

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, AUGUST 6, 2019 AT 5:30 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

- PRESENT:** Andreas Anderson, Director
Brenda Peterson, Director
Paul Roelofs, Director
Robert Steele, Director
Tina Tsai, Commercial Director
- ABSENT:** Jim Kennedy, Chairman
Paul Mollomo, Secretary
- BY INVITATION:** Tom La Voie, CMCA, CCM, PCAM, Community Manager
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 Director Brenda Peterson at 5:30 PM.

II. VIOLATION HEARING – UNIT 510

Unit 510: Unit 510 owners Scott and Elizabeth Davis submitted a letter to be read at the meeting. The Board members each stipulated that they had read the letter. Scott Davis asked the Board to excuse his first violation on the ground that he drives a manual transmission and chooses to stop at the top of the ramp to watch the gate close. He asked the Board to treat the second violation received in July as the first violation. Director Anderson stated that all residents must comply with the rule and stop at the bottom of the ramp as indicated by the stop sign and the painted line, regardless of the type of vehicle driven.

AGREED: Director Anderson moved that the fine assessed to Unit 510 in the amount of \$250 stands. Brenda Peterson seconded the motion which passed without opposition.

III. APPROVAL/AMENDMENT OF AGENDA

AGREED: Brenda Peterson moved to approve the meeting agenda as previously circulated. Andreas Anderson seconded the motion, which passed without opposition.

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

AGREED: Brenda Peterson moved to approve the July 9, 2019 meeting minutes as previously circulated. Anderson seconded the motion, which passed without opposition.

V. 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:

RDH Survey and Exterior Review: Peterson asked about the exterior report and its expected completion date. Case stated that he requested an update two weeks ago and was informed that the report is being generated and should be ready for distribution in the near future.

Davit Anchor Inspection: Case reported that the davit certification has been completed for all but two units, and that work is continuing.

Garage Gate and Remotes: It was determined that a few garage remotes were programmed to open both the Everett and Flanders gates. The Concierge has contacted the six residents whose remotes were cross-programmed. Going forward, these residents will need to have one remote for each gate. It also was determined that a full security audit would be necessary to see if there are any other anomalies. La Voie will discuss with staff that all remotes and fobs must be checked at each change of tenancy. Additionally, La Voie will ask Movin' in Mavens to assist with the fob audit at move out and move in.

Elevator Door Damage: Case is investigating alternative approaches to replacing the damaged door in Elevator #1. He has contacted the Dent Doctor and AllMet, who refinished the elevator metal in the past.

Light Fixture Cleaning: Case reported that all of the exterior light fixtures have been cleaned. It was discovered that the material seen on the lenses was cottonwood debris, not dead bugs. Porter staff will add this work to their work checklists.

10th Floor Lighting: Anderson asked Case to purchase a case of the hallway light bulbs and to replace the bulbs on the 10th floor that have been changed out by a resident. A notice will be sent to 10th floor residents informing them that they are not to change the common area lights, and that the expensive bulbs that were removed need to be returned.

VI. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the June year-end financial statement with the Board. Expenses for June were \$11,614.57 under budget, with fiscal year total expenses \$4,681.59 (0.5%) over budget. Actual income for the year exceeded actual expenses by \$12,856.77. Garbage expenses, Association Operations, and Insurance premiums were over budget a total of \$38,850. Anderson reported that he had observed restaurant employees using the Elizabeth garbage bins recently, and it was determined that they should not have access to the garbage areas until such time as the restaurant reopens and their garbage service is restored. Case will oversee a rekeying project to prevent further unauthorized use.

Rental Term Limit: La Voie reviewed the amendment language that had been provided to the Board by attorney Steve Russell. Peterson would like to have the original 7.1 language regarding leasing a unit "for hotel or transient purposes" restored with just the minimum term language changed from 30 days to six months. Board members agreed that they would prefer to retain the original language regarding "hotel or transient purposes" in the amendment. La Voie will discuss these changes with Russell.

Electronic Voting Proposal: La Voie presented the proposal from Vote HOA Now to provide electronic voting services to the Association in the amount of \$670. The Board agreed that they would like to use this service for the rental amendment vote.

AGREED: Brenda Peterson moved to approve the proposal from Vote HOA Now in the amount of \$670 for the rental amendment vote. Andreas Anderson seconded the motion, which passed without opposition.

Annual Meeting Venue: La Voie presented the proposal for renting the EcoTrust Conference Center for the Annual Meeting on December 3, 2019, at a cost of \$645.

AGREED: Brenda Peterson moved to approve the rental for the EcoTrust Conference Center at a cost of \$645. Andreas Anderson seconded the motion, which passed without opposition.

