

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
MAY 5, 2020
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON TUESDAY, MAY 5, 2020 AT 5:00 PM VIA THE ELECTRONIC VIDEO CONFERENCING
FORMAT ZOOM.

PRESENT: Jim Kennedy, Chairman
Paul Mollomo, Secretary
Brenda Peterson, Director
Andreas Anderson, Director
Robert Steele, Director
Steve Rose, Director

ABSENT: Tina Tsai, Commercial Director

BY INVITATION: Tom La Voie, CMCA, CCM, PCAM, Community Manager
Brian Case, Project Coordinator, Facilities Asset Management
COMMUNITY MANAGEMENT, INC., AAMC

I. CALL TO ORDER

The meeting was called to order by Chair Jim Kennedy at 5:00 PM.

II. APPROVAL/AMENDMENT OF AGENDA

The agenda was approved by consensus.

III. APPROVAL OF MEETING MINUTES (MARCH 3, 2020)

It was noted for the record that the April meeting had been cancelled due to the COVID-19 pandemic.

AGREED: Brenda Peterson moved to approve the minutes, as previously circulated, from the March 3, 2020 Board meeting. Paul Mollomo seconded the motion, which passed without opposition.

IV. FACILITIES ASSET MANAGEMENT (FAM) REPORT

Brian Case presented the previously circulated Board report:

Hot Water Tank: The installation of the new 500-gallon hot water storage tank was completed with a few unexpected events. Wind affected the crane operation which resulted in an initial delay, using up the buffer time built into the schedule. Once the old tank was drained and removed, the new tank was installed with all new fittings, which resulted in unanticipated leaks. The hot water was brought back on-line several hours later than planned, and air locks in the recirculation system prevented full hot water in all locations. As of the meeting time, all units have reported that their hot water is back to normal. Brenda Peterson and Bob Steele commended Case for the communication throughout the installation and the days following.

Community Room Vanity: Andreas Anderson questioned Case concerning an invoice for the sink repair in the Community Room restroom. Case stated that the sink needed to be reinstalled and recaulked. It appears that someone tried to sit on the sink causing it to pull away from the wall. Case suggested that the next time repairs were needed that a new sink with a vanity cabinet be considered.

Fire/Life/Safety: Peterson questioned the maintenance report listing for the Fire/Life/Safety event, which had a not-to-exceed budget of \$2,442 and a reported total cost of \$3,227.79. Case reported that the NTE cost was for Hughes Electric, and the total cost included expenses from Otis Elevator as well. The report will be amended for future reference.

Hughes Electric: Following the Fire/Life/Safety inspections, Hughes presented a proposal to correct discrepancies, which included replacing several strobes and an update to the NAC panel. The proposal totals \$2,225.

AGREED: Andreas Anderson moved to approve the repairs as outlined on the Hughes proposal in the amount of \$2,225. Paul Mollomo seconded the motion, which passed without opposition.

USA Mechanical: Case presented a proposal from USA Mechanical for repairs to Booster Pump #2 which was emitting a loud high-pitched noise. The repair was deemed to be urgent, and approval to proceed was provided by email. Repairs were completed on March 4, 2020.

AGREED: Andreas Anderson moved to ratify the proposal from USA Mechanical for repairs to Booster Pump #2 completed on March 4, 2020 in the amount of \$4,425. Brenda Peterson seconded the motion, which passed without opposition.

USA Mechanical also presented a proposal to rebuild pump #1 with a new motor, new shaft sleeve and new gasket kit in the amount of \$4,050. Case stated that they will only install the new motor if it is absolutely necessary.

AGREED: Paul Mollomo moved to approve the proposal from USA Mechanical to rebuild pump #1 in the amount of \$4,050. Andreas Anderson seconded the motion, which passed without opposition.

Renaissance Restoration: Case presented a proposal from Renaissance Restoration for wood repair and refinishing throughout the common areas. This is the same company that performed the same work five years ago. The proposal was itemized for specific areas throughout the building, and totals \$6,751.

AGREED: Paul Mollomo moved to approve the Renaissance Restoration proposal in the amount of \$6,751. Steve Rose seconded the motion, which passed without opposition.

American Heating: As a follow up to recent HVAC preventive maintenance, American Heating provided a proposal to replace the motor in SF-20 and EF-35 at a cost not to exceed \$1,360.

AGREED: Andreas Anderson moved to approve the proposal from American Heating in the amount of \$1,360. Paul Mollomo seconded the motion, which passed without opposition.

Access Control: Case reported that the project to replace the fobs and remotes is on a temporary hold as a result of the social distancing order during the pandemic.

Security Issue with Landscape Planters: It has been determined that the planter located at the courtyard entry has been used as a footstool to provide access for someone to climb over the Community Room gate and access the area. The Board has asked CMI to remove the planter. Future installation of a gate topper will prevent people from climbing over the gates at the Community Room and the Garbage and Recycling Room, as well.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the March financial statement. Expenses for March were \$14,112.0 over budget; year-to-date expenses are \$22,234.27 (2.9%) over budget. La Voie pointed out that the increased insurance costs have started to hit the budget, with the line item over budget \$26,128.56 (21.0%). as of March 31. This comprises the entirety of the amount over budget to date. Actual expenses year-to-date exceed actual income by \$34,286.65 (4.2%). Cash Reserves increased to \$42,670.61, with \$151,062.58 having been utilized for up front insurance payments. Working Capital Funds are up to \$126,808.10; the Reserve Fund increased to \$1,740,760.14.

Isabel: La Voie reported that the trial scheduled for May 15 has now been postponed to June 11. La Voie stated that he has been asked to testify at the trial.

