

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
JUNE 2, 2020
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON TUESDAY, JUNE 2, 2020 AT 5:00 PM VIA THE ELECTRONIC VIDEO CONFERENCING
FORMAT ZOOM.

PRESENT: Jim Kennedy, Chairman
Paul Mollomo, Secretary
Andreas Anderson, Director
Brenda Peterson, Director
Steve Rose, Director
Robert Steele, Director
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 5:04 PM.

II. APPROVAL/AMENDMENT OF AGENDA

The agenda was approved by consensus.

III. APPROVAL OF MEETING MINUTES (MAY 5, 2020)

AGREED: Brenda Peterson moved to approve the minutes, as previously circulated, from the May 5, 2020 Board meeting. Andreas Anderson seconded the motion, which passed without opposition.

IV. FACILITIES ASSET MANAGEMENT (FAM) REPORT

Brian Case presented the previously circulated Board report:

Call Box Issues: The call box continues to have intermittent issues with telephonic connection with the Concierge desk. The phone lines have been verified between the call box and the connection in the lobby, but the lines to the demarcation point in the basement need to be checked. Case suggested that recording the calls between the call box and the Concierge phone could provide some insight for the Door King representative. It was agreed that the phone line verification would be preferable to recording the calls at this point.

Access Control: Case provided an update on the access control project to provide all new fobs and remotes to the owners/residents. He proposed running both systems in tandem until such time as all the new devices are in place, then the old system would be deleted. Residents will be given the opportunity to order additional fobs and remotes once the initial "free" devices have been distributed.

Security Barriers: Case has met with Wright Fabrication to determine how best to enclose the areas above the gates at the Community Room and garbage areas. Unwanted individuals have been able to climb over the gates and use the area inside the gates as sleeping areas, and there has been evidence that the barbecues have been used as well. The planters outside of the west

entry have been used as a step to make it easier to climb over the gate. Designs and proposals will be forwarded to the Board when they arrive.

USA Mechanical: Case presented a proposal from USA Mechanical for preventive maintenance to the boiler lime filter packs. The lime filters neutralize the acidic condensation produced by the boilers; this is necessary to protect the cast-iron drain lines. The total cost of the proposal is \$1,082.

AGREED: Andreas Anderson moved to approve the proposal from USA Mechanical for preventive maintenance to the boiler lime filter packs in the amount of \$1,082. Steve Rose seconded the motion, which passed without opposition.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the April financial statement. Expenses for April were \$28,535.08 over budget; year-to-date expenses are \$50,875.35 (5.9%) over budget. La Voie pointed out that the insurance line item is now over budget \$26,316.25 (25.3%). Actual expenses year-to-date exceed actual income by \$65,019.39 (7.1%). Cash Reserves increased to \$96,100.96, with \$149,372.91 having been utilized for up front insurance payments. Working Capital Funds remain at \$126,808.10; the Reserve Fund increased to \$1,760,840.19.

2020/2021 Budget: La Voie recapped that a letter was sent the previous Friday to all owners apprising them of the \$88,000 increase in insurance premiums for the current policy year, and that the Board was considering using \$24,000 from the Operating Contingency along with \$24,000 from the Working Capital Fund to "buy down" the premium increase. The rest of the budget will remain virtually flat, including the contribution to the Reserve Fund, resulting in an increase of 3.5% for the coming year. There was concern among several Board members that the CMI contract included a management fee increase of 3.1% based on the February CPI. Board members felt that CMI should make some concession based on economic factors attributed to the COVID-19 pandemic. Owners inquired about the 1.5% increase for Porter and Concierge, stating that they should be given larger salary increases. La Voie explained that the line item and the actual salaries are not necessarily the same, as the line item encompasses the entire package provided by CMI which includes wages, taxes, medical insurance and other benefits. Brenda Peterson asked that CMI reconsider the 3.1% increase. Jim Kennedy stated that he would contact CMI CEO Kaye Youngren to discuss the CMI management fee.

