

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JULY 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  
Brenda Peterson, Director  
Paul Roelofs, Director  
Robert Steele, Director  
Tina Tsai, Commercial Director

**BY INVITATION:** Tom La Voie, CMCA, CCM, PCAM, Community Manager  
Lynn Lindell, Community Administrator  
Brian Case, Facilities Asset Management Project 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. WAVE G INTRODUCTION**

Sean Frenette from Wave G was present to discuss Wave G and reinforce the relationship with Elizabeth Lofts. The Board shared its concerns regarding public wifi, stating that most of the usage was occurring in the nearby hotel. Frenette will look into this with his colleagues. Frenette also informed the Board that it has become cost prohibitive to bring fiber to the Elizabeth because of the two streetcar lines it would have to be installed under. Costs would increase due to the City-permitting-process required for installation.

**III. PREVIOUS VIOLATION HEARING DECISIONS**

Brenda Peterson discussed the Board's decision on the six previous unit hearings from the June 4<sup>th</sup> Board Meeting. The decisions were made after consulting with the Association's attorney.

Units 610, 1202, and 1316: The Board decided to rescind the fines and will re-issue courtesy letters due to the existing rules stating that a courtesy letter is to be issued prior to fines being levied.

Units 504, 514 and 1113: The Board considered the arguments presented and decided that the fines will remain in place since courtesy letters were issued prior to fines being levied.

Al Pepin of unit 504 stated that the decisions were clear, but the rationale for the fines remaining was not communicated. He requested that the Board respond to his three objections presented in the last Board Meeting and proposed that he be able to meet with the Association attorney. Peterson addressed the objections presented at the last meeting and said that she did not believe it would be appropriate for Mr. Pepin to meet with the Board's attorney. The Board decided that the fines will remain in place.

An owner requested a moment to speak and asked the Board about the decision-making process in fining on violation letters and how it was decided to skip the courtesy letters. The Board explained that due to the safety issues and constant violations, this decision was made in an effort to decrease security breaches and maintain the safety and security of the building. CMI will provide the Board with statistics on how many letters were issued and how many letters with fines were issued on this subject.

An owner addressed the Board and commented that the Board was assuming all owners read the Board meeting minutes and attend the Board meetings, when not everyone does. Jim Kennedy pointed out the signage installed in the parking garages that clearly states the requirement to wait for the gates to close upon entering and exiting. The owner stated that the Board should be more accommodating and ensure email blasts are sent out with any information residents should know.

#### IV. VIOLATION HEARINGS – UNITS 406 and 1212

Unit 406: Unit 406 resident Deanna Bitar discussed the four violation letters sent regarding garage gate infractions. She proposed that because two different license plates were recorded for violating rules, they should be treated as separate violations. Currently, infractions associated with one unit are cumulative. Bitar also shared an incident involving one of their vehicles being damaged while leaving the garage. While waiting for the gates to close, a mail truck hit their vehicle and caused great damage. Bitar also stated that the Board is not present for every situation that may qualify for pardoning the violation. The Board determined that the fines will remain in place, but will take Bitar's input into consideration.

Unit 1212: Owner Joseph Lu introduced himself to the Board and discussed violation letters for unit 1212. He stated that he did not received a courtesy letter and expressed frustration with the letters being certified letters. The Board responded by saying certified letters were sent due to several cases, such as this one, where residents stated they had not received any letters. The Board decided to keep the fines in place and will continue to send certified letters.

#### V. APPROVAL/AMENDMENT OF AGENDA

**AGREED**: The Board of Directors approved the meeting agenda by consensus with the addition of Wave G's introduction with Sean Frenette.

#### VI. APPROVAL OF MEETING MINUTES (June 4, 2019)

**AGREED**: Brenda Peterson moved to approve the June 4, 2019 meeting minutes as previously circulated to the Board. Paul Mollomo seconded the motion, which carried without opposition.

**VII. FACILITIES ASSET MANAGER (FAM) REPORT**

Brian Case discussed the FAM report previously circulated to the Board and provided information on the included proposals and updates on the following items:

Pacific Modular: Case discussed a bid for the continuation of carpet cleaning with Pacific Modular. This bid includes a schedule for cleaning hallway carpets three times a year for floors 4-15. Elevator car cleanings will occur every other month. Pacific Modular's dry system has been successful and without issues during the preceding year.

