

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JUNE 4, 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  
Robert Steele, Director  
Paul Roelofs, Director

**ABSENT:** Andreas Anderson, Director  
Tina Tsai, Commercial Director

**BY INVITATION:** 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 406, 504, 610, 1113, 1202, and 1316**

Unit 406: Unit 406 residents were not present. Tom La Voie shared with the Board that the owners believe their \$750 fine for a second offence and \$1,000 fine for a third offense (following a courtesy notice and a first-offense \$250 fine) should be treated as two first offense letters — each with \$250 fine — because the violations involved two different drivers in two different vehicles. The Board agreed that violations are assessed to the unit and are not driver/vehicle specific. The fines will stand.

Unit 504: Owner Al Pepin appeared in person and submitted a written statement to the Board setting forth three reasons why the Board should reconsider assessing the fines: 1) the violations “occurred beyond the parameters of the Elizabeth Lofts property” and the Board’s authority is limited by property lines; 2) the “gate closure regulation” is in violation of “laws relating to blockage of sidewalks or lanes of traffic”; and 3) Oregon condominium law states that “any assessment must be ‘reasonable’” and this one was not because the two violations occurred six months apart, the violations occurred during heavy traffic, there was no entry violation due to lack of gate closure, the penalty has no relationship to damage done to the Elizabeth, and, lastly, there are alternatives to the gate closure regulations. Pepin stated that he was willing to bring legal action against the Association if the fines were not removed. The Board

USA Mechanical: The proposal includes work to re-build booster pump #3 that has failing bearings. The proposal includes full pump teardown, cooling passage cleaning, pull impeller, new mechanical seal, and gasket and bearing installation for a total cost of \$2,082.00. Case recommended that this work be done.

**AGREED: Brenda Peterson moved to approve the USA Mechanical proposal for the total cost of \$2,082.00. Paul Mollomo seconded the motion, which carried without opposition.**

RDH Proposal: The ongoing investigation on the 1503 window leak will be included in the exterior assessment conducted by RDH. For a total cost of \$2,250.00, RDH will do some additional testing in unit 1503. The Board had approved this proposal at the May meeting and Kennedy signed the proposal. RDH is scheduled to be onsite Thursday, June 13<sup>th</sup>. They will also conduct the 1503 window testing.

Paver Sand Issue: Case discussed the polymeric sand that was installed by Modular Paving Systems in the plaza and the retention characteristic that is not being exhibited. MPS recommends that periodic cleaning and re-sanding will be needed to maintain the paver system stability, especially at the parking pads.

**AGREED: Paul Mollomo moved to approve periodic cleaning and re-sanding of the plaza paver system. Brenda Peterson seconded the motion, which carried without opposition.**

Davit Anchor Inspection: KPFF has stated that they are unable to provide a reduction in the cost of their proposal, and they have verified that the davit arms will be included in the proposal. Case stated these require certification with the core system since they are part of the system.

**AGREED: Brenda Peterson moved to approve the proposal from KPFF at a total cost of \$12,000. Paul Roelofs seconded the motion, which carried without opposition.**

Community Room Painting: Case noted that the new lighting in the Community Room has revealed a number of marks and flaws on the walls. West Coast Finishers will provide a proposal for the work, which will be included in the next Board Meeting packet.

Generator Room Sealing: A bid was requested from D&R to seal the generator room floor to prevent future leaks from spreading beyond the room at a total cost of \$2,095.00. Case stated that these incidents are rare, but that the work would protect the adjacent commercial spaces.

**AGREED: Paul Roelofs moved to approve the sealing of the generator room floor by D&R Masonry. Robert Steele seconded the motion, which carried without opposition.**

14/15 Water System Flush: The Board discussed Portland Mechanical Contractors' (PMC) liability for any damage done from the system flush. La Voie will pursue a quote for Builders Risk insurance and discuss the issue with attorney Dan Webert. The Board approved signing the proposal with language referencing an addendum regarding liability. The intent is to expedite the flush as soon as the liability issues are resolved and the attorneys approve any language added to the contract.

**AGREED: Robert Steele moved to approve the proposal from PMC to perform a 14<sup>th</sup> and 15<sup>th</sup> floor hot water system flush after contract modification and lawyer approval. Paul Mollomo seconded the motion, which carried without opposition.**

Alternatively, Comcast will pay the Association a per door signing fee based on saturation within the building. Currently about 70% of the units use Comcast internet and 50% use their video services. La Voie will have Attorney Steve Russell review the contract proposal when it is received.

**IX. OWNERS' FORUM**

Bob Steele would like to see new elevator pads, as the current ones are looking tired.

Ezra Rabie inquired about the building valuation. He also inquired about how the Concierge staff is evaluated by CMI. He suggested a survey monkey be put out to gauge resident feedback. Mark Pauley stated that he has concerns regarding current staff that CMI needs to address. La Voie asked that they speak after the meeting to provide additional information.

Michael Sackllah inquired about the budget process and suggested that the Board seek owner feedback on the budget.

Larry Rosenblum stated that he and other owners should know where the water shut of valves are within their units. Case explained that because of the stack formation, water valves supply multiple units, and it is not possible to turn off all the water in one unit without impacting other units.

Sema Kirkewoog stated that it is difficult for some people to attend Board meetings starting at 5:00 pm because of work schedules. She asked the Board to consider a later start time for the meetings.

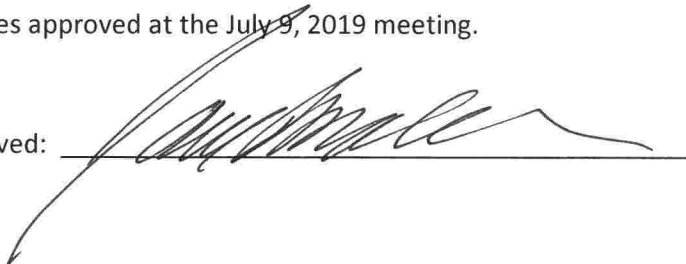
Sharon Durant voiced her dissatisfaction with Charter Construction. She said they were difficult to work with following the Victaulic water episode in her unit. Others present stated that they had had similar issues with Charter. Case responded that Charter has several different divisions, and that they are great with fast response and initial clean up. He will be exploring other options for sheetrock and flooring repairs when there are future issues.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:20 PM.

Minutes approved at the July 9, 2019 meeting.

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

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

