

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, NOVEMBER 13, 2018 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

**PRESENT:** Jim Kennedy, Chairman  
Paul Mollomo, Secretary  
Brenda Peterson, Director  
Andreas Anderson, Director  
Tina Tsai, Commercial Director

**ABSENT:** Robert Steele, Director  
Paul Roelofs, Director

**BY INVITATION:** Tom La Voie, CMCA, CAMP, PCAM, Community Manager  
Brian Case, 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 5:06 PM.

**II. APPROVAL OF MEETING MINUTES (October 2, 2018)**

**AGREED:** Andreas Anderson moved to approve the October 2, 2018 meeting minutes previously circulated to the Board. Jim Kennedy seconded the motion, which carried without opposition.

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

Brian Case discussed the maintenance report previously circulated to the Board and answered questions. He provided the following updates and presented the following proposals:

Courtyard Paver Project: Tom La Voie and Brian Case addressed the \$4,000 charge that Chair Jim Kennedy had questioned on the invoice from Modular Paving. Case discussed the various options provided by the arborist; the \$4,000 option that included the addition of semi-permeable pavers around the trees will provide additional moisture directly to the tree roots. This option was also less expensive than expanding the steel barrier around the three tree wells. The paver project is nearing completion.

Everett Street Parking Lot Gates - Metro Proposal: Metro's earlier proposal to move the Everett parking lot gates six feet into the garage was revisited due to continuing issues with residents not waiting for the gates to close behind them while exiting onto Everett Street. Recessing the gates could reduce the security issues as residents would be able to wait for the gates to close without feeling exposed to on-coming traffic. The cost remains the same: \$18,575.00. Case discussed the additional \$3,770.00 option for bringing the motors and system up to current safety code Standards during the time of installation. The Board decided to table this issue and possibly discuss it at the annual meeting.

American Heating: A bid was provided for replacing the circulation pump on the domestic hot water system for the total cost of \$3,574.57.

**AGREED: Andreas Anderson moved to approve the replacement as presented. Brenda Peterson seconded the motion, which carried without opposition.**

Hughes Electrical: Case discussed the proposal from Hughes regarding replacing the LED lamps that were recently installed. An adapter was added to allow the new LED lamps to screw into the adapter base, which plugged into the fixture with a pin base. One of the new bulbs has burned out, possibly because the adapter is not compatible with the voltage of the fixture. Case will contact the vendor who supplied the adapters and the bulbs to see if a workable solution can be found. More information will be provided at the next regular board meeting.

Proclean/Rudmar: Case discussed the plan for pressure washing the pre-cast concrete areas from the 4<sup>th</sup> floor down, as it has not been cleaned in the past. This is a good winter project since the moss is dormant and easier to remove. Anderson also requested information on pressure washing the sidewalks; Case stated he was still waiting for bids.

**AGREED: Andreas Anderson moved to approve pressure washing the pre-cast concrete. Paul Mollomo seconded the motion, which carried without opposition.**

#### IV. COMMUNITY MANAGER'S REPORT

Financial Statement: September expenses were \$3,816.00 over budget, and year-to-date expenses are \$4,256.33 under budget. Actual income exceeds actual expenses by \$1,088.23.

Contract Approval: The Board stated that they have agreed to sign the one-year contract extension with CMI as previously circulated.

**AGREED: Andreas Anderson moved to approve the one-year contract renewal with CMI. Brenda Peterson seconded the motion, which carried without opposition.**

#### V. COMMITTEE REPORTS

HOUSE RULES:

Rule 12.3 Revision: Anderson presented a proposed revision to Rule 12.3 as follows:

*12.3 The community bulletin board shall not be used to endorse political candidates or measures, or announce partisan political events. Notices of city hearings regarding the Pearl District or impacting The Elizabeth are permitted.*

**AGREED:** Andreas Anderson moved to approve the revision to Rule 12.3 as presented. Jim Kennedy seconded the motion, which carried without opposition.

Parking: Anderson discussed the recent situation of an owner knowingly parking the owner's car in another owner's spot. The vehicle was not registered, but the owner of the car had left a note in case the owner of the space returned. It was noted that owners are required to register all of their vehicles. The Board discussed assessing a fine with the first notice, since the action was obviously deliberate.

**AGREED:** Jim Kennedy moved to approve a fine in the amount of \$250.00 to accompany the violation letter. The owner will also be informed that all such future violations will result in the immediate towing of the vehicle. Paul Mollomo seconded the motion, which carried without opposition.

Short Term Rentals: Mollomo discussed increasing the current minimum rental term from 30 days to six months or one year. A 75% approval vote of the ownership is required for this bylaw amendment. La Voie will forward potential amendment language to the Board for review prior to the December 4<sup>th</sup> annual meeting.

ELEC:

Recruiting Volunteers: Members of the Elizabeth Lofts Emergency Committee discussed the difficulty they are having in recruiting volunteers and getting residents excited about the Committee. The Board agreed that the annual meeting would be a perfect time for the Committee to engage owners and to increase awareness of emergency preparedness.

## **VI. OLD/NEW BUSINESS**

Holiday Lighting: Commercial Director Tina Tsai requested that the Board reconsider the proposal to place holiday lights on the trees around the building. Several proposals have been submitted by Dasher Lights to install holiday lighting on the perimeter trees and courtyard trees. Due to the cost of extending power to the courtyard trees, the Board had tabled the proposal. There is a possibility of using the power source on the roof of the Isabel building to light the courtyard trees. La Voie will contact Isabel's owner to discuss this possibility. The Board approved the three-year proposal from Dasher at a cost of \$3,600 per year to light the perimeter trees and courtyard trees.

## **VII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:13 PM.

Minutes approved at the January 10, 2019 meeting.



BOARD OF DIRECTORS – BOARD MEETING  
NOVEMBER 13, 2018

*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.*

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