**AGREED: Brenda Peterson moved to approve the Pacific Modular bid for the total cost of \$10,350.00. Paul Mollomo seconded the motion, which carried without opposition.**

West Coast Finishers: Case presented the proposal from West Coast Finishers to paint the Community Room. The proposal was for the east and south walls, with an option to paint all walls and doors.

**AGREED: Andreas Anderson moved to approve the re-painting of the Community Room with the option for all walls and doors, at a total cost of \$1,617.00. Tina Tsai seconded the motion, which carried without opposition.**

14/15 Floor Water Quality Update: Case stated the water quality issue had been resolved following the system flush, and the work went off without a hitch, finishing well before projection. Mollomo added that everyone did an excellent job on the 15<sup>th</sup> floor.

1503 Window Leak: Case noted that RDH had completed the leak testing on the 15<sup>th</sup> floor, with one leak observed. There was a gap in the sealant, which is most likely how other leaks have occurred. RDH will generate a report with advice on how to address the issue.

1503 Kitchen Ceiling/Roof Leak: Case discussed the kitchen ceiling and roof leak in unit 1503. Repairs have been completed successfully, and West Coast Finishers are on standby to complete the painting work.

Elevator Door Damage: Otis has provided an initial bid to repair the dent in the door, but the door may need to be replaced. Case will review other options, one being the Dent Doctor who works mainly on vehicles but may have ideas on how to repair the elevator door.

Davit Anchor Inspection: Case provided information on how the davit equipment will be conveyed through some units for this ten-year test. The information will be shared with the affected units along with the proposed work schedule.

Copper Piping Report: The FAM department has located potential locations where leaks could occur in the common areas based on the 90-degree angles. According to Baron Adams of Portland Mechanical Contractors, the only proactive approach would be to repipe the supply runs on the first floor.

Garage Scrubber: Case reported there are additional repairs necessary for the garage scrubber, as the cleaning solution is not being dispensed properly. A work order will be issued for the repair.

Davit Covers: Case presented a new model for the davit covers and discussed the process for obtaining bids. The cost of the project is still being investigated.

Generator Room Sealing: Case discussed the proposal to seal the floor of the generator room in order to contain any future fuel spill. Scheduling has been delayed but Case is working with D&R to get the project scheduled soon.

RDH Survey and Exterior Review: RDH has completed the follow-up inspections that were the result of the survey sent out previously, and they have performed the window leak test. A report will be compiled which will advise the Board of any immediate needs.

Light Fixture Cleaning: Anderson inquired about cleaning the exterior light fixtures since dead bugs are visible on the lenses, which impacts the cast of light and the overall appearance of the lights. Case will work with Paul Mondragon to figure out how best to resolve the issue.

Sconce: Case will request to use the lift from the window washers to replace the burned out bulb.

Lobby Lighting: The Board thanked Jeff Ghitelman for all of his work with the lighting projects, especially the new lighting in the Community Room.

10<sup>th</sup> Floor Lighting: It was mentioned that an owner on the 10<sup>th</sup> floor has been changing out light bulbs in an effort to decrease the lighting in the hallway. A notice will be sent informing residents that they are not to change the common area lights, and that the expensive bulbs that were removed need to be returned.

#### VIII. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the most recent financial statement with the Board. May expenses were \$2,786.09 over budget, and year-to-date expenses are \$16,296.16 over budget. Actual income exceeds actual expenses by \$9,873.57. Garbage overage expenses have been resolved with having the porters spend time reducing the cardboard boxes. La Voie stated the flush expense will go into the next fiscal year and will be assessed to the reserve fund since it is not an annual event.

Rental Term Limit: La Voie shared that he had discussed the legal language for the rental amendment with Steve Russell but that language has not yet been received. La Voie will forward it to the Board for review. The Board will need to approve the language at the next meeting. Kennedy had expressed interest in holding the election electronically, since it has been successful for other Associations. La Voie will obtain a proposal from Vote Now for the Board to review.

**IX. CHAIRMAN REPORT**

Chair Kennedy reiterated the need for all residents to make it their mission to protect the security of the building. He pointed out that other buildings are having the same issues, because there are people in the City who have criminal intent.

