

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, MARCH 5, 2019 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.**

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

**ABSENT:** Paul Mollomo, Secretary  
Tina Tsai, Commercial Director

**BY INVITATION:** Vern Newcomb, Insurance Agent  
**ABI INSURANCE AGENCY**  
Kaye Youngren, CEO and Founder  
Mark Youngren, Senior Service Division Supervisor  
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 5:00 PM.

**II. INSURANCE RENEWAL DISCUSSION**

Vern Newcomb discussed the increased building valuation, from \$67 million to \$90 million, noting that the amount was higher than anticipated. Newcomb reviewed the revised quote from The Hartford, the carrier that had the most cost-effective coverage for the building as presented at the January Board meeting. The annual premium would increase from \$106,589 to \$150,892, effective March 15. La Voie discussed the financial impact of the increased premium for the four months remaining in this fiscal year and noted that the 2019/2020 budget could be adjusted to include the increased insurance premium. The Board agreed that it was in the best interest of the owners to increase the coverage to the full valuation. Newcomb stated that his office would prepare a new owner's letter reflecting this change, and CMI will distribute it to all owners.

**AGREED:** Andreas Anderson moved to accept the increased building value at \$90,285,000 and approve the insurance premium increase to \$150,892. Paul Roelofs seconded the motion, which carried without opposition.

**III. APPROVAL/AMENDMENT OF AGENDA**

**AGREED:** The Board of Directors approved the meeting agenda by consensus.

**IV. APPROVAL OF MEETING MINUTES (February 5, 2019)**

**AGREED:** Brenda Peterson moved to approve the February 5, 2019 meeting minutes previously circulated to the Board. Andreas Anderson seconded the motion, which carried without opposition.

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

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

Fire Life Safety Testing Update: Case reported no issues with the Fire Life Safety testing. Case discussed the Patriot Fire estimate for post FLS repairs for four units and an addition of five fire extinguishers. Anderson inquired about billing for unit-specific repairs. La Voie stated that CMI will work with the owners to make the corrections and then bill the owners accordingly. The Board agreed to add five fire extinguishers as proposed.

Condition Assessment Survey: Case reported that RDH has begun the 2019 review process for the exterior clean and seal project. They visited eighteen units to evaluate owner identified issues and discovered that several windows are being affected by moisture. Case stated that Benson Industries LLC may be the one to conduct the work for repairs.

Accurate Infrared Proposal: Case discussed the Accurate Infrared proposal for the 2019 infrared survey of the electrical distribution system.

**AGREED:** Andreas Anderson moved to approve the Accurate Infrared proposal at a total cost of \$1,375.00. Bob Steele seconded the motion, which carried without opposition.

ADSEC Proposal: Case discussed the ADSEC proposal for the common area door maintenance including annual inspections, service, and adjustments of the common area doors and fire doors. The Board requested special attention be paid to the third-floor door to the parking garage due to security concerns. Case stated this information was placed in the work order special instructions.

**AGREED:** Andreas Anderson moved to approve the ADSEC proposal for the total cost of \$650.00. Paul Roelofs seconded the motion, which carried without opposition.

Portland Mechanical Flush Scope Proposal: Case discussed PMC's scope of work with a back flush for the fourteenth and fifteenth floors for the total cost of \$48,247.00. Anderson inquired about the number of PMC staff that would be onsite for the week; Case said he did not know. The Board questioned whether

this would be covered by the Victaulic settlement agreement, and La Voie stated that the attorneys for both parties would be on-site Friday to take water samples. The presence of EPDM particles will determine whether Victaulic will pay for the work as proposed. It was agreed to wait for the results of the sampling before determining a course of action.

