

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, MARCH 3, 2020 AT 5:00 PM IN THE COMMUNITY ROOM LOCATED AT 333 NW 9th AVENUE, PORTLAND, OREGON, 97209.

- PRESENT:** Paul Mollomo, Secretary
Brenda Peterson, Director
Andreas Anderson, Director
Robert Steele, Director
- ABSENT:** Jim Kennedy, Chairman
Steve Rose, Director
Tina Tsai, Commercial Director
- BY INVITATION:** Tom La Voie, CMCA, CCM, PCAM, Community Manager
COMMUNITY MANAGEMENT, INC., AAMC
- OWNERS:** As indicated on the original sign-in sheet.

I. CALL TO ORDER

The meeting was called to order by Secretary Paul Mollomo at 5:03 PM.

II. APPROVAL/AMENDMENT OF AGENDA

Due to time constraints of one of the Board members, Paul Mollomo suggested, and it was agreed by consensus, to move the items requiring approval to the beginning of the meeting.

III. COMMITTEE REPORTS

Rules Committee: Four new or revised Rules had been previously circulated for Board consideration. Each was reviewed separately.

Added new Rule 4.3: "The hallway air systems are balanced based on all unit doors remaining closed. Residents may not prop open their unit doors, except during moves or deliveries."

AGREED: Andreas Anderson moved to adopt new Rule 4.3 as previously circulated. Paul Mollomo seconded the motion which passed without opposition.

Revised Rule 7.4 a. to add the sentence "You may also want to consider adding loss assessment coverage." Amended Rule 7.4 b. to increase the stated Master Policy deductible to \$25,000 to match the new coverage.

AGREED: Andreas Anderson moved to adopt the two revisions to Rule 7.4 as previously circulated. Paul Mollomo seconded the motion which passed without opposition.

Revised Rule 8.2 b to change the text from "within 30 days of renting or leasing a unit" to "before renting or leasing a unit." Amended Rule 8.2 c. to change the minimum lease allowance from 30 days to 90 days, based on the recent passage of the bylaw amendment.

AGREED: Paul Mollomo moved to adopt the two revisions to Rule 8.2 as previously circulated. Brenda Peterson seconded the motion which passed without opposition.

Revised Rule 16.1, regarding decks and railings, to add the following new language: "Non-blinking lights are allowed from Thanksgiving Day through January 10th. Lights must be battery-powered or connected to an exterior electrical outlet. No electrical wires may penetrate the building façade, doors, or windows. All lights must be UL safety rated for outdoors and wet locations."

AGREED: Paul Mollomo moved to adopt the new language added to Rule 16.1 regarding exterior holiday lights, as previously circulated. Brenda Peterson seconded the motion, which passed without opposition.

Clarified Rule 26.3 regarding the procedures on fines, as follows: "Except in matters of extreme public health, safety, or security, the Board will issue one warning before issuing the first fine. The owner may request a hearing by the Board within the timeframe designated in the notice. Parking garage violations will receive one courtesy warning before receiving a fine. Smoking and fire related violations will receive an immediate fine."

AGREED: Paul Mollomo moved to adopt the new language in Rule 26.3 as previously circulated. Andreas Anderson seconded the motion, which passed without opposition.

IV. APPROVAL OF MEETING MINUTES (February 12, 2020)

AGREED: Andreas Anderson moved to approve the minutes, as previously circulated, from the February 12, 2020 Board meeting. Paul Mollomo seconded the motion which passed without opposition.

V. FACILITIES ASSET MANAGEMENT (FAM) REPORT

In Brian Case's absence, Manager La Voie presented the previously circulated Board report:

Elevator Interior Finish: A proposal from AlMet was presented to refinish the stainless steel items on the interiors of the three elevator cabs at a cost of \$850 each.

AGREED: Brenda Peterson moved to approve the proposal from AlMet Metal to refinish the three elevator interiors for a total cost of \$2,550. Andreas Anderson seconded the motion, which passed without opposition.

Hot Water Tank: The crane for the installation of the new 500-gallon hot water storage tank will have to be set up on Everett Street. The crane is too large to fit on either 9th Avenue or Flanders Street. The crane will be installed to the west of the Everett Street gate to allow intermittent exiting from the garage. All traffic will be detoured off of Everett Street while the crane is in place. It will be possible for residents to drive west on Everett to enter the garage. Flaggers will be on-site to direct traffic in and out of the garage; no traffic will be allowed while the crane is in motion.

Planters: Case is in the process of obtaining additional planter bids for concrete planters from several vendors, including Container Gardens, DeSantis and Dennis's Seven Dees. More options will be presented at the April meeting.

