

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
AUGUST 4, 2020
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, AUGUST 4, 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

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. APPOINTMENT OF NEW BOARD MEMBER

Kennedy announced that Director Andreas Anderson has sold his unit in The Elizabeth, resulting in a vacancy on the Board. Owner Paula McGee was nominated to serve out the remainder of Anderson's term.

AGREED: Paul Mollomo moved to appoint Paula McGee to serve out the remainder of Andreas Anderson's term, which will expire at the Annual Meeting in December. Brenda Peterson seconded the motion, which passed without opposition.

III. APPROVAL/AMENDMENT OF AGENDA

AGREED: The agenda was approved by consensus.

IV. APPROVAL OF MEETING MINUTES (JULY 7, 2020)

AGREED: Brenda Peterson moved to approve the minutes, as previously circulated, from the July 7, 2020 Board meeting. Steve Rose seconded the motion, which passed without opposition.

V. FACILITIES ASSET MANAGEMENT (FAM) REPORT

Brian Case presented the previously circulated Board report:

Unit 102: Commercial tenant Anita Sande has complained about a mechanical noise in her space. Case reported that he has been troubleshooting the problem and eliminating potential causes of the noise. The investigation is ongoing.

Unit 1504: Owner Michael Menashe has reported a roof leak in the upper level of his unit. Vendor entry has been denied in the past and Snyder Roofing has attempted a repair from the exterior without success. Case stated that he has requested access to the unit for Charter Construction to

cut a hole in the ceiling so that Snyder can investigate the issue further. Case is hopeful that access can be arranged so that the repair can be successfully completed.

Security Panels for Community Room: Case has been working with West-Meyer Fence to provide a mock-up of a metal panel to prohibit people from accessing the barbecue area by climbing over the gate. The stainless mesh which is part of the existing gates may be an issue. Case is still looking for a third vendor to bid the project. Another solution could be the installation of tempered glass in the space.

Landscaping Planters: Case had previously circulated information to the Board regarding new concrete planters for the building entrances. The cube planters will not be available until October. The Board discussed the various sizes and shapes available at this time and heard ideas from owners who took part in the Board meeting via Zoom. The Board agreed by consensus to purchase two of the larger tapered planters for the plaza entry to evaluate their suitability. It was also discussed that the planters be located away from the building instead of against the column. In discussing the front entry, Jim Kennedy mentioned that it would be nice to solve the stained-glass panel illumination above the main entry. It was agreed that Jeff Ghitelman would be consulted regarding the lighting options for the stained glass.

Commercial Unit Protection: Case reported on the July 16 Zoom meeting with the Commercial owners and Kennedy Restoration regarding providing window board-up service. Five commercial owners were present, along with Board Member Steve Rose, and Case and La Voie with CMI. Kennedy Restoration is doing the work for the federal and county buildings downtown, and they have a rapid response team in place. Kennedy provides a variety of options for boarding up windows and doors, and the Kennedy representative explained the approach used for a standard commercial store front as well as for those units that have garage door glass walls. Following the meeting, John with Kennedy provided rough estimates for boarding: \$1,200 for a single bay unit, \$2,000 for units with garage door glass walls, and \$3,000 for the corner units that have windows on two sides of the building. The commercial owners will continue to monitor the situation to determine if and when boarding services might be necessary. Kennedy assured those present that the Association would not need to secure and store enough plywood to have on hand in the event board-up services become necessary.

Access Control: Replacement remotes have been ordered and are anticipated to arrive by August 15. Roll out of the new devices should be completed by the end of August. Peterson asked CMI to send a universal email to all owners with a target date; CMI agreed to send out an update.

Garage Gate Security: Case reported that the additional mag lock option is presenting installation issues because the gates swing open and closed at the same time. The mag lock would end up in the way of the gate closing whether it is mounted on the leading edge or the back edge of one of the gates. It is also not possible to mount the mag lock on the ground as it would present a trip hazard. Paul Mollomo stressed the importance of finding a solution to this weak link in the security chain. Case agreed to pressure Metro to help find a workable solution to this issue.

