

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON THURSDAY, JANUARY 10, 2019 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
Robert Steele, Director
Paul Roelofs, Director

ABSENT: Tina Tsai, Commercial Director

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

Vern Newcomb, Insurance Agent
ABI INSURANCE

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

I. CALL TO ORDER

The meeting was called to order at 5:02 PM.

II. INSURANCE RENEWAL DISCUSSION

Vern Newcomb of ABI Insurance discussed the current insurance policy, compared it to two proposals for the upcoming renewal, and answered questions from the Board. He recommended that the Board consider a third-party building valuation and suggested three vendors who might be able to provide such a valuation. The Board can consider additional coverage at any time during the life of the policy if the Board finds the policy valuation is low. The Board inquired about an owner letter explaining coverage that Newcomb had provided for another association and requested that a similar document be created for the Elizabeth. Newcomb agreed to this request, and the letter will be posted on the Elizabeth Lofts website and emailed to all owners.

AGREED: Brenda Peterson moved to approve the Hartford proposal for insurance coverage. Paul Mollomo seconded the motion, which carried without opposition.

III. APPROVAL/AMENDMENT OF AGENDA

AGREED: The Board of Directors approved the January agenda by consensus, with the understanding that the Annual Party would be discussed under Community & Communications.

IV. APPROVAL OF MEETING MINUTES (November 13, 2018)

AGREED: Brenda Peterson moved to approve the November 13, 2018 meeting minutes previously circulated to the Board. Andreas Anderson seconded the motion, which carried without opposition.

V. APPROVAL OF DRAFT ANNUAL MEETING MINUTES (December 4, 2018)

AGREED: Andreas Anderson moved to approve the posting of the 2018 Annual Meeting minutes as a draft. The minutes will be approved by the ownership at the 2019 Annual Meeting. Brenda Peterson seconded the motion, which carried without opposition.

VI. BUILDING MAINTENANCE COORDINATOR (BMC) REPORT

Tom La Voie discussed the maintenance report previously circulated to the Board and answered questions. He provided the following updates and presented the following proposals:

Hughes Electric – Everett Street Gate Sconce Repair: For the total cost of \$1,353.00, Hughes Electric would repair the sconce fixture over the Everett Street gate and install one Targetti Nano Pyro LED flood light.

AGREED: Andreas Anderson moved to approve the Hughes proposal. Paul Roelofs seconded the motion, which carried without opposition.

ProBel – Re-Certification of the Anchor and Davit Equipment: Due to questions the Board had for Building Maintenance Coordinator Brian Case, who was absent, the ProBel proposal was tabled for the next meeting. The Board also requested that CMI solicit additional bids for consideration.

Snyder Roofing – Roof Maintenance Agreement Renewal: Snyder proposed to conduct roof maintenance on a semi-annual basis for a total cost of \$2,246.00. This amount has not changed from the previous year.

AGREED: Andreas Anderson moved to approve the Snyder renewal. Paul Mollomo seconded the motion, which carried without opposition.

RDH – Exterior Maintenance Program Consulting Services: RDH submitted a proposal to assess the exterior of the building and determine if exterior maintenance is required at this time, as proposed in the Maintenance Manual. The assessment also would include a scope of work for any work which would need to be put out for bid at this time.

AGREED: Andreas Anderson moved to approve the consulting services from RDH at a cost of \$7,500. Paul Mollomo seconded the motion, which carried without opposition.

Hughes Electric – FLS Testing: Hughes Electric submitted a proposal to conduct the annual Fire Life Safety testing, at a total cost of \$2,442.00. This is a slight increase over last year, but the cost had not increased since 2013.

AGREED: Andreas Anderson moved to approve the FLS testing by Hughes Electric at \$2,442. Brenda Peterson seconded the motion, which carried without opposition.

Holiday Lighting: La Voie reported that the holiday lighting installation was thwarted this year because the tree well outlets previously had been removed and capped because of pet damage. The Board discussed the desire to have lighting during the winter months, especially for the retail outlets. CMI will solicit quotes for the installation of new outlets that would withstand the pet damage.

Parking Garage Flashing Lights: The Board requested that the flashing lights at the parking garage exits be replaced with a brighter unit so it can be easily seen during the day. Brian Case will be tasked with this project.

BMC Weekly Updates: The Board requested that weekly updates from Case be received consistently. La Voie advised the Board that he would remind the BMC of this request.

VII. COMMUNITY MANAGER'S REPORT

Isabel Update: La Voie gave a brief update on Isabel's restaurant. Isabel has come current with bank obligations, and, as a result, the December 27th sale was cancelled. The Board discussed continuing concerns with the exterior conditions of the building and requested that RDH assess the maintenance needs, including the concrete walls, roof and exhaust systems, when they conduct their exterior assessment of the Elizabeth Lofts.

Financial Statement: November expenses were \$2,146.35 under budget, and year-to-date expenses are \$5,891.30 under budget. Actual income exceeds actual expenses by \$924.05. One point of interest that was discussed was move income and expenses. Georgia Hughes explained that this year's December was the slowest she has had.

