

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
OCTOBER 6, 2020
PAGE 1 OF 4

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, OCTOBER 6, 2020 AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING FORMAT.

PRESENT: Paul Mollomo, Secretary
Brenda Peterson, Director
Robert Steele, Director
Steve Rose, Director
Paula McGee, Director
Tina Tsai, Commercial Director

ABSENT: Jim Kennedy, Chairman

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 5:04 PM.

II. APPROVAL/AMENDMENT OF AGENDA

AGREED: The agenda was approved by consensus.

III. APPROVAL OF MEETING MINUTES (SEPTEMBER 1, 2020)

AGREED: Brenda Peterson moved to approve the minutes, as previously circulated, from the September 1, 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:

Landscaping Planters: Dennis 7 Dees will be on site to plant the new planters at the Plaza entrance on October 8. Case stated an inventory list of new planters will arrive in the next week should the Board wish to add some planters to the 9th Avenue entrance.

Exterior Lighting Updates: Case reported that the broken sconce has been removed and delivered to Jeff Ghitelman so that he can determine how to upgrade to an LED flood light to better illuminate the sidewalk. Backlighting for the art glass above the main entry was also discussed; Case hopes to have a proposal for the Board at the next meeting.

Garage Gate Security: Case stated that Metro has not been able to design a mechanical solution for added security at the swing gates. A second maglock lower on the gate would require one leaf of the gate to close consistently before the second, and the current equipment is not able to function in that manner. Metro is suggesting that the gate be alarmed, so that in the event someone attempted to drive through the gate or otherwise defeat the maglock, an alarm would sound that would hopefully deter the

perpetrators from entering the building. Case will continue to work with Metro to bring a viable solution before the Board.

Exterior Clean and Seal: RDH is working on an AIA contract for the Board to sign which will allow for portions of the work to be completed this fall, and the rest when the weather allows in the spring. D & R Masonry is proposing to paint the metal elements on the 1st and 2nd levels along with the black metal panels on the roof level at this time and start phase 2 in the spring.

AGREED: Steve Rose moved to approve the AIA contract contingent upon final review by the Board. Brenda Peterson seconded the motion, which passed without opposition.

Commercial Window Protection: Case stated that each commercial owner should contact John at Kennedy Restoration to get an exact quote for boarding up their space. A question arose regarding whether a commercial unit's insurance policy would provide funds for boarding up the windows in advance of anticipated violence. La Voie suggested that each commercial owner should contact his or her insurance agent for a response, but noted that the insurance coverage would most likely kick in to pay for damage rather than preventive measures.

Emergency Generator Service Proposal: Case presented a proposal from Peterson Cat for yearly cooling system service, which would also include replacing the starting batteries. Peterson Cat is proposing a three-year service contract for \$3,040 plus an additional \$554.24 to replace the batteries, for a total cost of \$3,594.24.

AGREED: Brenda Peterson moved to approve the proposal from Peterson Cat in the amount of \$3,594.24 for the three-year service and replacement batteries. Paul Mollomo seconded the motion, which passed without opposition.

American Heating Proposal: Case presented a proposal from American Heating to replace the motor in Exhaust Fan 34 at a cost of \$870.00 to clean the 10 dryer exhaust fans at a cost of \$2,000.00. La Voie requested that Case solicit bids to clean the residential dryer vents as well. It was discussed that perhaps a sampling of dryer vents should be inspected to determine the need to clean at this time. Case will return with a proposal for the Board to consider.

AGREED: Steve Rose moved to approve the proposal from American Heating in the amount of \$2,870.00 to replace the EF-34 motor and to clean the 10 dryer exhaust fans. Paul Mollomo seconded the motion, which passed without opposition.

Garage Gate Malfunctions: Several reports of the Everett garage gate malfunctioning were discussed, including an incident where the gate closed on a vehicle. Case stated that he will review the video in an effort to determine the cause of the malfunction, but noted that the position of the sun at certain times hits the electric eye at just the right angle to cause the door to remain open. He also stated that the electric eye sensor can get dirty; he will make sure that the porter staff is cleaning the sensors on a regular basis.

New Fobs and Remotes: Paul Mollomo inquired about the retirement of the old fobs and remotes. Case stated that he will need to check with the Concierge staff to determine if all of the new devices have been distributed. He will report to the Board directly.

Exterior Door Rekeying Project: Teresa Jankus inquired whether the stairwell door next to the main entry had been rekeyed as discussed in previous meetings. The issue revolves around the situation where power is out long enough for the generator to run out of fuel, at which time fobs and remotes would no longer work. Emergency keys would be distributed so that residents could gain entry to the building through this door and gain access to their units. Case will expedite this project.

