

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON TUESDAY, SEPTEMBER 1, 2020 AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO
CONFERENCING FORMAT.

PRESENT: Jim Kennedy, Chairman
Paul Mollomo, Secretary
Brenda Peterson, Director
Steve Rose, Director
Robert Steele, Director
Paula McGee, 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 Secretary Paul Mollomo at 5:07 PM.

II. APPROVAL/AMENDMENT OF AGENDA

AGREED: The agenda was approved by consensus.

III. APPROVAL OF MEETING MINUTES (AUGUST 4, 2020)

AGREED: Brenda Peterson moved to approve the minutes, as previously circulated, from the August 4, 2020 Board meeting. Paula McGee seconded the motion, which passed without opposition.

IV. FACILITIES ASSET MANAGEMENT (FAM) REPORT

Brian Case presented the previously circulated Board report:

Unit 1406: Portland Mechanical has completed a scope of the toilet drain line that has experienced multiple backups. A proposal will be presented once the scope footage has been analyzed. Similar backups have been experienced in 1501 and 1407.

Unit 102: Mechanical noise previously reported by the tenant in 102 has been traced to two cooling fans that reside in equipment cabinets in the parking garage. USA Mechanical has presented a bid to replace the fans at a total cost of \$2,645.

AGREED: Brenda Peterson moved to approve the proposal from USA Mechanical to replace two cooling fans at a total cost of \$2,645. Bob Steele seconded the motion, which passed without opposition.

Security Panels for Community Room: Case presented two options from West-Meyer Fence to provide metal panels to prohibit people from accessing the barbecue area by climbing over the gate. The first option would provide metal panels with vertical bars matching the pattern in place with the gates, at a cost of \$1,987. The second option would add stainless mesh to the panels,

increasing the total cost to \$5,433. West-Meyer could also install ornamental leaves matching the gate design an additional \$500.

AGREED: Steve Rose moved to approve option one with West-Meyer Fence, at a total cost of \$1,987, reserving the other options for possible future addition. Brenda Peterson seconded the motion, which passed without opposition.

Landscaping Planters: Case provided planting options from Dennis 7 Dees for the new concrete planters at the plaza entrance. Option A included a Little Gem Magnolia tree as the centerpiece, filling in with painted fern, hellebore and black mondo grass, with vinca and wire vine spilling over the edge. Option B featured a Hinoki Golden Cypress as the centerpiece with painted fern, sege grass and Heuchera as fillers and the same plants spilling over. Both options include preparing the planters with drainage rocks and conditioned soil. The total cost for Option A is \$1,030 for the two planters and the total cost for Option B is \$705 for the two planters. A monthly maintenance agreement is optional at \$50 per month.

AGREED: Steve Rose moved to approve Option A from Dennis 7 Dees at a total cost of \$1,030. Paul Mollomo seconded the motion, which passed without opposition.

Call Box Issues: Case reported that the call box issues continue and that he is recommending replacement of the call boxes, as they are 15 years old and parts are getting harder to find. Bob Steele pointed out that there is \$24,000 set aside in the Reserve Study to replace the call box entry system. Case stated that the new fobs and remotes are industry standard and will work with any new call box system. He will begin work on obtaining bids for the replacement, which has been funded in the reserve study for several years.

Benson Repairs: Brenda Peterson inquired whether Benson had been on site to perform the repairs to several unit sliding glass doors. Case stated that the technicians had been to the building and inspected the units and have ordered the replacement parts needed for each unit. Paul Mollomo asked if there is a recommended product to spray on the tracks to improve performance, and Case will ask Benson what they would recommend. Paul also suggested that owners periodically apply silicone spray in the sliding door's rails.

Exterior Lighting: Jeff Ghitelman and Forrest Gist presented several recommendations for exterior lighting upgrades:

Alcove Soffits in both the front and the rear of the building: Replace existing bulbs with LED lights that would be on 24/7. There are approximately 19 of these can lights.

AGREED: Paul Mollomo moved to proceed with replacing the alcove can lights with LED bulbs. Brenda Peterson seconded the motion, which passed without opposition.

Sconces: Ghitelman proposed to remove one of the sconces to determine how best to proceed. He would like to change the down facing spotlight to a flood light, providing a swath of light on the sidewalk. The flood would also provide illumination to the commercial blade signs. Case will ask Stoner Electric to remove one of the failed sconces on their next visit.

AGREED: Steve Rose moved to authorize Jeff Ghitelman to proceed with converting the sconce fixtures from spotlights to flood lights. Paula McGee seconded the motion, which passed without opposition.

Corner Cutouts: Ghitelman would like to add lighting at the building corner cutouts. Case has identified a path for conduit to power the additional lighting, and a proposal will be solicited to determine the cost of this additional lighting.

Art Glass: The blue stained glass above the main entry to the building was meant to be back lit, but early attempts to achieve this effect were not successful. Ghitelman asked permission to cut an access hole to determine if an LED panel would provide a continuous level of lighting. Due to the need to have fire rated access panels installed, the project could need \$2-3,000 for the initial modification. Case, Ghitelman and Gist will work on bringing a proposal to the Board.

It was pointed out that there are up-lights at the rear of the Buddha Building and at the base of the Lovejoy Columns that are not working.