VIII. CHAIRMAN REPORT

Chairman Jim Kennedy discussed the monthly Pearl Board District Chair event he recently attended and expressed gratitude that this Board's teamwork keeps the Elizabeth Lofts running smoothly.

IX. COMMITTEE REPORTS

Plaza: The Board discussed the possibility of placing a garbage bin on 9th Avenue and Everett Street. Tom La Voie provided information about the Pearl District Neighborhood Association's (PDNA) new garbage can project – replacing existing garbage cans with ones that are harder to dig through. CMI will also look into good locations on Elizabeth Lofts property for the placement of additional garbage cans.

AGREED: Anderson moved to approve a donation of \$2,000 to the PDNA to support the garbage can project and to place one of the new garbage cans on 9th Avenue and Everett Street or another appropriate location. Peterson seconded the motion, which carried without opposition.

Architectural Review: Roelofs stated there was one application processed since the Board meeting in October, 2018.

House Rules:

- Anderson discussed Fibersphere Communications, Inc. as an additional fiber internet provider. Bob Steele will join the meeting with Fibersphere Communications.
- The Board discussed increasing the 30-day minimum leasing requirement to 6 months or longer, as was discussed at the Annual Meeting. This would require a Bylaw amendment with a 75% approval vote of the owners. It was proposed to use Survey Monkey to take the pulse of the owners on the subject. A draft of the survey will be reviewed prior to being sent out.
- The Jarmer Electric proposal for the installation of electric vehicle charging outlets was discussed. A notice will be sent out to owners with more information on the new vendor option.
- Oil leaks have been found in the parking garages. The Board has decided to have the spots cleaned and the cost to be billed back to the owners of the parking spaces. Violation letters will be sent.

Community & Communications:

- The Board scheduled the annual summer party, for August 11th, 2019. Bob Steele will lead the planning.
- Brenda Peterson discussed the benefits of planning ahead and ensuring everyone is on the same page with what tasks are coming up. CMI will add upcoming events to future agendas.
- The Board requested that move-in/out information be provided to the Board at each meeting. CMI will be providing invoices that come in from Movin' In Mavens, as this shows clearly which units move and whether it is a move-in or move-out. CMI will include an updated rental list for the Board packets as well.

Safety & Security: Paul Mollomo discussed the meeting he had with the City regarding the parking spaces on Everett Street. The 15-minute parking space to the east will remain, and the space to the west will be dedicated to motorcycle parking.

Elizabeth Lofts Emergency Committee (ELEC):

- ELEC presented a cabinet that they propose adding to each trash room. The cabinets would contain a variety of safety supplies for each floor. The cabinet would be hung on the wall allowing room underneath for floor storage. A trial cabinet will be hung on the seventh floor.
- The safety kit sale will be held on January 17th, 2019. CMI will send a reminder to all residents before then.
- Plastic sleeves will be hung in the trash rooms. CMISD will assist in the hanging of these sleeves as well as hanging the demo cabinet on floor 7.
- ELEC's Meet & Greet/Mixer event is scheduled for January 31st in the community room. CMI will send out an announcement to all residents with details about the event.

Bike Storage: CMI will continue work to add additional bike storage in the parking garages.

X. OWNERS' FORUM

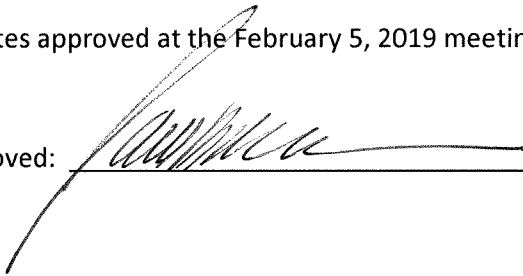
- Michelle Heckman discussed the furniture arrangement in the lobby while the holiday decorations were in place and asked the Board to consider the arrangement permanent, which the Board approved.
- Bob Garsha asked about a community shredding receptacle. A proposal will be submitted for this.

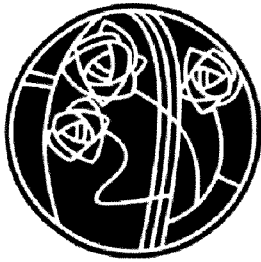
XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:10 PM.

Minutes approved at the February 5, 2019 meeting.

Approved: _____

A handwritten signature in black ink, appearing to be 'M. Heckman', is written over a horizontal line. The signature is cursive and somewhat stylized.



THE ELIZABETH LOFTS

HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS – BOARD MEETING
DATE OF MEETING: January 10, 2019

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 |
|-------------------------|------|---------------|-------|
| Eric Lipanovich | 405 | N | |
| Teresa Jankus | 403 | N | |
| Robert GASTHA | 1119 | Y | |
| JB Fark | 1104 | N | |
| Angela Tace | 903 | N | |
| Sheldon + Jean Schiager | 615 | N | |
| PE Raley | 516 | | |
| MARIC PABEY | 713 | | |
| Michelle Heckman | 1005 | N | |
| Jeff Chetelman | 1314 | N | |
| Georgia Hughes | 404 | N | |
| Larry Rosenblum | 512 | N | |
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