

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
JANUARY 5, 2021
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JANUARY 5, 2021 AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING FORMAT.

PRESENT: Jim Kennedy, Chairman
Paul Mollomo, Secretary
Brenda Peterson, Director
Robert Steele, Director
Steve Rose, Director
Paula McGee, Director

ABSENT: Tina Tsai, Commercial Director

BY INVITATION: Tom La Voie, CMCA, CCM, PCAM, Community Manager
Brian Case, Project Coordinator, Facilities Asset Management
Bobi Brubaker, Community Manager
COMMUNITY MANAGEMENT, INC., AAMC

I. CALL TO ORDER

The meeting was called to order by Chairman Jim Kennedy at 5:04 PM.

II. APPROVAL/AMENDMENT OF AGENDA

AGREED: The agenda was approved by consensus.

III. APPROVAL OF PREVIOUS MEETING MINUTES

AGREED: Brenda Peterson moved to approve the minutes, as previously circulated, from the November 10, 2020 Board meeting and from the December 1, 2020 organizational meeting and further moved to approve the December 1, 2020 draft Annual Meeting minutes for posting. Robert Steele seconded the motion, which passed without opposition.

IV. FACILITIES ASSET MANAGEMENT (FAM) REPORT

Brian Case presented the previously circulated Board report:

Hughes Electrical Proposal: The Board reviewed the proposal submitted for the loading zone bollard replacement with a total cost of \$2,838.00.

AGREED: Robert Steele moved to approve the Hughes proposal to replace the loading zone bollard at the total cost of \$2,838.00. Paula McGee seconded the motion, which carried without opposition.

USA Mechanical Proposal: The Board reviewed the proposal submitted for rebuilding the booster skid pump with a total cost of \$4,150.00. This is the cause of the noise reported in commercial unit 102. La Voie added that this rebuild would qualify for funding from the reserve fund.

AGREED: Paula McGee moved to approve the USA Mechanical proposal at the total cost of \$4,150.00, to be paid from the reserve fund. Robert Steele seconded the motion, which carried without opposition.

Peterson CAT Proposal: The Board reviewed the proposal submitted for generator repairs with a total cost of \$3,594.24 for expected annual service to the generator, with battery replacement and coolant service with replacement of hoses and clamps.

AGREED: Robert Steele moved to approve the Peterson CAT proposal at the total cost of \$3,594.24. Paul Mollomo seconded the motion, which carried without opposition.

Snyder Roofing Proposal: The Board reviewed the proposal submitted for roof membrane repairs with a total cost of \$2,838.00. These issues were discovered during the recent roof inspection.

AGREED: Paul Mollomo moved to approve the Snyder Roofing proposal at the total cost of \$2,838.00. Robert Steele seconded the motion, which carried without opposition.

Hughes Electrical Proposal – FLS Testing: The Board reviewed the Fire Life Safety (FLS) testing proposal for an auto-renew for 2021 with a total cost of \$2,637.00. This contract covers the required annual testing for the electronic part of the FLS system. The water system will be covered under a contract with Patriot Fire System.

AGREED: Steve Rose moved to approve the renewal for FLS testing for the year 2021. Paul Mollomo seconded the motion, which carried without opposition.

Metro Access Proposal: The Board reviewed the proposal submitted with a total cost of \$347.00 for gate repairs. The gate operating arm was repaired after a car pushed it open, but it was forced and the weld broke. It will need to be replaced in order to maintain maximum strength. The proposal also includes a replacement roller for the garbage room overhead door. The Board approved the proposal by consensus.

Call Box Security: Steve Rose reported that he has been in contact with Metro regarding the security of the two call boxes at The Elizabeth. Metro is in the process of fabricating a locking security bar for each call box. The total cost is \$1,752 for the two call boxes. The Board has given this project priority status, and asked Case to contact the vendor daily to help speed up the process. Case reported that key safes have been ordered to add a second layer of security for the owner keys that are stored in the back office.

