

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, OCTOBER 1, 2019 AT 5:30 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

- PRESENT:** Jim Kennedy, Chairman
Andreas Anderson, Director
Brenda Peterson, Director
Paul Roelofs, Director
Robert Steele, Director
- ABSENT:** Paul Mollomo, Secretary
Tina Tsai, Commercial Director
- BY INVITATION:** Tom La Voie, CMCA, CCM, PCAM, Community Manager
Denise Bower, CMCA, CCM, AMS, PCAM, President
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 5:32 PM.

II. APPROVAL/AMENDMENT OF AGENDA

AGREED: The meeting agenda was approved by consensus.

III. APPROVAL OF MEETING MINUTES (September 3, 2019)

AGREED: Brenda Peterson moved to approve the September 3, 2019 meeting minutes as previously circulated. Bob Steele 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:

KPFF Davit Anchor Inspection: Case reported that three davit bases on the 1503 terrace need roofing adjustments in order to pass inspection, as they do not fit. Two anchors have pivoted and need to be tightened. The final repairs and inspections will be done on a time and materials basis.

Access Control: Wiring issues have been identified as the cause of the recent access control issues with the elevator call boxes and garage gate phantom openings. Several devices have been installed incorrectly and given duplicate authorizations, thus confusing the system. Case has been tracking the Metro invoicing and will sit down with Metro to ask for adjustments in the billing. Case also recommended that the Board consider upgrading the Door King system to use fobs and remotes with a site-specific facility code, an additional security measure. Currently devices have a five-digit serial number, which could conceivably be used to access another building using the same devices. The facility code would make the Elizabeth

devices specific to this building and would not allow access to any generic devices. Peterson suggested that the Board determine how many fobs/remotes should be offered to each unit, and issue new devices based on that decision. La Voie reported that a neighboring building had just retooled its system and offered two fobs to each unit plus one remote per parking space at no cost to the owners. In the event additional devices were needed, owners were allowed to purchase them, but no unit was allowed more than seven fobs or two remotes per parking space. CMI will work on determining the cost for such a retooling for the next meeting, and at the next meeting, the Board will set a limit on how many total devices will be allowed.

RDH Building Enclosure Condition Assessment Report and 2020 Exterior Maintenance Program Proposal:

The Board briefly reviewed the Exterior Condition Report, which included 24 recommendations for maintenance and renewal over the next one to six years. The report noted that the next step is to develop bid specs for the work that is imminent and spelled out a process for bidding and completing the work. As a follow up to the report, a proposal was solicited from RDH to produce a document containing the specifications for the work to be completed (\$3,500 fixed fee); overseeing the bidding process and contract preparation (billed at time and expense, not-to-exceed \$3,800); Project Administration for the five months of estimated work (billed at time and expense, not-to-exceed \$1,800 per month); and Field Review during the five months of work (billed at time and expense, not-to-exceed \$4,200 per month). Total time frame for the project is three months for the planning stage and five months for the actual work, at a not-to-exceed cost of \$37,300. The renewal cost for the work included in the 2019 Reserve Study totals \$460,000.

AGREED: Bob Steele moved to approve the 2020 Exterior Maintenance Program Proposal from RDH at a not-to-exceed cost of \$37,300. Brenda Peterson seconded the motion, which passed without opposition.

Peterson had a side question regarding the billing for the RDH Condition Assessment Report, which was approved at a not-to-exceed cost of \$7,500, but the maintenance report shows payments to RDH totaling \$9,750. La Voie answered that the \$2,250 extra cost was for the window leak test in unit 1503, which was approved by the Board as an additional cost.

American Heating: Case presented a proposal from American Heating to replace the fan bearings in the cooling tower at a cost of \$7,872.00.

AGREED: Andreas Anderson moved to approve the American Heating proposal in the amount of \$7,872 to replace the cooling tower fan bearings. Paul Roelofs seconded the motion, which passed without opposition.

The following topics were discussed briefly:

Case stated that he and manager La Voie are working on a proposal to replace the planters at the main entrances and will bring proposals before the Board in time for spring planting.

West Coast Finishers will be performing some hallway ding repair and touch up paint.

Steele thanked Case for his work on the access controls, especially the elevator call system.

Elevator ding repair and new elevator pads are still on the agenda.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the August financial statement with the Board. Expenses for August were \$5,491.10 over budget and year-to-date expenses are \$4,364.59 (2.5%) under budget. Actual income year-to-date exceeds actual expenses by \$1,235.99.

Comcast Contract Renewal: La Voie stated that the Comcast agreement had been finalized and that quarterly dividends should start to show up on the financial statement within the next two months.

VI. BOARD MEMBER REPORTS

Chairman's Report: Kennedy reported that other buildings continue to report security breaches, the latest involving a "universal key" that allows the user to access any building with a Door King call box system. La Voie stated that Metro has been systematically replacing the access keys to all CMI properties with Door King systems to prohibit this universal key from allowing access. Additionally, it has been reported that entry doors with maglock systems and certain proximity sensors can be unlocked from the outside with a can of compressed air. Board members stated that they will determine if this is possible at The Elizabeth.

VII. COMMITTEE REPORTS

Architectural Review: Paul Roelofs reported that since his last report seven applications have been approved. A current project on the fourth floor resulted in a noise complaint from one of the commercial units.

House Rules: Andreas Anderson requested that CMI send a reminder to all residents that washing machine supply hoses must be changed out to steel braided hoses by the end of the year.

Anderson also requested that CMI draft a new rule addressing leaving unit doors open for long periods of time to take advantage of the heating/cooling in the hallways. Anderson stated that this practice places a burden on the balancing of the heating/cooling of the common areas, and that the equipment was not sized to take residential unit requirements into consideration. Additionally, this creates a fire hazard and could also potentially lead to cooking odor or noise complaints. The Board did not reach agreement on this issue.

Community & Communications: Paul Roelofs suggested that the Annual Meeting include a full hour for people to mingle prior to the start of the meeting. Anderson suggested that if the new planter choices are available that they could be presented for owner approval at the Annual Meeting.

Elizabeth Lofts Newsletter: Larry Rosenblum reported that there have been positive comments concerning the new EQ magazine. The next issue will be published in January. The Committee is working with Stacey McCormack to interface with the website.

Elizabeth Lofts Emergency Committee (ELEC): Teresa Jankus reported that ELEC will be holding floor captain drills on October 5th. The drills will allow the committee to practice emergency scenarios in order to think through the process and produce written procedures for future reference.

VIII. UNFINISHED BUSINESS

Rental Term Limit: La Voie presented the results of the two surveys regarding the rental term limits, and the Board decided that the 90-day limit would have the most support and would be the proposal most likely to pass the 75% approval requirement. La Voie will work with Steve Russell and Vote Now to ensure that the vote can be completed prior to the Annual Meeting.

AGREED: Jim Kennedy moved to approve the rental term cap language to include a minimum rental/lease period of 90 days. Andreas Anderson seconded the motion. The motion passed on a vote of 4 to 1 with Director Steele voting against the motion.

IX. OWNERS' FORUM

Leila Falk requested that the Board consider placing a table in the mail hallway near the recycling bin in order to assist people who are sorting through their mail. Peterson volunteered to follow up on this item.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:10 PM. The next meeting will be held on Tuesday, November 5, 2019 at 5:30 pm.

Minutes approved at the November 5, 2019 meeting.

Approved: _____



