

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, NOVEMBER 5, 2019 AT 5:30 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  
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 agenda as previously circulated was approved by consensus.

**III. APPROVAL OF MEETING MINUTES (October 1, 2019)**

**AGREED:** Brenda Peterson moved to approve the October 1, 2019 meeting minutes as previously circulated. Paul Mollomo seconded the motion, which passed without opposition.

**IV. FACILITIES ASSET MANAGEMENT (FAM) REPORT**

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

Access Control: After experiencing continued intermittent failures, it has been determined that the phone lines running to the call boxes have failed. The short-term fix is to reroute to a VOIP line and then to return to the copper lines once the fault can be found and repaired. Case stated that he is holding invoices and will initiate a meeting with Metro to sort through the charges for troubleshooting that did not result in a fix.

Fob and Remote Replacement: Case provided pricing information for replacement fobs and remotes with custom facility codes that would enhance building security. The Board discussed providing each unit with two new fobs, and one remote per parking space. Additional fobs and remotes could be purchased at cost initially. The Board will set a price for future purchases after the initial large batch purchase is made.

**AGREED:** Paul Mollomo moved that the Board proceed with custom facility code fobs and linear remotes, at a cost not to exceed \$10,000. Bob Steele seconded the motion, which passed without opposition.

Snyder Roofing Proposal: Case presented a proposal from Snyder Roofing to perform permanent repairs to areas identified during the last roof inspection. This includes replacing 16 patch pockets and 5 pressure sensitive membranes on support wall posts where the caulking and pipe clamps have become loose. The proposal cost is \$3,885.

**AGREED: Andreas Anderson moved to approve the Snyder Roofing proposal at \$3,885. Paul Mollomo seconded the motion, which passed without opposition.**

Snyder Roofing Contract: Case presented a proposal from Snyder Roofing to renew their Annual Roof Maintenance Agreement. Snyder performs two annual inspections and makes immediate repairs as needed, and then follows up with permanent repairs, as seen above. The cost remains at \$1,123 per visit, for an annual cost of \$2,246.

**AGREED: Andreas Anderson moved to approve the Snyder Roofing Annual Roof Maintenance Agreement at a total cost of \$2,246. Paul Roelofs seconded the motion, which passed without opposition.**

Hughes Electric: Case presented a proposal from Hughes Electric to renew the software update licensing agreements for 23 Exacq surveillance cameras for 2 years each. The 46 software updates cost \$1,125. Bob Steele recommended that the security system be moved from Windows 7 and suggested that some additional research take place before a decision is made. Anderson, Steele, and Case will meet to explore some options to bring back to the Board.

Modular Paving: A proposal from Modular Paving was discussed regarding the maintenance of the courtyard pavers. The proposal includes two inspections annually with hand washing of the pavers included to protect the integrity of the sand lock. Exclusions include application of moss control chemicals. It was suggested that the maintenance take place in March and September, at an annual cost of \$2,238.

**AGREED: Paul Mollomo moved to approve the Modular Paving proposal in the amount of \$2,238 for annual maintenance twice a year. Brenda Peterson seconded the motion, which passed without opposition.**

Copper Water Line Leak: Case provided a recap of the water supply line leak that resulted in water damage in three units, the electrical room, and the hallway on the 14th floor. The leak occurred in a 90-degree elbow in a copper pipe. The insulation on the pipe contained the leak and prevented more damage. Water to the building had to be turned off for the emergency repair, which resulted in some murky water throughout the building. Anderson questioned whether a filtering system would be helpful. Kennedy wondered if it would be wise to develop a plan to proactively replace the existing 90-degree copper elbows throughout the building. Case suggested that he brainstorm with Baron Adams at Portland Mechanical on the replacement and filtering questions.

Elevator Damage: The Board asked that CMI move forward with the elevator door repair, and determine which move caused the damage. Michelle Heckman from Movin' In Mavens was present at the meeting and volunteered to research their records to help determine when the damage occurred.

**AGREED:** Andreas Anderson moved to proceed with the elevator door repair and to bill the expense back to the owners. Brenda Peterson seconded the motion, which passed without opposition.

The following topics were discussed briefly:

There is a sconce light out and Case reported that there is only an LED option for replacement. He will proceed with the replacement and determine if the other lights will need to be replaced at the same time.

Case has asked the building staff to consolidate a list for hallway ding repair and touch-up paint.

To date, 25 owners have signed up to have their washer supply hoses replaced.

The retail windows that were vandalized are in process of being replaced.

Container Gardens will visit the building to get an idea for the replacement planters.

#### V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the September financial statement with the Board. Expenses for September were \$1,133.89 over budget; year-to-date expenses are \$3,230.70 (1.2%) under budget. Actual expenses year-to-date exceed actual income by \$1,805.48. Cash Reserves total \$213,20215; Working Capital Funds are up to \$119,817.90; Reserve Fund totals \$1,674,848. La Voie reported that CDs totaling \$72,000 were recently purchased because the USBank FDIC cap had been exceeded.

Isabel: A brief update was provided. Beneficial Bank is trying to sort out all of the creditors prior to the auction sale of the property. The Elizabeth has agreed to a settlement based on the lien numbers and will stand in third place behind the County and Beneficial for additional funds based on availability after the sale. Attorney Pat Foran is safeguarding the Elizabeth's interest in this matter.

CMI Annual Food Drive: La Voie requested permission for CMI to provide collection bins for the annual holiday food drive supporting the Portland Police Sunshine Division. The Board agreed to the installation. La Voie stated that fliers would be sent to all residents prior to the collection barrels arriving.

