

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, FEBRUARY 5, 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
Tina Tsai, Commercial Director

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

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

I. CALL TO ORDER

The meeting was called to order at 5:04 PM.

II. APPROVAL/AMENDMENT OF AGENDA

AGREED: The Board of Directors approved the meeting agenda by consensus, with the addition of an Annual Party update under Community & Communications.

III. APPROVAL OF MEETING MINUTES (January 10, 2019)

AGREED: Brenda Peterson moved to approve the January 10, 2019 meeting minutes previously circulated to the Board. Andreas Anderson seconded the motion, which carried without opposition.

IV. BUILDING MAINTENANCE COORDINATOR (BMC) REPORT

Brian Case discussed the maintenance report previously circulated to the Board and provided updates on the following items:

Community Room Lighting: The Community Room lighting project is nearly finished. Charter Construction repaired the sheetrock where previous fixtures and switch plates were located. West Coast Finishers will be on site soon to touch up the paint.

Spoon Light Fixture: Case briefly reviewed the incident with the spoon light fixture in the lobby that was damaged when an owner's contractor accidentally bumped into it and dislodged the light from its mount.

Hughes Electric was dispatched for repairs, and the invoice will be assessed to the appropriate owner's account.

Unit 904 Leak: Case updated the Board on the toilet overflow leak from unit 904. A small amount of water seeped through into unit 804, and Charter Construction was dispatched to mitigate any damage. The fan in unit 804 was removed to assess damage inside the ceiling pocket, but none has been found. The Board requested immediate notification of all leaks and security issues that arise.

Generator Diesel Leak/Smell: Case discussed the generator diesel fuel spill and the resulting smell inside commercial space 102. The spill was caused by a split in the fuel hose. Peterson Cat has replaced the hose and cleaned up the diesel. Charter was dispatched to determine how the smell migrated into the neighboring space. A proposal will be presented to the Board that will prevent future issues. Anderson underscored the importance of notifying the Board when issues such as a diesel spill occur.

Scheduled Maintenance: The Fire Life Safety Testing with Hughes Electrical and Patriot Fire is reported to be going smoothly without any issues. Case reported that Pacific Modular is scheduled for carpet cleaning on February 25, 2019, and ProClean will begin window washing on March 4, 2019.

Floor 14/15 Water Quality: Case discussed the water quality on the 14th and 15th floors. Portland Mechanical Contractors was contacted to develop a proposal based on the protocol used during the prior 7th through 13th floor flush. The 14th and 15th floor plumbing system appears to utilize the same piping system in use in the floor below, so the Association's attorney will be apprised of the situation to discuss with Victaulic.

Motorcycle Parking Space: Paul Mollomo stated that the parking spot immediately to the west of the Everett Street garage gate has been approved by the City for motorcycle parking, which should help visibility issues when exiting the garage. However, the motorcycle parking sign has been installed in the wrong place and cars are still parking in this spot. La Voie will contact the City regarding this matter to see if the sign can be repositioned and to encourage enforcement of the "motorcycle parking only" rule. Anderson also noted the time limit sign for the parking spot east of the Everett gate was removed and it is now by default a 2-hour parking spot. Anderson asked La Voie to also ask about this issue at the same time.

Parking Garage Flashing Lights: Mollomo requested an update on the installation of a brighter light for the parking garage gate on the Everett side. Case will investigate options.

Holiday Lighting: Case discussed options for installing new electrical outlets for holiday lighting on the perimeter trees. The original outlets were removed several years ago; if the conduits can be located, the wiring may prove to be unfit for use. The Board agreed that a better option might be to explore solar powered lights. Case will investigate this option for the Board.

Davit Cover Inspection: Case discussed the davit cover inspection and explained that measurements need to be taken so that the new covers can be installed flush. Due to the longevity of the project, the Board asked if the same vendor that created the covers can fix the issue. Case will separate the davit cover project and the davit cover inspection, so the tasks can be completed efficiently.

Stoner Light Inspections: Anderson reported a light was out on the west façade by Rich's. Case will contact Stoner Electric to discuss the situation, as the Board questioned whether Stoner was completing its monthly inspections per the contract.

LED Pendant Lights: Peterson requested an update on the pendant lights and engineering issues with the lights. Case reported that the replacement bulbs that were provided are unacceptable in this application. A meeting with Pacific Lamp will be scheduled to address two failing lights in the lobby and the replacement bulbs for the pendant lights upstairs.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: December expenses were \$7,659.31 under budget, and year-to-date expenses are \$13,550.61 under budget. Actual income exceeds actual expenses by \$5,618.16. La Voie noted that taxes will need to be paid this year due to the accrued interest on reserves. Peterson questioned the increase in garbage and recycling costs. La Voie stated this was due to recycling no longer being sold and ending up in the same destination as garbage. The Board requested a memo be sent to residents on flattening cardboard so overflow does not occur. This may avoid extra costs in the future. La Voie also briefly discussed commercial collections and agreed to set up a meeting with the Association's attorney.