Building Security for Election Night: Paul Mollomo stated that he would like to see the Association hire security guards for Election Night and the night following in the event that there may be demonstrations in the Pearl. Case stated that he had been in contact with Securitas and that they have informed him that they are only able to protect individuals and not property. Mollomo stated that the presence of uniformed guards would act as a deterrent to rioters or looters whose intent is to cause damage. He would prefer that the guards are armed as a show of force. La Voie stated that CMI would solicit proposals for two armed guards for November 3 and 4.

AGREED: Brenda Peterson moved to approve soliciting proposals for two armed guards to patrol the exterior of the Elizabeth on November 3 and 4. Paul Mollomo seconded the motion. The motion passed with five Directors voting in favor: Directors McGee, Mollomo, Peterson, Rose and Tsai voted in favor of the motion. Director Steele abstained from voting.

Reserve Study Tasking: Bob Steele wanted to bring to Case's attention the current year maintenance tasks in the RDH Reserve Study, including camera server and entry call boxes. He would like to meet with Case to evaluate whether the items need to be updated or replaced. Case stated that the discussion could be taken offline and reported to the Board at a future meeting.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: La Voie reviewed the August financial statement. Expenses for the month were \$12,459.67 over budget, and year-to-date expenses were over budget \$19,935.71 (11.1%). La Voie pointed out that the insurance line item was over budget \$6,294.06 (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 increased to \$93,923.11, with \$77,722.83 in pre-paid insurance premiums. Working Capital Funds increased to \$131,260.14; the Reserve Fund increased to \$1,739,689.45.

Architectural Review: Andrea Bartoloni was present to discuss his request to add a pavilion outside of Gallo Nero, which would generate more space for his clientele during the pandemic. The pavilion is a simple structure with a roof to allow outside dining even in the rain. The structure would not be attached to the building in any way. He is hoping that the Board will expedite approval as it will take 30 days to build and install the structure. Steve Rose is concerned about liability, especially the fact that the structure may present a tripping hazard that will pose a liability concern to the Association. Bartoloni stated that his policy through Farmers includes a \$1 million liability policy, and that he would be willing to sign an indemnity clause protecting the Association. Paul Mollomo commended Rose for his due diligence in the matter, and said that he is comfortable moving forward as long as the restaurant's coverage is primary for the first million dollars in liability and defense before the Association's coverage would kick in. Rose stated that the Elizabeth Lofts Condominium Owners Association would be named as an additional insured on the restaurant's policy, and that all endorsements would need to be approved by the

Association's agent, Vern Newcomb. Steve Rose asked CMI to verify the status of the area in question, whether it is a Common Area or a Limited Common Area as that may affect the requirement of an easement for the structure.

AGREED: Bob Steele moved to approve the proposed pavilion structure as presented by Andrea Bartoloni, contingent on liability insurance and indemnification measures, as discussed, and approval by Vern Newcomb. Paul Mollomo seconded the motion, which passed without opposition.

VI. BOARD REPORTS

Secretary Paul Mollomo reported that he had just driven cross-county back to Portland and noticed that in the mid-west people were not wearing masks. He stated that he is proud of the Board at the Elizabeth for its early implementation of COVID measures, especially the mask requirement, and residents' compliance with the requirements. He also wanted to add that compliance with the garage gate security measures has been greatly improved.

VII. COMMITTEE REPORTS

ELEC: Teresa Jankus requested that the Board approve funds in the amount of \$920 to board up the main entry, plaza entry, and generator room. This would be in response to broken glass or damage as opposed to proactive boarding prior to any damage. The Board members approved this expenditure by consensus as it was under \$1,000. Secondly, Jankus requested a response to her email regarding the Concierge protocol in the event of a security breach by protesters or rioters. La Voie responded that he had forwarded an email to the Board from Kaye Youngren, owner and CEO of CMI, outlining CMI's response and instructions to the Concierge staff in the event of a security breach. Jankus requested that the ELEC Committee be provided with that email so that ELEC could evaluate and plan accordingly.

EQ: Volume 5 of EQ will be published in approximately ten days. Feature article will be Dr. Tina Tsai and an episode of "Tina Bakes" with a sourdough starter recipe. There may be a Zoom follow up as well.

Welcome Committee: The Committee has asked that they be referred to as the Welcome Committee moving forward. Chris Steele stated that there are approximately 15 moves into the building annually, and they will be engaging new residents and welcoming them into the building. They are planning to provide a welcome letter and would like to provide a small gift as well. They requested an annual budget of \$200: they will pay for the gifts and then provide receipts for reimbursement. They would also like to have a "welcome@elizabethlofts.org email address for the members. CMI will assist in setting up the email address.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:13 PM. The next Board meeting will be held as a Zoom format meeting on Tuesday, November 10 at 5:00 PM. Log-on information will be provided prior to that date.

Minutes approved at the November 10, 2020 meeting.

Approved: 
