

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, MAY 7, 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
Brenda Peterson, Director
Tina Tsai, Commercial Director

ABSENT: Robert Steele, Director
Paul Roelofs, Director

BY INVITATION: Kaye Youngren, CEO and Founder
Mark Youngren, Senior Service Division Supervisor
Tom La Voie, CCM, CMCA, PCAM, Community Manager
Brian Case, Facilities Asset Management Project 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 by Chairman Jim Kennedy at 5:00 PM.

II. VIOLATION HEARINGS – UNITS 1213, 1116, 1217, and 514

Unit 1213: Owners Jackie and Ian Carey addressed the Board regarding their recent infraction letter. They expressed regret for the most recent incident, offered an explanation, and said that they understood the importance of the security of the building. They requested that the Board waive the \$1,000 fine. With the owners' promise to remain diligent in waiting for the gates to close, the Board agreed to waive the \$1,000 fine for unit 1213.

Unit 1116: Owner Jarrett Klein requested a hearing for the first infraction letter received. Owner Klein stated that he believed that blocking the pedestrian right-of-way to be illegal and that there should be a parking space on the side of the gate to allow exiting vehicles to watch the gate close without blocking the sidewalk. Paul Mollomo explained that both the Board and CMI have attempted to resolve the situation with the City. La Voie stated that the Board's attorney has advised that it is not illegal to block the sidewalk while actively exiting the garage. Klein stated that he will wait on the sidewalk for the gates to close in the future. The Board agreed to waive the fee given that this was Owner Klein's first offense and stated that they will continue to explore solutions to the parking space issue.

Unit 1217: Owner Kevin Christiani addressed the Board regarding the infraction letters he had received regarding his tenant. He explained that he ignored the first couple of letters because they stated the tenant was exiting the Flanders gate when the assigned spot for the unit uses the Everett garage. He explained that he subsequently found out that his tenant was renting a second parking space in the Flanders garage. The Board decided not to waive these fines and suggested that Christiani pass the expense to the tenants.

Unit 514: Owner Ryan Robinson was unable to attend the hearing but had informed CMI that he would abide by the decision of the Board. After discussion of the recent infraction letters the Board decided that the fines would not be waived.

III. APPROVAL/AMENDMENT OF AGENDA

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

IV. APPROVAL OF MEETING MINUTES (April 9, 2019)

AGREED: Andreas Anderson moved to approve the April 9, 2019 meeting minutes as previously circulated to the Board. Paul Mollomo 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 information on the provided proposals and updates on the following items:

Snyder Roofing: During the recent roof inspection and maintenance, a number of previous temporary repairs were identified. Snyder submitted a proposal to provide permanent patching of past temporary repairs at a total cost of \$1,638.00.

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

10-year Anchor and Davit Equipment Re-Certification: Case presented two proposals for the 10-year re-certification for the anchor and davit equipment. Canada-based Pro-Bel submitted a proposal for a total cost of \$10,000.00 and Portland-based KPFF Consulting Engineers submitted a proposal for \$12,000.00. The Board asked Case to negotiate with KPFF to see if they will lower their total price.

AGREED: Brenda Peterson moved to approve an amended proposal from KPFF Consulting Engineers. Andreas Anderson approved the proposal, which carried without opposition.

Parking Garage Oil Stains: Anderson shared photographs of oil stains found in a couple parking spaces following the recent cleaning. Case stated that CMI will be exploring different cleaning products to attempt to resolve the issue.

Parking Garage Gate Incident: Anderson inquired about an incident where the garage gate hit a vehicle entering the garage. Case explained that the gates are very heavy, and that the gate will reverse its course

when it contacts something, but its weight carries it forward until the motor can reverse. Case will meet with Metro to explore other options such as adding contact sensors to the leading edge of the gate.

Freight Elevator Damage: The Board discussed the damage done in the freight elevator from a move. Due to the extent of the damage, renovations will be scheduled. The Board decided that the repair costs will be billed back to the unit related to the move.

Floors 14 and 15 Water Flush: The Board discussed a proposal from Conser Forensics to remove and inspect a Victaulic butterfly valve to determine if there is deterioration, a possible cause of the water discoloration and particulates in the 14th and 15th floor water system. Concern was voiced that this may continue to delay the water flush, which the Board agreed was inevitable. Since it will take some time to mobilize for the flush, the Board requested that the flush be scheduled and that Case work with Conser and PMC to incorporate the valve removal as part of the flush event.

AGREED: Brenda Peterson moved to approve the proposal from Conser Forensics to remove and inspect a Victaulic butterfly valve, to take place at the same time as the water flush. Andreas Anderson seconded the proposal, which carried without opposition.

The Board asked Case to schedule the work with Conser and PMC at the earliest possible availability.

VI. COMMUNITY MANAGER'S REPORT

Financial Statement: March expenses were \$2,088.79 over budget, and year-to-date expenses are \$1,100.28 under budget. Actual income exceeds actual expenses by \$450.52. The Board had no questions or concerns.