Building Valuation: La Voie stated that out of the five requests he sent for building valuation proposals, only two companies responded. Newmark Knight Frank Valuation and Advisory, LLC submitted a proposal for a total cost of \$4,200. La Voie said that a South Waterfront condominium association had used this company and were happy with their work. A second informal proposal was received via email with a cost estimate of \$3,500, but no formal proposal was presented.

AGREED: Brenda Peterson moved to approve the Newmark proposal for the total cost of \$4,200. Paul Mollomo seconded the motion, which carried without opposition.

VI. COMMITTEE REPORTS

Architectural Review: Roelofs stated that three applications have been processed since the Board meeting in January of 2019.

House Rules: Anderson presented three amendments to the House Rules that addressed washing machine hoses, defined work hours for contractors, and a clarification on the number of pets allowed in rule 20.11.

AGREED: Robert Steele moved to approve the House Rule amendments as presented. Paul Mollomo seconded the motion, which carried without opposition.

Anderson requested that a notice go out to all owners regarding the electric car infrastructure.

The Board requested the concierge send weekly reports on garage gate infractions. CMI will ensure this is done on a weekly basis and will include video surveillance.

The Board requested more information on the security matter that occurred outside a commercial unit. The commercial unit had called the concierge asking that PPS be contacted about an individual who was hanging around outside the commercial unit. PPS didn't show up until about an hour after the call, and after the commercial unit tenants had left for the day. CMI will contact PPS regarding this situation and propose that PPS meet with a few Board members to discuss future expectations, including being on hand at the end of the concierge shift.

Community & Communications: The annual party will occur on August 11, 2019 from 4:00 to 6:00 PM. Steele discussed having the Jean Ronne Trio play at the party and subsidizing the cost of the sax player.

Elizabeth Lofts Emergency Committee (ELEC): Theresa Jankus briefly went over the ELEC email that was sent out to Board members. A list of supplies for the new emergency cabinets in the trash rooms with an estimated cost of \$4,200 was provided for Board consideration. Jankus also discussed the radios that the building currently has - they are not FRS radios and can only communicate with each other. The ELEC would like to purchase FRS radios that will be able to communicate with radios outside the system. It was suggested that the Committee purchase two of the radios as a test to see if they will work in the building as proposed. Unit 508 offered the use of their supplies in the event of an emergency, which ELEC graciously accepted. Lastly, La Voie requested that an ELEC emergency binder be left at the concierge desk where information can be kept and retrieved during an emergency. Peterson thanked ELEC for their efforts and hard work.

Bike Storage: La Voie stated that the bike racks have been ordered with an increase of \$4.90 since the last time they were ordered. The new racks will be installed on the 2nd and 3rd floors on either side of the elevator wall where space is available.

Forward-Looking Calendar: Peterson discussed a draft calendar that will be created to include contract expirations, annual meetings with the insurance agent, and other tasks to easily track upcoming building requirements.

VII. OLD BUSINESS

Survey Monkey – Rental Period Increase: The Board discussed surveying owners to determine if there is interest in increasing the duration of the required rental period. CMI will draft a Survey Monkey for the Board to review prior to sending it out.

VIII. OWNERS' FORUM

An owner shared positive feedback on the recent ELEC mixer event. Several residents showed up and expressed a need for additional social activities. The Board encouraged interested owners and residents to form a social committee that could plan on-site and off-site events. It was pointed out that the website calendar is not being updated.

Another owner mentioned that Wave G service has been dropping out. Anderson pointed out that Fibersphere service could be an alternate to Wave G, as they have fiber in the neighborhood already and

APPROVED

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Wave G is still using microwave transmission. Anderson suggested inviting Fibersphere to the March meeting or simply inviting them to install service in the Elizabeth.

Owner Michelle Heckman proposed opening a checking account to pool and share holiday gifts with staff in the Elizabeth. Because there is a wide diversity in opinion on how to handle gifts, the suggestion was not pursued.

IX. EXECUTIVE SESSION

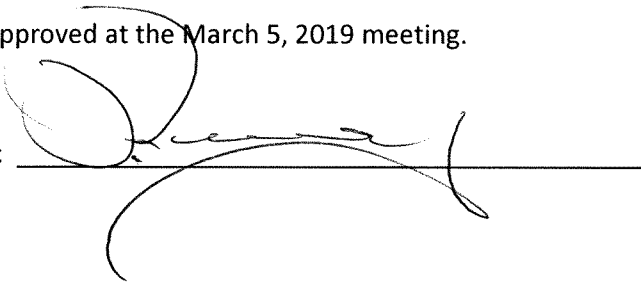
The Board agreed to adjourn into executive session at 7:15 PM to discuss contract issues. The executive session ended at 8:13 PM.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:13 PM.

Minutes approved at the March 5, 2019 meeting.

Approved: _____

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be "R. [unclear]".

