

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, SEPTEMBER 3, 2019 AT 5:30 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

PRESENT: Jim Kennedy, Chairman
Brenda Peterson, Director
Robert Steele, Director
Tina Tsai, Commercial Director

ABSENT: Paul Mollomo, Secretary
Andreas Anderson, Director
Paul Roelofs, Director

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 Chair Jim Kennedy at 5:35 PM.

II. APPROVAL/AMENDMENT OF AGENDA

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

III. APPROVAL OF MEETING MINUTES (August 6, 2019)

AGREED: Brenda Peterson moved to approve the August 6, 2019 meeting minutes as previously circulated. Jim Kennedy seconded the motion, which passed without opposition.

IV. FACILITIES ASSET MANAGER (FAM) REPORT

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

Condenser Loop Water Quality Reports: Case stated that he has been in contact with Nalco regarding water quality readings in the condenser loop (HVAC) supply. Nalco acknowledged that they were using the wrong reporting form and have made the adjustment, as the reported levels are within industry standards for condenser loops.

Elevator Call Buttons and Fobs: Metro has been on site numerous times to address the elevator call buttons in the parking garage lobbies. Kennedy expressed concern that someone may be tampering with the DoorKing system as has been reported in other buildings, but Case confirmed that there had been no record of unauthorized access to the system. Case is convinced that the issue has to do with heat and temperature fluctuations and has organized a joint visit with Metro and Otis to solve the issue. Kennedy inquired about replacing the 14-year-old system, the replacement of which is funded in the reserve study. La Voie stated that the new LiftMaster platforms are not interfacing well with elevator controls; he will

have that conversation with John Kruger at Metro. Case will update the Board as new information is obtained.

Fob Audit: Peterson inquired about the fob audit, as it had been reported that some units had more than 20 devices. Both Case and La Voie have reviewed the DoorKing printout. Case suggested that the Board consider replacing all of the fobs with a new system that has a facility code specific to the Elizabeth. Currently, it may be possible for a fob from one building to work in another building if duplicate serial numbers have been used. The facility code would make the fobs building specific and no other fobs could be used at the Elizabeth. Case will research the cost to convert to using a facility code, as well as a total system replacement.

Restaurant Leak: Gallo Nero has found the source of the leak, which has been noticed from time to time in the parking garage. The leak is due to an issue with the HVAC condensate line, which has been leaking into the wall and floor of the unit before finding its way into the garage. The cause of the leak has been fixed, but Gallo Nero will need to replace sheet rock and flooring due to the scope of the leak situation.

The following topics were discussed briefly:

Elevator Dent Repair: Case is continuing to explore options to the \$8,000 door skin replacement, but he is not convinced that a repair will result in satisfactory results. CMI will also bring the owner into the discussion, as the owner may need to pass the cost to the movers.

Garage Floor Scrubber: The machine has been repaired and Paul Mondragon is working on cleaning oil stains when the parking spaces are unoccupied.

Signage: La Voie reported that the signage is nearly complete for the main entry areas warning residents about the proximity sensors.

RDH: Peterson stated that the Board needs to see this report and asked that no further funding be approved to RDH until they provide the document.

Window Hardware Repair: Peterson inquired about who is responsible for a window hardware repair and La Voie confirmed that the owner is responsible for the closing hardware.

Drain Line Issues: Peterson also inquired about the responsibility for drain line issues, and La Voie stated that the Association is generally responsible for the drain lines, unless the clog is found within the owner's drain line prior to meeting the larger common area drains.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the July financial statement with the Board. Expenses for July, the first month of the new fiscal year, were \$9,855.69 under budget (11.4%). Actual income for the month exceeded actual expenses by \$8,006.44.

Rental Term Limit: La Voie reviewed the amendment language that had been provided to the Board by attorney Steve Russell. Peterson stated that she will talk with Russell directly, as she is not comfortable with the way that the amendment is laid out. She asked whether waiting to approve the language until the October meeting would allow enough time to proceed with the electronic vote prior to the Annual Meeting. La Voie assured her that there would be enough time.

Comcast Contract Renewal: La Voie stated that a change in Comcast representatives had slowed the process, but a new rep has been in contact and a final contract should be forthcoming.