Brenda Peterson thanked Jeff Ghitelman and Forrest Gist for their time and effort on this project.

Parking Garage Gate: Case reported that there has been no movement on this project. Paul Mollomo emphasized the importance of solving this issue and wants to see a proposal that will solve it. Case stated that the current gates swing together and make it difficult for a latching mechanism to work if one gate has to close prior to the second. Case will return to Metro and ask for a problem-solving session.

Exterior Clean and Seal: D&R Masonry was the only vendor to return a bid to RDH regarding the exterior clean and seal project. The Reserve Study has set aside \$450,000 for the project, and the D&R bid is \$380,000. Discussion ensued regarding obtaining a second bid since this is a big-ticket project. It was noted that the bid is the same amount as the previous project cost. It was also noted that RDH had solicited the request for proposal to six vendors already. It was also noted that they could start the work at this time, and finish in the spring. Case was asked to negotiate with D&R to see if there was some areas for decreasing the price, or if the contract is approved at this price, to confirm that D&R could start and stop the project depending on weather.

AGREED: Paul Mollomo moved to authorize Brian Case to negotiate with D&R Masonry in order to zero in on a contract to sign that would allow D&R Masonry the ability to start and stop as necessary. Bob Steele seconded the motion, which passed without opposition.

EVCS: OpConnect has submitted a proposal to install electric vehicle charging stations on the three parking spaces that currently have outlets installed. It is not clear what role the Association will play with OpConnect, and Steve Rose directed La Voie to ask OpConnect to provide their agreement contract for review.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the July financial statement. Expenses for the month were \$7,476.04 (8.3%) over budget. La Voie pointed out that the insurance line item was over budget \$3,147.03 (19.9%) as planned. The approved budget will utilize up to \$24,000 in operating contingency funds, and then, if needed, an additional \$24,000 has been approved for use from the Working Capital Fund. Cash Reserves decreased to \$53,893.56 from \$77,683.08, with

\$96,719.86 in pre-paid insurance premiums. Working Capital Funds increased to \$128,519.80; the Reserve Fund decreased to \$1,722,297.12.

Architectural Review: With a lot of activity recently, Brenda Peterson requested that CMI keep a spreadsheet for the applications, with pertinent information, that would be forwarded to the Board each Friday. This process would prevent items from falling through the cracks.

VI. BOARD MEMBER REPORT

Chairman: Jim Kennedy stated that security and health are the main items for discussion. He asked all residents to be mindful when they enter and exit the building. There has been discussion regarding the tables in the elevators. Jim suggested that the tables be moved to the elevator entrances on each parking level so that people could use the hand sanitizer prior to entering the elevators. There are hand sanitizer stations at the other entrances, so this would make more sense.

Commercial Director: Tina Tsai stated that the storefront windows surrounding the building are an easy target for vandals. She asked the Board to consider contributing to the cost of the board-up the windows in the event that there is a threat of violence. She suggested that the commercial owners be directed to use Kennedy Restoration or Charter Construction, and that the Board consider contributing up to 50% of the cost. Jim Kennedy asked if insurance would cover the board-up, but it is more likely that they would only cover the damage if the windows were not boarded up. More research will be conducted into the insurance coverage issue.

VII. COMMITTEE REPORTS

Community and Communication: Bob Steele noted that the Elizabeth Residents Facebook page has been updated to include a disclaimer that it is not an official publication of the Association Board or CMI.

ELEC: Teresa Jankus reported that the committee has been participating in the PDNA COVID forums that are held weekly. There was a discussion regarding the recent power outage in the Pearl, and one building thought that their door locks would default to lock, and they ended up being unlocked. ELEC is verifying our own assumptions and may want to conduct some tests on different systems. ELEC also attended the recent Fire Life Safety testing to learn more about the building. Jankus asked if the south stairwell door has been rekeyed so that residents can use that entry in the event that the generator runs out of gas and the entry system is not functional. Case stated that he has to discuss the issue with the Fire Marshall to ensure that we are in compliance with code. Jankus mentioned that Bob Steele is now collaborating with ELEC.

VIII. OWNERS' FORUM

Forrest Gist requested that notices be sent to all residents, not just posted in the elevator, as many people are sheltering in place. He also offered to help review the camera system.

Andrea Roelofs asked how the Concierge staff is trained for emergency situations such as protesters entering the lobby. La Voie stated that they are told to lock themselves in the back office where they have telephone and computer access and can monitor the security cameras.

APPROVED

**ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
SEPTEMBER 1, 2020
PAGE 5 OF 5**

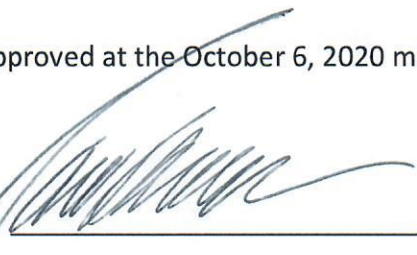
Teresa Jankus suggested that they use the Fire Command room where they can use the annunciator system to warn residents of the situation in the lobby. La Voie stated that he will take this discussion to CMI for review and response.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:33 PM. The next Board meeting will be held as a Zoom format meeting on Tuesday, October 6 at 5:00 PM. Log-on information will be provided prior to that date.

Minutes approved at the October 6, 2020 meeting.

Approved: _____

A 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.