VI. BOARD REPORTS

Report of the Chair: Jim Kennedy requested that all residents continue to be vigilant when entering and exiting the building, whether in a vehicle or on foot. Paul Mollomo added that there have been an increasing number of transients in the neighborhood, which is quite disturbing. There have been a number of break-ins around the building, including Ben and Jerry's and our own Sabina's. Many businesses that have closed due to the pandemic have boarded up their windows.

Regarding health issues, Kennedy stated that residents are being very considerate with elevator usage, and the staff has been doing a great job of keeping up with disinfecting surfaces throughout the building. Mollomo added that the Board has recognized the efforts of the staff with a mid-year bonus.

VII. COMMITTEE REPORTS

Rules Committee: Brenda Peterson circulated rules amendments to the Board prior to the meeting. She proposed amendments to Rule 18.1.a and Rule 20.12. Peterson read the rules in their current state:

Rule 18.1.a: All cat and dog waste must be double-bagged before being placed in the chute or the dumpster in the Trash and Recycling Room.

Rule 20.12: Cat litter must be double-bagged before going into the garbage chute.

Peterson proposed that the rules be amended to prohibit any animal waste from being disposed of through the trash chute, and provided the following new verbiage for both Rule 18.1.a and Rule 20.12:

Animal waste – including cat litter - may not be placed in the trash chute. All animal waste – including cat litter – must be double-bagged, brought downstairs and disposed of in the dumpster in the Trash and Recycling Room.

AGREED: Andreas Anderson moved to approve the new language for Rule 18.1.a and Rule 20.12 as presented. Steve Rose seconded the motion, which passed without opposition.

New Rule: Brenda Peterson proposed that a new rule be adopted by the Board to prevent owners from allowing pets on the Juliette Balconies, and to ban the use of pet relief pads on the

balconies. This rule is the result of a recent incident where a dog was being allowed to urinate on a pet relief pad on the Juliette balcony, resulting in dog urine cascading on unit windows below. Peterson read the new rule, which would become Rule 16.16 and Rule 20.13 if adopted:

*Pets are not allowed on Juliette balconies or in window boxes at any time for any purpose.
Pet relief pads of any kind are not allowed on any balcony or in any window box.*

Some owners attending the meeting objected to the new rule, stating that the Board cannot tell them what they can and cannot do on their Juliette Balconies. The Board pointed out that the Juliette Balconies are limited common elements and not considered part of the unit itself. Some owners said that they wanted to put their pets outside on the balconies so they could get some fresh air. Peterson said there were safety issues with doing that and suggested pets could get fresh air other ways.

AGREED: Brenda Peterson moved to approve new Rule 16.16 and Rule 20.13 prohibiting pets and pet relief pads on the Juliette Balconies and the window boxes. Jim Kennedy seconded the motion, which passed with five votes and one abstention. Director Rose abstained from the vote.

CMI will revise the Rules document with the new language and post it on the website. A memo with the new language will be mailed and emailed to all owners.

Breed Restrictions: Paul Mollomo proposed that the Board consider pursuing a breed restriction amendment banning pit bulls from the building. He stated that there are at least two in the building currently and that he had been intimidated by them, especially while on the elevator. He stated that the current pets could be grandfathered by any amendment. La Voie stated that an amendment to restrict dog breeds would require a 75% approval vote of the ownership. Mollomo stated that he would continue to research the issue.

ELEC: Teresa Jankus led a discussion centered on ELEC's draft document concerning the COVID-19 pandemic. The Committee has asked the Board for direction whether masks are to be worn in the common areas. Board consensus was that all residents, vendors and on-site staff must wear masks when in proximity to other people. The one exception is for the Concierge on duty behind the desk; if they leave the desk enclosure they are expected to wear their mask as well. The one change requested of the Committee regarding the document was to change the term "guest" to "non-resident."

Larry Rosenblum presented an overview of the Pearl District Neighborhood Association Emergency Prep Committee COVID-19 Forum. The PDNA requested an opinion from Oregon Attorney General Ellen Rosenblum about the legality of conducting board meetings via videoconferencing, because some local attorneys have been advising condominium boards that they cannot conduct business that way. The Attorney General declined to provide an opinion because she is not the attorney for condo associations. The PDNA EPrep Committee is recommending masks and the use of hand sanitizer and is looking at procuring supplies for the second wave. Larry Rosenblum asked the Board if the Elizabeth should be considering taking

temperatures of people as they enter the building, but it was not seen as a necessary requirement at this time.

VIII. OWNERS' FORUM

Owner Bob Steele reported that he has submitted an ARC request to install a new gas range, but that he is having a difficult time finding one that includes a flame supervision or flame failure device. He is researching models that contain a flame reignition system and will provide the Board with his final decision for approval prior to purchase.

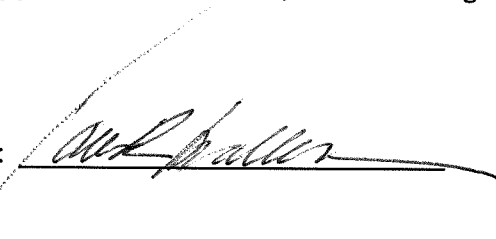
Owner Jeff Ghitelman questioned the weekly running of the generator. He stated that the generator runs for 30 minutes once a week, and that he feels that the noise and pollution are unnecessary.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:39 PM. The Board will meet to review the 2021 budget on Wednesday, May 20 at 2:00 PM and on Thursday, May 21 at 2:00 PM to review the updated Reserve Study with RDH. Both meetings will be held on Zoom. The next Board meeting will be held on Tuesday, June 2 at 5:00 PM. Location will be verified prior to that date.

Minutes approved at the June 2, 2020 meeting.

Approved:

A handwritten signature in black ink, appearing to read "M. J. Haller", is written over a horizontal line. The signature is cursive and extends slightly above and below the line.