AGREED: Paul Mollomo moved to approve the 2020/2021 budget as submitted, with the caveat of discussing the management fee numbers with the CMI CEO. Steve Rose seconded the motion, which passed without opposition.

Isabel: La Voie reported that the trial scheduled for June 11 has now been postponed to July 24. La Voie stated that Pat Foran, in his new position of Partner at Wyse Kadish, will be representing the Association in this matter.

VI. BOARD REPORTS

Report of the Chair: Jim Kennedy reported that other condos in the area are also discussing wearing masks in the common areas, how to handle deliveries, and whether to allow Open

Houses and realtor showings. Two buildings require wearing a mask while in the common areas. Other issues discussed included security measures and the escalating homeless issue. Other buildings reported issues with former newspaper delivery employees accessing the buildings using codes or fobs. Discussion centered on whether delivery personnel are aware they are not to allow others access to the building and determining if there has been any abuse of access attributed to the delivery personnel.

In response to the protests that have been occurring in Portland, the question of boarding up windows was discussed. The ELEC committee has purchased plywood to cover the common area glass in the event it would become necessary. Brian Case has been researching the best method to attach plywood to the building and has discovered a clamp that attaches to the window mullions into which the plywood can then be screwed. Tina Tsai inquired whether there was enough plywood to cover the commercial storefront windows, as Sabina's Style store had been broken into and merchandise stolen. Teresa Jankus explained that ELEC had purchased just enough for the common areas. It was agreed that the building should have a supply on hand that could cover all first floor windows. Case will source the clamps and a Zoom meeting will be held to discuss the protocol with the commercial owners.

VII. COMMITTEE REPORTS

ELEC: Teresa Jankus thanked Tina Tsai for donating masks to the ELEC committee for the building and stated that they have used about half of those already. ELEC would like to order an additional 50 to 100 masks through Tina's vendor. Jankus will work directly with Tsai.

Multnomah County will enter Phase 1 of reopening in the next couple of weeks. Jankus reported that the committee members continue to participate in the weekly COVID Forum with the PDNA, discussing what other buildings are doing and what changes will need to be initiated as the lockdown is lifted.

VIII. OWNERS' FORUM

Owner Beth Markwell stated that the employees that work in the building need better compensation than just the 1.5% reported in the budget proposal. Paul Mollomo replied that the Board had provided a bonus to each employee for their hard work during the lockdown. La Voie added that the 1.5% increase is a total package increase and does not relate to the salary increases offered by CMI.

Markwell also asked permission to be able to move chairs from the Community Room onto the Plaza if she promised to return them and sanitize them after each use. The Board agreed that this was an acceptable request.

Larry Rosenblum stated that the ELEC had been discussing putting the tables and chairs back on the Plaza since the COVID risk is lesser outdoors. There was support for leaving the tables and chairs outside, but it was determined that the decision should be put on hold for the time being.

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Forrest Gisk asked for specifics on how the garage gate was broken into and suggested that a second maglock be added to the gates closer to the bottom. He also suggested that additional cameras be located on the outside of the building.

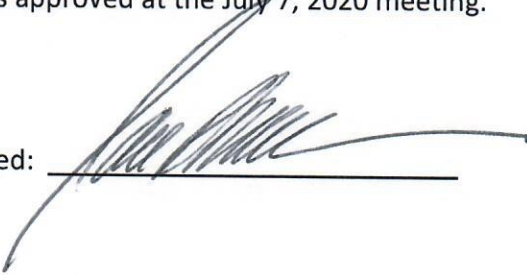
Paul Mollomo brought attention to a New York Times article interviewing Emily Powell of Powell's Books. She had stated that she has hired back about 10% of her employees to handle on-line sales, but that she is afraid the store may not be able to reopen. Mollomo encouraged all to make on-line purchases in an effort to keep the iconic bookstore open.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:39 PM. The next Board meeting will be held on Tuesday, July 7 at 5:00 PM. Location will be verified prior to that date.

Minutes approved at the July 7, 2020 meeting.

Approved: _____

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and appears to be a cursive name.