VI. BOARD MEMBER REPORTS

Chairman's Report: Kennedy reported on the Street Car Lofts break in, which is thought to be a security system breach as opposed to a fob/code/open door situation. Kennedy is committed to making the Elizabeth the toughest building in town to break into and reiterated that everyone needs to be a watchdog. The Elizabeth is lucky as there has only been one major break in, which has resulted in the building being ahead of the curve when it comes to security. The Elizabeth is a safe place to live and everyone must do their part to keep it that way.

Commercial Director's Report: Tina Tsai reported on an incident in Sabina's Style (111) involving a well-dressed gentleman customer who made owner Sabina Kupillas feel uncomfortable. He asked to use the restroom and she refused. The man later visited the Eye Studio (101), and employees there allowed him to use their restroom as they thought he was a customer. He was in the restroom for more than ten minutes, and they could hear water running. Tsai stated that she knocked on the door and told him others were waiting to use the restroom. After he left, the staff found white powder on the sink. La Voie encouraged everyone to call the police in situations like this. They may determine that it is not urgent enough to respond, but they do track calls for future staffing decisions. Kennedy reiterated that security is the number one goal of the building.

VII. COMMITTEE REPORTS

House Rules: Decisions on the proposed rules changes regarding fines will be tabled until such time as all Board members can be present.

Community & Communications: Bob Steele reported that the community party was well attended and that the food was well received. Kennedy suggested that next year they have a big barbecue, which was agreed to be a good option.

Elizabeth Newsletter: Bob Garsha asked Board members if they had reviewed the draft of the first newsletter, as they would like to publish it soon. There was apparently a glitch in the email distribution list as the Board members stated that they had not received the draft. CMI will investigate the issue. Garsha will resend the draft to the Board.

Elizabeth Lofts Emergency Committee (ELEC): ELEC was able to pick up two additional volunteers at the community party. They will start drills for the floor captains to practice emergency protocols in October.

VIII. OWNERS' FORUM

Scott Davis (510) petitioned the Board to waive his fine for not stopping at the garage gate. He had responded to the first courtesy letter, explaining to the Board that he drives a manual transmission car and that he drives to the top of the Everett ramp where he waits for the gate to close. He had suggested to the Board that they install a camera at the top of the ramp to monitor cars waiting for the gate to close. At the time of the first letter he stated that he did not receive a response from the Board, so he was surprised when he received a second letter with a \$250 fine attached. Davis submitted a letter which was read at the August Board meeting, with the Board deciding to uphold the fine. Discussion

centered on waiving the first violation letter as the Board had not responded at that time, but to continue to enforce that all residents, including Davis, must stop immediately after entering the garage to wait for the gates to close.

AGREED: Brenda Peterson moved that the Board waive the first violation letter to unit 510 along with the \$250 fine, and that the second letter would now become the courtesy letter. All future violations will result in a fine. Jim Kennedy seconded the motion, which passed without opposition.

Glen Micallef (1004 and 1311) addressed the Board concerning the proposed rental term limit amendment. Micallef rents one of his units (1311) as an executive suite, fully furnished, for periods between 10 weeks to three months. He stated that the six-month minimum term would make it impossible for him to rent his furnished unit. He would prefer a minimum term of 90 days, which is what a neighboring condo association has implemented. Bob Steele stated that he feels the current 30-day limit is adequate for what the Board is attempting to solve, banning short-term rentals. It was agreed that CMI would send out a new survey monkey with a 90-day term included as one of the choices.

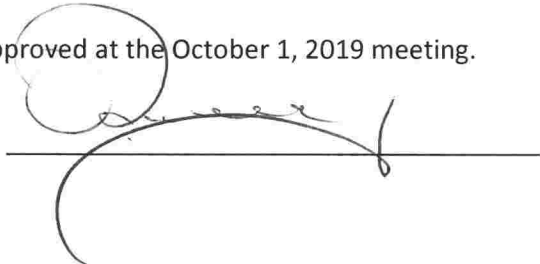
KC Micallef (1004) stated that their shower had become very slow to drain and asked the process to address this. La Voie stated that CMI would issue a work order to Portland Mechanical to snake the common drain line.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:40 PM. The next meeting will be held on Tuesday, October 1, 2019 at 5:30 pm.

Minutes approved at the October 1, 2019 meeting.

Approved: _____

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

