be open to a liability claim. Brian Case will check with Metro and see if there is a need for an updated quote or if the existing quote is still valid.

**VI. COMMERCIAL DIRECTOR REPORT**

Commercial Director Tsai discussed the holiday lighting on the perimeter trees around the building. She would like to see these trees lit for the holiday season as it would be good for the building and the Commercial Units. She agreed to ask the other commercial owners if they are interested in having the lights installed and if they would be interested in assisting with the funding of the project.

**VII. APPROVAL OF PREVIOUS MEETING MINUTES (September 4 and 11, 2018)**

**AGREED:** Jim Kennedy moved to approve the minutes of the September 4, 2018 and September 11, 2018 meetings as previously circulated. Andreas Anderson seconded the motion, which carried without opposition.

**VIII. OWNERS' FORUM**

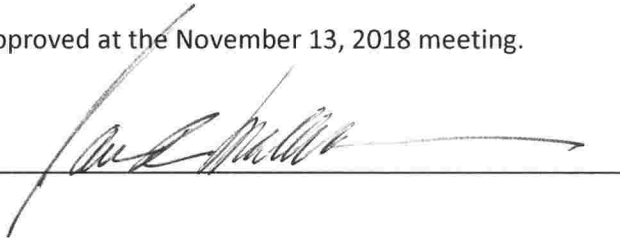
Bob Steele reported that the junction box in his ceiling was found to be fan-rated, and so he was able to have a ceiling fan installed in his unit.

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:54 pm.

Minutes approved at the November 13, 2018 meeting.

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





# THE ELIZABETH LOFTS

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## HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS – BOARD MEETING  
DATE OF MEETING: OCTOBER 2, 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
Teresa Junkus	403	No	—
AT Garbe	1114		
Bill Gumbertson	507		
Janice Cooper	909		