

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, APRIL 9, 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  
Andreas Anderson, Director  
Robert Steele, Director  
Tina Tsai, Commercial Director

**ABSENT:** Brenda Peterson, Director  
Paul Roelofs, Director

**BY INVITATION:** Denise Bower, CCM, CMCA, PCAM, President  
Tom La Voie, CCM, CMCA, 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 by Chairman Jim Kennedy at 5:00 PM.

**II. VIOLATION HEARING – UNIT 811**

Unit 811 owner Yuan Gu requested a hearing before the Board regarding his tenant’s three garage gate violations. Manager La Voie summarized the violations and shared the video surveillance footage with the Board. Owner Gu requested that the Board remove the fines as his tenants were moving and he could not collect the fines from them. The Board agreed by consensus that the fines remain and suggested that the owner withhold the fines from the tenant’s security deposit. Anderson requested that CMI send future violation letters with monetary fines as certified letters.

**III. PACIFIC PATROL SERVICES (PPS) INTRODUCTION & DISCUSSION**

Michele Timfichuk and Nate Nakasone from Pacific Patrol Services introduced the company and discussed the services provided to Elizabeth Lofts Condominiums. Anderson requested information on the nightly patrols that PPS was to provide prior to the end of the Concierge shift. PPS stated that they were currently performing this task during the last hour of the Concierge schedule each evening. PPS also provided an updated phone number (503-595-3440) which will be posted on the website and at the concierge desk should it be needed. Lastly, Secretary Paul Mollomo inquired about observations by PPS of the homeless population in the Pearl, which was discussed at length, along with the understaffing of the Portland Police Bureau. PPS remains an option for anyone requiring services with unarmed security.

**IV. APPROVAL/AMENDMENT OF AGENDA**

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

**V. APPROVAL OF MEETING MINUTES (March 5, 2019)**

**AGREED:** Andreas Anderson moved to approve the March 5, 2019 meeting minutes as previously circulated to the Board. Paul Mollomo seconded the motion, which carried without opposition.

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

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

Exterior Sconce Repairs: Case stated that the exterior sconces were on order from California and expected the second week of April. The Board encouraged more timely repairs in the future.

Water Quality Issue on Floors 14 and 15: Case discussed the current status on flushing the system for the 14<sup>th</sup> and 15<sup>th</sup> floors. CMI is waiting to receive the water test samples from 1406 to see if any EPDM rubber particles were found. The test results are expected in the next two to three weeks. The presence of EPDM particles will strengthen the claim against Victaulic. Flushing the system prior to the results could jeopardize the claim. The Board acknowledged that the residents on floors 14 and 15 have been very patient and asked them directly if they could wait for a couple more weeks, to which they graciously agreed.

RDH Condition Assessment Survey: Case noted that Roman from RDH is currently working on the results of the survey. Some windows have since shown signs of leakage, which RDH will inspect. RDH will be working on a bid proposal for the exterior clean and seal. Anderson inquired whether RDH was able to assess the Isabel building, and La Voie stated that it will be included in the bid document.

Garage Strobe Light: Case explained that the cost estimate for more intense strobe lights from Hughes were over \$2,000 each, which was considered too expensive by all present.

Davit Anchor Inspection: Case reported that he has been unable to solicit an acceptable bid for the davit anchor 10-year inspection required in 2019. The \$10,000 bid from ProBel may be the only bid for this new OSHA requirement that the anchor system be fully inspected once every 10 years.

Weekly Reports: The Board inquired about the timeliness of the requested weekly maintenance updates, noting that the most recent report was received on March 20<sup>th</sup>. Case responded that he will send future reports to the Board each week.

**VII. COMMUNITY MANAGER'S REPORT**

Financial Statement: February expenses were \$5,283.49 over budget, and year-to-date expenses are \$3,189.07 under budget. Actual income exceeds actual expenses by \$695.76. The Board had no questions or concerns.

2020 Budget: La Voie stated that he had sent an initial draft budget to the Board, but that discussion would take place at the next meeting. A Reserve Study review will take place with RDH on Thursday, April 18 at 10:00 am, at their new offices in John's Landing. A meeting reminder and address will be sent prior to the meeting. All Board members are invited to participate in the meeting.

**VIII. CHAIRMAN REPORT**

Chairman Jim Kennedy briefly discussed electronic voting that other buildings were using. La Voie added that this has been implemented at other Associations with success, especially for amendment of governing documents.

**IX. COMMITTEE REPORTS**

House Rules: Anderson requested that violation letters continue to be sent for garage gate violations. The cameras were recently repaired after they were zoomed in too far and froze out of focus.

Community & Communications: Bob Steele stated that he has contacted several caterers for the annual party. Owner Marilyn Rabie volunteered to help with the arrangements for food and beverages.

Elizabeth Lofts Emergency Committee (ELEC): Teresa Jankus reported that the cabinets will be installed in each trash room in the upcoming weeks. She stated that two radios have been purchased and tested, and they are able to communicate throughout the building. Anderson suggested waiting for Director Peterson to return to weigh in on the topic, as she was the one with concerns regarding radio coverage. Jankus discussed the issues with the new printer not being able to print the Elizabeth font. Case will help solve that issue.

**X. UNFINISHED BUSINESS**

Bike Storage: La Voie announced that he and Case have laid out the installation for the new bike racks on the second and third floors. CMISD will be onsite within the next week to install the new bike racks.

Forward-Looking Calendar: La Voie discussed that Lindell is continuing to add maintenance events to the planning calendars, including maintenance events that have been completed in the past.

Fibersphere Update: La Voie stated that contact has been made with Fibersphere. They want to install their infrastructure throughout the building in order to provide the fiber optics to the building for internet service. Directors Anderson and Steele volunteered to participate in any meetings with Fibersphere.

EVS Application: The board discussed an application for an electrical vehicle charging station and will seek advice on contractual matters before proceeding.

Noise Violations: Because recent noise complaints could not be identified as coming from a specific unit, the Board declined to send a violation letter to anyone. Instead, it was suggested that a notice be sent to

neighboring units above the impacted unit asking that residents be cognizant of their neighbors, especially during quiet hours, and request that noise be kept to a minimum.

Minimum Rental Term Limit Survey Monkey: The Board discussed a potential change to the Elizabeth Lofts By-Laws (Section 7.1) and House Rule 8.2(c). At the Annual Meeting in December 2018, Paul Mollomo proposed changing the rental/leasing term from 30 days to 180 days. The longer rental/lease period would lessen the potential that a unit would be used as an Airbnb, which has happened in other cities. Those attending the Annual Meeting agreed, by a show of hands, with Mollomo's suggested change. Mollomo asked that a "Survey Monkey" be taken of all homeowners to gain their input before seeking a change to the By-Laws. At the April Board Meeting, Mollomo renewed his request that CMI send a Survey Monkey to owners regarding the proposed change, and CMI agreed to do so.

**XI. OWNERS' FORUM**

Bob Garsha suggested that a newsletter be reestablished and volunteered to work on the project. Names of other owners were discussed as possible helpers, and Garsha will contact them. It was discussed that this would be a good vehicle for the ELEC, but the Committee did not want it to be an ELEC project.

Garsha asked CMI President Denise Bower about the change of Concierge at the Elizabeth and requested that the owners be informed when such a change is made. La Voie stated that he had prepared such a notice containing information about the new Concierge, and that he was surprised to hear that the memo had not been sent. The Board acknowledged that they had received the notice from CMI, and it was agreed that the notice would be resent to all residents.

**XII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:24 PM.

Minutes approved at the May 7, 2019 meeting.

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