VI. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the June year-end financial statement. Expenses for the fiscal year were \$29,372.64 (2.8%) over budget. La Voie pointed out that the insurance line item was over budget \$38,164.94 (27.5%). Total expenses for the fiscal year exceeded total income by \$46,458.61 (4.3%). Cash Reserves decreased to \$77,683.08, with \$111,378.85 in pre-paid insurance premiums. Working Capital Funds remain at \$126,808.10; the Reserve Fund increased to \$1,793,648.55.

Isabel: La Voie gave a brief update. He noted that Isabel had hired a new executive director, who has been charged with resolving the financial situation and reopening the restaurant. La Voie stated that the court hearing on August 24 will be a remote call-in meeting, and that any solutions presented by the new executive director would need to be approved before that date.

VII. CHAIRMAN'S REPORT

Jim Kennedy stated that security is more important than ever. He asked that all residents keep their eyes open when entering and exiting the building at all doors and gates. He stated that he has noticed a decrease in antagonism in the neighborhood since the federal agents have left, but there are still some people looking to cause trouble. Residents need to continue to wait for every door to close. Kennedy noted some lapses have occurred, but by and large people are paying attention to the security of the building.

Paul Mollomo discussed the issues with garbage disposals and requested that a notice be sent out reminding people what should not be put into the garbage disposal. The notice could contain a reminder that the building has composting bins in the first-floor garbage room. Mollomo also suggested that people be given the option of removing their garbage disposals. La Voie stated that there are buildings in Portland that have banned garbage disposals completely.

VIII. COMMITTEE REPORTS

Community and Communication: Bob Steele noted that the Elizabeth Residents Facebook page needs to have a disclaimer added that it is not an official publication of the Association Board or CMI so that there is no confusion between the social media website, the Board's official website, and the CMI web portal.

AGREED: Paul Mollomo moved to authorize Bob Steele to address the Facebook disclaimer. Steve Rose seconded the motion, which passed without opposition.

Andreas Anderson had been in charge of posting items to the official website. CMI would take on the task, for a fee, and Kennedy asked if a Board member was interested in taking on the job. Bob Steele agreed to accept the task, and CMI will forward the information to him left by Anderson.

ELEC: Bob Garsha reported that Bob Steele will also take on the liaison position between the Board and ELEC. Garsha stated that the Committee is grateful for all of the residents who are stepping up to help.

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IX. OWNERS' FORUM

There was a question concerning the RDH exterior repair work, and La Voie stated that Case had the issue on his plate and had requested an update from RDH.

Forrest Gist stated that the container plants across the street at Ben and Jerry's are very nice and said that he hoped that the new planters at the entrances could emulate that beauty.

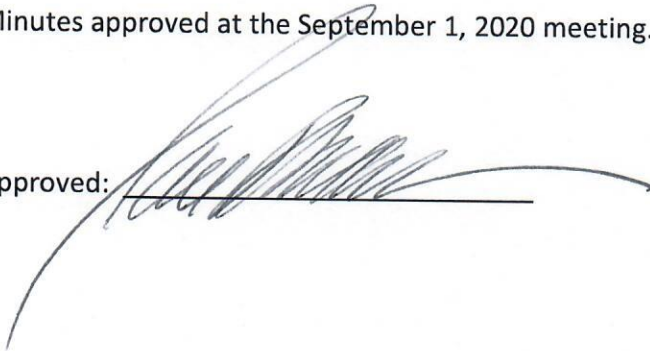
New Board member Paula McGee noted that it is evident the Board members work well together and she is happy to be a member of the Board.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:58 PM. The next Board meeting will be held as a Zoom format meeting on Tuesday, September 1 at 5:00 PM. Log-on information will be provided prior to that date.

Minutes approved at the September 1, 2020 meeting.

Approved: _____

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be the name of the person approving the minutes.