Overnight Concierge Services: The Board has requested information regarding an overnight security guard as a short-term option until the callbox repairs are made, as well as a bid from CMI for overnight concierge services. This would provide 24/7 coverage for the Concierge desk. La Voie stated that this is a difficult shift to staff, but that he would press upper management for a proposal. Bob Garsha stated that there are at least five condominium buildings in Portland that have 24/7 coverage and are willing to pay extra for that level of coverage. Jim Kennedy questioned whether having additional coverage would make any difference; Paul Mollomo seconded that opinion, adding that the call box security is of utmost importance. Kennedy inquired if anyone had attempted to pry open the entry doors; La Voie stated that there has not been any indication that the front doors have been tampered with. Paula McGee added that she feels there would be a big benefit to having a staff member at the desk overnight, as it would be a deterrent to would-be intruders. Brenda Peterson requested updates on the call box security as well as bids for interim security and full-time Concierge services.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: Tom La Voie reviewed the November financial statement. Expenses for the month were \$4,604.82 under projection, and year-to-date expenses were over budget \$15,918.90. La Voie stated that he is waiting to receive updated premium figures on the Association's annual insurance. The renewal date is February 1.

Architectural Review: The Board requested that the ARC spreadsheet be provided to Board members every Friday and that it be sorted by date received.

VI. BOARD CHAIR REPORT

Jim Kennedy stressed the importance of residents remaining vigilant on safety in and around the building during this time of heightened activity in the neighborhood.

VII. COMMITTEE REPORTS

ELEC: Larry Rosenblum announced that Teresa Jankus has stepped down from her role with ELEC. Rosenblum thanked Jankus for her leadership and hard work. Rosenblum reported that the members of ELEC have concerns about liability issues. La Voie stated that committee members are covered by the Association insurance. Steve Rose added that it is the intent of the Board to extend indemnification to the committee members. He requested that the Board consider a resolution to that end. La Voie will follow up on getting a draft resolution from the Board's attorney. In other ELEC news:

Exterior Door Keying Project: Rosenblum inquired about the status of the project for the east stairwell door opening to Ninth Avenue. Paula McGee reported that Brian Case had updated the Board; Rosenblum requested that the Committee be kept in the loop.

Annunciator Training: Hughes Electric will perform a training session for interested members to learn how to operate the annunciator system throughout the building. The training session will be announced in advance.

Hospitality Committee: The Hospitality Committee announced that it would be changing its name from "Hospitality Committee" to "Welcome Committee".

VIII. OWNERS' FORUM

Teresa Jankus reported that half of the sign hanging inside the Everett garage is missing. CMI will issue a work order to get the signage fixed. She also requested that homeowners be apprised of progress being made regarding maintenance items if future reports will be truncated or summarized at Board meetings. The Board will consider alternate forms of communication regarding these projects.

Michelle Heckman added that 24/7 Concierge coverage offers much more than security, as there are other benefits to the residents in having a full-time person on site.

An owner expressed concern that some owner information is open to public view to anyone searching the internet. The issue has to do with the Association's website hosted by Musimack. Paul Mollomo noted that the Association is paying Musimack an annual maintenance fee. La Voie will contact Stacey McCormack to resolve the issue.

APPROVED

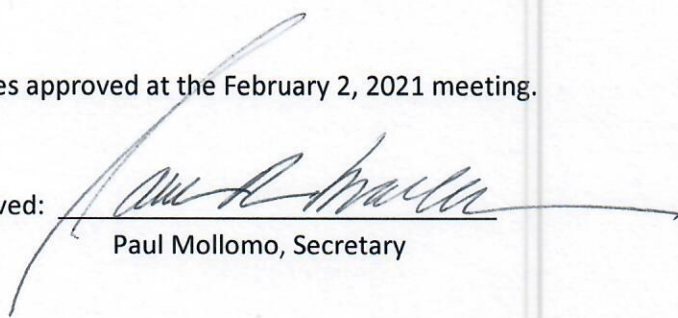
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IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:24 PM. The next Board meeting will be via Zoom on Tuesday, February 2, 2021 at 5:00 PM. Log-in information will be provided prior to that date.

Minutes approved at the February 2, 2021 meeting.

Approved:


Paul Mollomo, Secretary