Rental List and Move Activity: La Voie presented the revised rental spreadsheet and stated that Kati Mitchell has been doing a great job updating the list. She will continue to manage the process and update the list as owners/residents move in and out of the building. She understands the importance of verifying the fobs and remotes that are transferred at change of tenancy. The Movin' In Mavens invoice will be included monthly to verify the moves in and out and the Orientations that have been scheduled.

Signage: Proposed language for the proximity sensor signs for the entry vestibules was discussed and approved. La Voie also stated that he would like to replace the signage on the Community Room door to the BBQ area with vinyl letters matching the rest of the building signage. The Board agreed with this recommendation.

Comcast Contract Renewal: New language has been vetted by Steve Russell and a new contract will be presented reflecting the changes. The Board agreed to review and sign at its next meeting.

New Concierge: La Voie reported that CMI has hired Robert Rosbaugh III for the full-time evening shift, working Tuesday through Saturday evenings. Rosbaugh is studying Business at PCC with the hope of transferring to PSU for a degree in Business. A memo will go out to all residents introducing Rosbaugh once he begins his regular shifts.

VII. COMMITTEE REPORTS

Architectural Review: Roelofs stated that seven applications have been processed since the July Board meeting.

House Rules: Peterson suggested that the courtesy letter rules discussion should be tabled until all of the Board members are present. Anderson agreed, but asked the Board to address the proposed language regarding stopping "immediately" after entering/exiting the garage. Discussion centered on whether there might be alternative language that would be more accurate and less open to interpretation.

The first proposal affects the Important Notice to All Owners, and changes "Stop after entering and exiting the garage to be sure no one comes in the gates" to "Stop immediately after entering and exiting the garage to be sure no one enters the building after you." This proposal also would move this warning to the top of the list of important notices.

The second proposal changes House Rule 1.5 from "Vehicles entering and exiting the garage must wait in view of the garage door to ensure that it closes fully behind them before proceeding" to "Vehicles must stop immediately upon entering or exiting the garage to ensure that the garage door closes fully behind them before proceeding."

AGREED: Andreas Anderson moved to approve the two changes as proposed, deferring the changes to the courtesy notice protocol until such time as all Board members are present. Brenda Peterson seconded the motion which passed without opposition.

Community & Communications: Bob Steele reported that 75 residents have signed up so far for the annual community party to be held on August 11. He is expecting at least 100 people to attend. He stated that the Jeanne Ronne Trio will be playing, with piano, bass and saxophone. There will be a table available for the ELEC Committee and others to provide information and solicit volunteers.

Elizabeth Newsletter: Bob Garsha reported that the newsletter is getting off the ground and will be called the Elizabeth Quarterly. The group distribution email issue has been solved and will be available soon. Bob Garsha distributed a draft cover and a draft article. Bob Steele requested that the newsletter contain a disclaimer that it is not published by the Board. Garsha agreed and stated that the Board will have preview privileges.

Elizabeth Lofts Emergency Committee (ELEC): Bob Garsha reported that ELEC hosted a special meeting on August 1 with John Warner, Chair of the Pearl District Neighborhood Association Emergency Preparedness Committee. The event was well attended. Warner stated that the Elizabeth Lofts emergency plan was progressing nicely. ELEC has plans to begin drills for the floor captains to practice emergency protocols, and they are still looking for the best way to evacuate people. The group distribution email will be set up for the Committee within the next few days.

VIII. OWNERS' FORUM

Bob Garsha commended Concierge Monica Harvey for always doing a good job. He specifically noted that she had posted the ELEC flyers before he had a chance to ask her to do so, and, after the event, he went to take them down only to find that she had already done so.

New owner John Drentlaw stated that he had determined that the required acoustical sealant is not present between units and asked Board members if they were aware of this fact. The Board members all stated that they were not aware of any noise issues between units, and mentioned that the Elizabeth is one of the quietest buildings that they have ever lived in. If there was an omission at construction, it would not be possible to go back to the contractor to ask for a fix, as the building is over 14 years old.

Rick Bauman asked when the Board had decided to start fining people for not stopping at the garage gates. It was discussed that the rule had been in place from the beginning, but that since there had been several incidents where the building security had been breached, the Board had decided to become more proactive and have the Concierge conduct random reviews of the camera footage in an attempt to curtail the violations and increase the residents' awareness of the building security issues.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:42 PM. The next meeting will be held on Tuesday, September 3, 2019 at 5:30 pm. It was decided to keep the meeting time at 5:30 until the Annual Meeting, at which time further discussion on this issue can take place.

Minutes approved at the September 3, 2019 meeting.

Approved: 