#### VI. COMMUNITY MANAGER'S REPORT

Financial Statement: December expenses were \$5,078.05 over budget, and year-to-date expenses are \$8,472.56 under budget. Actual income exceeds actual expenses by \$1,094.82. La Voie reported that staff duties recently were rearranged to have Paul Mondragon spend time on Sundays making sure that the recycling dumpsters are not overflowing, which results in extra billing on the garbage invoices. Jim Kennedy questioned the billing for battery recycling; Mark Youngren explained that the batteries are charged by weight. CMI accumulates the batteries and takes them to Metro once or twice a year. Youngren explained that modern batteries no longer contain mercury so it is not as important to recycle them. The Board will continue to evaluate the recycling program.

#### VII. CHAIRMAN REPORT

Kennedy discussed the recent security issues with other buildings where perpetrators have covered garage gate sensors with blue tape to prevent them from closing when a car exits. The Board encourages all residents to remain vigilant in maintaining security when entering and exiting the building, both by foot and vehicle.

#### VIII. COMMITTEE REPORTS

Plaza: There have been reports of individuals selling goods in the plaza; Pacific Patrol Services has been called to move them away.

Architectural Review: Roelofs stated that two applications have been processed since the February Board meeting.

House Rules: Anderson underscored Kennedy's observations in the Chairman's Report. The security of the building and residents is important and using every possible security option will benefit everyone. The weekly reports of garage gate violations will continue to be sent to CMI to generate and send violation letters. Anderson related a recent close call between vehicles in the parking garage and stated that drivers should be aware of the speed limit and utilize the mirrors to assist in visibility at the corners.

Electric Vehicles: A recent complaint was submitted to the Board regarding the Electric Vehicle limitations due to the excessive cost involved with installing the electrical infrastructure to one's parking space. Anderson suggested the owner ask their electrician to present a proposal to the Board for consideration.

Community & Communications: Bob Steele announced that he and Larry Rosenblum will be hosting the first Game Night March 25<sup>th</sup>, 2019 in the Community Room. Owners are invited to bring a board game, and those present will determine the game to be played that evening.

Elizabeth Lofts Emergency Committee (ELEC): ELEC reported that they have placed the order for the cabinets and supplies with Star. ELEC will work with CMI to install them once they have been delivered.

**IX. OLD BUSINESS**

Bike Storage: La Voie stated the bicycle racks have arrived and a layout will be mapped out for installation. CMISD will be installing the racks, as ADSEC has a full schedule for the foreseeable future.

Forward-Looking Calendar: CMI will be adding maintenance tasks and reminders to the planning calendar that is available to the Board on the CMI website. La Voie added that there is a separate calendar for events that is viewable by owners as well.

Fibersphere Update: La Voie stated that he contacted the Fibersphere office regarding installation at the Elizabeth and was told that a field representative would get in touch with him but there has been no contact. CMI will follow up with Fibersphere. La Voie also reported that he has been in contact with Matt Maher with Wave G to discuss internet performance issues in the building. Maher encouraged owners who have issues with connectivity to report issues directly to Wave G so that they can be addressed in real time.

**X. OWNERS' FORUM**

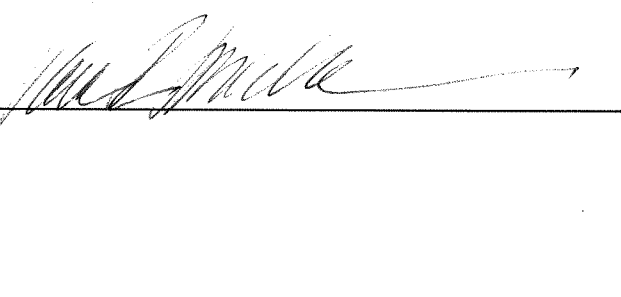
An owner requested assistance to find out if the supply hoses attached to his washing machine are braided or not. Anderson stated he could email pictures so he can help. Mark Youngren added that there are new hybrid hoses that are rubber that are reinforced with braided steel and rated at 200 psi. He will provide ordering information to the Board for consideration.

**XI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:14 PM.

Minutes approved at the April 9, 2019 meeting.

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

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