**X. COMMERCIAL DIRECTOR REPORT**

Commercial Director Tina Tsai shared that the Isabel is currently closed, and that their sign says that they hope to reopen in August. La Voie added that the Isabel garbage had not been emptied, causing offensive odors in the Elizabeth garbage rooms, but that the situation has been resolved and the containers have been serviced by Waste Management.

**XI. COMMITTEE REPORTS**

Architectural Review: Roelofs stated that three applications have been processed since the June Board meeting. La Voie added that an owner wanting to replace their gas stove was directed to the NW Natural Gas appliance store regarding the flame suppression that is required by the Elizabeth Rules. He is looking for information that can be shared with other owners.

House Rules: The Board discussed possible language revisions which would address three different areas in the House Rules regarding gate compliance and the process for issuing fines for violations in the Public Health, Safety, and Security areas. A variety of wording options were offered by those present, and the Board discussed whether a courtesy letter should be sent for gate violations prior to issuing a fine. Mollomo and Peterson are in favor of retaining the courtesy notice. Anderson and Roelofs are not in favor of a courtesy letter due to the several reminders that have been issued and the multiple signs hung in the garage stating that residents must wait for the gates to close prior to proceeding. The Board agreed to revisit the rules language at the next meeting.

It was also discussed about what to do when two cars are either entering or exiting the garage at the same time. Exiting is not an issue as the car in the back is responsible for waiting for the gates to close. La Voie suggested parking permits could be placed on the front windshield to help identify who is a resident and who is not. This conversation will continue.

Anderson also requested that signs be placed in the entry vestibules reminding residents that lingering inside the vestibule will unlock the entry doors, potentially allowing access to strangers. A recent incident was recounted which resulted in a homeless person entering the building who was found sleeping behind the Concierge Desk.

Community & Communications: Bob Steele reported on the Community party to be held on August 11. His budget of \$3,000 was approved by consensus.

Elizabeth Lofts Emergency Committee (ELEC): Bob Garsha reported that they are hosting a special meeting on August 1 with John Warner, Chair of the Pearl District Neighborhood Association Emergency Preparedness Committee. The ELEC has plans to begin drills for the floor captains to practice emergency protocols. The ELEC has requested that a group distribution email be set up for them to easily communicate with each other. CMI will work on getting that set up.

**XII. UNFINISHED BUSINESS**

Comcast: The proposed agreement with Comcast was discussed and the Board agreed that the profit-sharing option was the best deal for the Association. La Voie will contact Comcast with this information and will send the new contract to Steve Russell once it has been received.

**XIII. OWNERS' FORUM**

Eric Lipanovich thanked the Board for all that they do to ensure the safety and security of the building, which was met with applause from those in attendance.

Bob Curcio thanked Tom La Voie and CMI for the hard staffing decisions that were made recently, and for the promotion of Kati Mitchell.

**XIV. EXECUTIVE SESSION**

AGREED: Brenda Peterson moved to adjourn into Executive Session to discuss a collection matter. Paul Mollomo seconded the motion, which passed without opposition.

**XV. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:42 PM.

Minutes approved at the August 6, 2019 meeting.

Approved:

A handwritten signature in black ink, appearing to read "Brenda J. Peterson", is written over a horizontal line. The signature is cursive and somewhat stylized.



# THE ELIZABETH LOFTS

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## HOMEOWNERS' ASSOCIATION

TYPE OF MEETING: BOARD OF DIRECTORS – BOARD MEETING  
DATE OF MEETING: July 9, 2019

### SIGN-IN FOR OWNERS/TENANTS/GUESTS

Please sign-in, indicating your unit number or the name of the firm you are representing. Also please check if you wish to talk during Open Forum.

NAME	UNIT	OWNERS FORUM?	TOPIC
Jalerie Swyers	1007		
Sheldon & Jean Schiager	615		
Jeff Chitelman	1314		
Barbara Simsek	1302		
Teresa Junkus	403	No	
Angela Torre	903	No	
Bob GAESHA	1114		
Heleen ROBINSON	1323		
Vivian Wai	502		
Jamie Cooper	909		
Mary Ann McDowell	1211		
Dee Pagan	504		
Eric Lipsandich	405		
Chris Steel	1012		