

APPROVED

ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
JULY 7, 2020  
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS  
HELD ON TUESDAY, JULY 7, 2020 AT 5:00 PM VIA THE ELECTRONIC VIDEO CONFERENCING  
FORMAT ZOOM.

**PRESENT:** Jim Kennedy, Chairman  
Paul Mollomo, Secretary  
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 5:03 PM. Kennedy announced that Director Andreas Anderson had sold his unit and has resigned from the Board.

**II. APPROVAL/AMENDMENT OF AGENDA**

**AGREED:** Brenda Peterson moved to approve the agenda as previously circulated. Paul Mollomo seconded the motion, which passed without opposition.

**III. APPROVAL OF MEETING MINUTES (JUNE 2, 2020)**

**AGREED:** Brenda Peterson moved to approve the minutes, as previously circulated, from the June 2, 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:

Access Control: Case provided an update on the access control project. The Linear garage remotes that were received are not compatible with the gate receivers. There are two options, either replace the receivers at \$1,200, or reorder Door King remotes that will work with the system. Case stated that the Linear remotes would link to newer car built in garage remotes, whereas the Door King remotes do not allow cloning, and are more secure. Discussion centered on supporting security over convenience. There will be a cost differential between the two remotes, and Case stated that CMI will pay the difference due to the error.

**AGREED:** Steve Rose moved to replace the Linear remotes with new Door King remotes. Paul Mollomo seconded the motion, which passed without opposition.

Commercial Unit Protection: Case reported that he had contacted three vendors who provide window board up service. Kennedy Restoration is doing the federal and county buildings downtown and have a rapid response team in place. Tina Tsai stated that she is not in favor of boarding up and leaving the boards in place, as her business is open, unless the risk is determined to be imminent. Brenda Peterson suggested that a meeting be arranged between the vendor and

the commercial owners so that options can be discussed, including uniformity and ease of removal. Jim Kennedy stated since the building is predominantly glass on the first floor, there is a need to be proactive. A meeting was tentatively scheduled for July 16 at 2:00 pm if the vendor can join at that time.

Landscaping/Security Barriers: Case reported that he had received a bid from Wright Fabrication to provide steel work above the Community Room and Garbage Room gates in the breezeway at a cost of \$8,500, which does not include the stainless mesh. Concerning the concrete planters, he stated that the vendor is now open and that he would plan a trip to look at the options. Peterson stated that she would like to go with Case to look at the options.

Garage Gate Security: Case reported that an additional mag lock could be added to the garage gates from \$1,200 to \$3,500 depending on the need to upgrade the electrical supply. Monitoring of the gate was discussed along with the suggestion that additional cameras be added. Bob Steele reminded the Board that the server dedicated to the security cameras is in need of an upgrade as it is currently maxed out, and the operating system is no longer supported. Case will report back when more options are available.

#### V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the May financial statement. Expenses for the month were \$12,461.51 under budget; year-to-date expenses are \$38,413.84 (4.0%) over budget. La Voie pointed out that the insurance line item is now over budget \$36,738.28 (28.9%). Actual expenses year-to-date exceed actual income by \$55,474.94 (5.6%). Cash Reserves increased to \$96,958.43, with \$130,375.88 in pre-paid insurance premiums. Working Capital Funds remain at \$126,808.10; the Reserve Fund increased to \$1,783,135.63.

Architectural Review: La Voie reported that there were six new applications approved since the last meeting, a marked increase, as there have been only eight in the previous six months.

Isabel: La Voie reported that the hearing scheduled for July 24 has now been postponed to August 26.

#### VI. CHAIRMAN'S REPORT

Jim Kennedy reported on the recent intruder incident. The person entered the garage gate after a car left without stopping. Monica observed the intruder on the monitor, and he entered the stairwell, exiting through the back of the house. Monica called Pacific Patrol, but the person was gone before they arrived. Kennedy emphasized that everyone must stop and wait for the gates to close. CMI will send a violation letter to the driver.

#### VII. COMMERCIAL DIRECTOR'S REPORT

Tina Tsai reported that Rich's Cigar Shop had another window smashed. She suggested that the Board look into additional lighting along the perimeter of the building. Case stated that flood lights could easily be added at the second level, as the garage is open and electrical supply would be easily installed. It was agreed to include Jeff Ghitelman in the conversation, since he had been instrumental in the lighting upgrade in the Community Room.

**VIII. COMMITTEE REPORTS**

ELEC: Teresa Jankus outlined two changes that the Committee was considering for the building protocol during the COVID pandemic. The Committee is suggesting that the Board consider reopening the Community Room subject to limiting occupancy to allow social distancing, wearing masks, and limited to residents of the building. The grills would be reopened as well. The Board was in consensus with that change. The second area the Committee suggested changing concerned the tables and chairs on the plaza. ELEC proposed putting out two tables and six chairs during the day, bringing them back in before dusk. This proposal was met with concerns from several of the Board members who stated that it would be okay if a resident wanted to take a table and chairs out and bring them in when they were finished, but having them out all day was not acceptable at this time. It was further discussed that grocery and food deliveries would still be limited to the lobby at this time. Further discussion centered on requiring masks in the common areas, and who would be policing that requirement. It was agreed that signage should be placed throughout the building that masks are required, and a generic letter could be sent to those residents who are observed without masks. Jim Kennedy stated that everyone needs to wear masks, and suggested that if you see someone without a mask, you could ask "Do you need a mask?"

EQ: The EQ newsletter will publish on July 13. The Committee will send the draft to the Board for review prior to publishing.

**IX. OWNERS' FORUM**

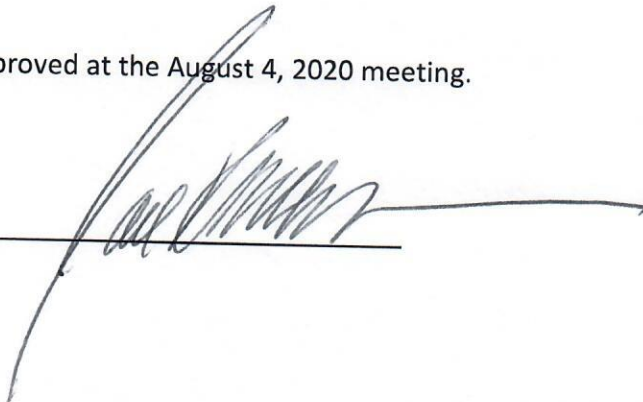
Paul Mollomo suggested that CMI resend the memo and the insurance agent's letter addressing the increased earthquake premium. He asked that CMI include a spreadsheet showing what each unit's share of the 5% deductible would be so that owners have the ability to insure that amount with their individual homeowner policies. La Voie agreed that this could be done in the next couple of days, and that, in addition to emailing all owners, the information will be posted on the website.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:46 PM. The next Board meeting will be held as a Zoom format meeting on Tuesday, August 4 at 5:00 PM. Log-on information will be provided prior to that date.

Minutes approved at the August 4, 2020 meeting.

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

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