#### VI. BOARD MEMBER REPORTS

Commercial Director Report: Tina Tsai stated that she was interested in the update regarding the window vandalism at Rich's Cigar Shop and Echo Natural Beauty and was happy to hear that the window replacement was progressing. She was also interested in the progress being made with Isabel Restaurant.

#### VII. COMMITTEE REPORTS

Plaza: Tina Tsai inquired if additional plants could be added around the Buddha Building. It was also discussed that a new smoking receptacle is needed for the designated smoking area. One of the silver tables and chairs could be placed in that location as well.

Architectural Review: Paul Roelofs reported that since his last report there have been six applications submitted and approved. There are no outstanding projects waiting for approval.

House Rules: The Board discussed House Rule 26.3, which provides for a courtesy notice for all violations, including public safety, health, and security violations. Paul Mollomo suggested that a first violation of the rules regarding the parking garage gates should be handled with a courtesy letter, but said that he thought the second offense should include an automatic \$250 fine without the opportunity for arbitration. He

believes that the Board needs to exhibit some flexibility when residents make a mistake, which makes it more reasonable to go with the courtesy letter. Andreas Anderson disagreed with Mollomo, stating that security is the most important issue facing the Board. Bob Steele reminded the Board that the Association's attorney has advised that all violation letters should be sent by regular mail, by certified letter, and by email so that no one can claim that they did not receive the letter and, therefore, should not be fined. Brenda Peterson moved to retain the language in Rule 26.3, which provides for a courtesy letter for all violations. Paul Mollomo seconded the motion. After some discussion, Peterson withdrew her motion and suggested that the Board readdress the issue at its January meeting after reviewing all of the rules that involve public safety, health, and security violations.

Anderson requested that CMI promptly inform residents when there has been an incursion into the building. He cited an incident reported in the Concierge pass-down notes that was not communicated. Peterson stated that the Board also needed to be proactive and request that the notices go out at the time the Board becomes aware of these types of incidents.

Anderson also reminded CMI that the Board would like to see a draft of a new rule addressing leaving unit doors open for long periods of time to take advantage of the heating/cooling in the hallways.

Elizabeth Lofts Emergency Committee (ELEC): Teresa Jankus reported that the recent floor captain drill was successful; three floor captains and ELEC committee members participated. There was a good exchange of ideas, which will result in written procedures. Larry Rosenblum has developed a checklist for his floor residents, which will be made available to all floor captains once the Board has had a chance to review and approve. Concern was expressed regarding access to the cart room. La Voie reported that a work order has been issued to rekey the lock so that the room can be opened with a master key. Eric Lipanovich has been working with the Concierge staff to understand the unit key system. Jankus asked how the Committee would be able to access the key cabinet if the Concierge is not on site. The Board will need to determine how access will be acquired, but the consensus for a short-term solution is to use the crowbar in the event of an emergency.

#### VIII. UNFINISHED BUSINESS

Rental Term Limit: La Voie presented a draft communication to be sent to all owners regarding the rental term limits, the results of the surveys, and the electronic voting that will take place for the Bylaws Amendment. Board members determined that they will need to prepare the owners for the vote, and that the Annual Meeting would be a good opportunity to lay out the proposal and introduce the new voting procedure. Peterson, Mollomo, and Roelofs agreed to meet to review the draft correspondence, develop a timeline for the vote, and determine how to present the information at the Annual Meeting.

Annual Meeting: The Board discussed the Annual Meeting agenda and agreed that, in addition to the standard agenda items, the following topics should be discussed: the upcoming Bylaws Amendment; the new fobs and remotes (including a discussion of how many fobs and remotes should be allowed per unit); new planters; and the start time for Board meetings. The Annual Meeting will begin with Happy Hour to allow owners to mingle and socialize before the meeting begins. Peterson will contact EcoTrust regarding catering requirements.

**IX. OWNERS' FORUM**

Bob Steele, speaking as an owner, expressed concern regarding the new ClickPay system for paying monthly home owner account fees, especially the fact that the email required owners to click on embedded links, which he felt was not secure.

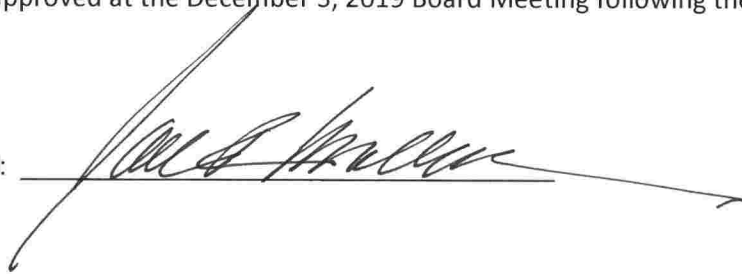
Otto Riesenberq questioned why the water had been gray, which was a result of the emergency water shut off to repair the hot water supply line link on the 14<sup>th</sup> floor. Residents were encouraged to allow their water to run, which will help flush the discolored water from the system.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:15 PM. The next meeting will be the Annual Meeting on Tuesday, December 3. The next regular Board Meeting will be held on Tuesday, January 7, 2020, at a time to be determined at the Annual Meeting.

Minutes approved at the December 3, 2019 Board Meeting following the Annual Meeting.

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

A handwritten signature in black ink is written over a horizontal line. The signature is cursive and appears to read "M. S. Steele". The line extends to the right of the signature.