2020 Budget: La Voie presented the revised 2020 budget to the Board. The Board had several questions on Association fees, garbage, and sewer, and the discrepancy between the proposed increases for Concierge and Porter fees. Paul Mollomo asked Kaye Youngren to provide more information on the services that are included in the monthly management fee. The Board will continue to review the revised budget and provide CMI with any additional questions prior to the next meeting.

Schwindt Tax/Audit: La Voie discussed the proposal from Schwindt and Company to prepare tax returns and audit services for the fiscal years ending June 30, 2019, 2020 and 2021. La Voie shared that Schwindt has worked with the Elizabeth Lofts the past six years. It was discussed that it may be prudent to switch auditing CPAs after this three-year contract for at least one year.

AGREED: Paul Mollomo moved to approve the tax preparation and audit services engagement letter with Schwindt for the three-year term. Brenda Peterson seconded the motion, which carried without opposition.

VII. CHAIRMAN REPORT

Chairman Jim Kennedy briefly encouraged that all residents continue to be vigilant to insure the safety and security of the Elizabeth Lofts, including not allowing strangers in the building, reporting lost/stolen fobs immediately, and waiting for the garage gates to close.

VIII. COMMITTEE REPORTS

House Rules: Andreas Anderson reported on the following House Rules issues:

Infraction Letters: Director Anderson requested that the Concierge continue to monitor the garage gate camera footage and that CMI send infraction letters to those who do not stop for the gates to close. La Voie stated that the Concierge will be sending longer video clips to include the gate closing completely. The Board also stated that the certified letter costs should be billed back to the unit owners who receive infraction letters.

Rule Change 16.15: The Board also discussed a rule change for Section 16.15, which states that the Community Room is for the exclusive use of residential owners, tenants, and their guests. Commercial units are not authorized to use the space and it may not be used for marketing purposes, only Elizabeth Lofts related events. Commercial Director Tina Tsai requested clarification on the rule change; La Voie noted that Commercial Unit dues are not used for common area expenses, including Community Room expenses.

AGREED: Andreas Anderson moved to approve the change in Rule 16.15 of Section 16. Jim Kennedy seconded the motion, which carried without opposition.

Security Incident: Anderson discussed a security incident that was not reported to the Board until two days later. He requested that events involving security and maintenance emergencies be shared with the Board immediately. La Voie will ensure that the Concierge include the Board on significant events like this that occur outside of normal business hours.

Victaulic Issue & Communication: Anderson discussed the lack of communication during the recent Victaulic incident and stressed that improvements need to be made so that owners and residents are aware of the process and timeline for repairs. La Voie shared that he had sent a letter to Charter Construction requesting that repairs be expedited and agreed that frequent communication was needed to all parties.

Elizabeth Lofts Emergency Committee (ELEC): Committee Member Teresa Jankus reported that all items requested at the previous meeting have been purchased with the exception of lanterns and radios. She shared information on the sample radio that was purchased and passed it around. The radio has been tested and it works from the top floor to the basement, and from the Elizabeth to Jameson Park. It was requested that approval be granted to purchase the remaining radios, one for each floor.

AGREED: Paul Mollomo moved to approve the purchase of the additional radios as requested. Brenda Peterson seconded the motion, which carried without opposition.

IX. UNFINISHED BUSINESS

Bike Storage: La Voie shared that the new bike racks have been installed. A notice will be sent to all residents announcing their availability, specifically for those who are not able to lift their bicycles to use the wall mounted racks in the bike room.

Rental Term Survey Monkey: The Board approved the Survey Monkey requesting owner input on rental term limitations. The survey will be sent to all owners and will include the brief description that was part of the April Board Meeting Minutes.

X. OWNERS' FORUM

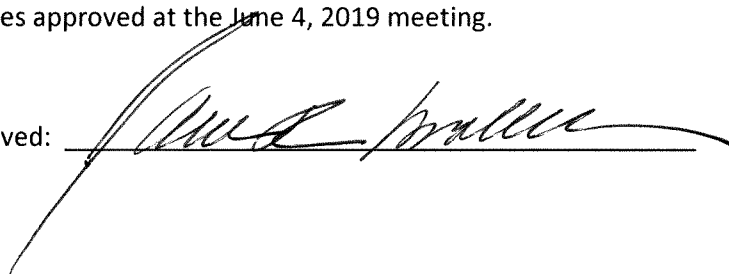
An owner requested information on how many Victaulic events have occurred and how many years remain on the timeline. La Voie reported that there have been five events over five years, and that there are seven years remaining. Attorney Dan Webert is working on a spreadsheet for the Board. There have been two preventive Victaulic replacements during active leaks, and Webert is requesting that Victaulic count each as a one-half event, increasing the total to six.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:30 PM.

Minutes approved at the June 4, 2019 meeting.

Approved: _____

A handwritten signature in black ink is written over a horizontal line. The signature is cursive and appears to read "Dan Webert".