Call Box Static Issues: Brenda Peterson asked about the progress on clearing up the outstanding invoices for the callbox issues. La Voie stated that Case is working with Metro, and that he had recently seen one revised invoice come through that had been cut in half. Discussion centered on whether it was time to replace the existing callboxes with new ones, and what concessions would need to be made regarding the elevator security interface. La Voie will ask Metro for recommendations.

Emergency Egress: Teresa Jankus of the ELEC asked if the south stairwell exit had been rekeyed to match the common area key. Andreas Anderson stated that he will ask Case to move that item up on the to do list.

Electric Vehicle Charging Stations: Anderson asked that CMI determine which additional vendors could be approved to help move the current applications forward. He suggested that any electrical contractor could be used as long as they followed the mapping system for the conduit set up by Christiansen Electric.

Architectural Review Applications: Anderson inquired whether CMI was billing the Association for Case's time when he was called in to look at an application. La Voie stated that Case has always been involved in certain ARA questions. Case's meetings with Paul Roelofs were usually focused on maintenance issues but ARA questions also were discussed, and his time was always charged to the Association. La Voie stated that they would try to keep Case's involvement to a minimal amount of time. Anderson stated that the Board still wants to be copied on all Architectural Review applications.

VI. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the January financial statement. Expenses for January were \$9,550.95 over budget; year-to-date expenses are \$10,777.34 (1.8%) over budget. Actual expenses year-to-date exceed actual income by \$19,206.84 (3.2%). La Voie pointed out that the increased insurance costs have started to hit the budget, with the line item over budget \$7,050.16 as of January 31. Cash Reserves increased to \$256,458.13; Working Capital Funds are up to \$122,821.46; the Reserve Fund increased to \$1,698,793.94.

Isabel: La Voie provided a very brief update. The trial scheduled for March 6 has been rescheduled for May 15. La Voie stated that he has been added to the witness list for the case.

Reserve Study Proposal: La Voie presented a proposal from RDH to provide Level 3 Reserve Study updates for the next three years at a set price of \$3,000 per year.

AGREED: Brenda Peterson moved to approve the proposal from RDH to provide Level 3 Reserve Study updates for the next three years at \$3,000 per year. Andreas Anderson seconded the motion, which passed without opposition.

Tax Returns: La Voie presented the Federal and State tax returns for signature. The Federal form 1120-H included a refund of \$994, and the State Form 20 included a refund of \$235. Secretary Mollomo signed the forms on behalf of the Association.

VII. COMMITTEE REPORTS

Rules Committee: Andreas Anderson reported that there is a gas can being stored in the basement parking garage. He requested that CMI facilitate the removal as it is a fire code violation. Anderson also stated that there have been reports that the restaurant is mixing garbage into the recycling and asked that CMI address the issue.

VIII. OWNERS' FORUM

Chris Steele addressed the issue of the mouse that had been sighted on the 6th floor. The mouse was tiny and suspected of being snake food. The mouse disappeared into the mechanical room on the 6th floor and evidence showed that it had worked its way into the 5th floor mechanical room. The pest control vendor set humanitarian traps.

It is not known for sure which unit has the pet snake. It was discussed that the rules concerning pets need to be revised. Perhaps Survey Monkey could test the waters with the owners.

APPROVED

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An owner on the 6th floor had been chastised for blocking the sweep of her door from the outside in an effort to keep the mouse out of her unit. La Voie stated that he would talk to her.

Paul Mollomo suggested banning certain dog breeds.

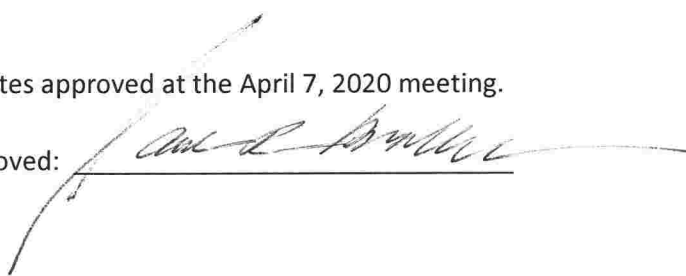
Chris Steele expressed her frustration with the new ClickPay system, especially in trying to figure out how much she owed on her new unit. La Voie stated that she could always contact his team for assistance in the future.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:13 PM. The next meeting will be held on Tuesday, April 7 at 5:00 PM in the Community Room.

Minutes approved at the April 7, 2020 meeting.

Approved:

A handwritten signature in black ink, appearing to read "Paul Mollomo", is written over a horizontal line. The signature is cursive and extends to the right of the line.