

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
MARCH 2, 2021
PAGE 1 OF 4

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, MARCH 2, 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
COMMUNITY MANAGEMENT, INC., AAMC

I. CALL TO ORDER

The meeting was called to order by Chairman Jim Kennedy at 5:00 PM.

II. EXECUTIVE SESSION REPORT (FEBRUARY 26, 2021)

Collections: Brenda Peterson reported that the Board met in Executive Session with attorney Pat Foran of Wyse Kadish LLP on February 26, 2021 regarding a unit owner's petition at the February Board meeting to waive garage gate fines, late fees, and attorney fees and to settle his account for a reduced amount.

AGREED: As discussed in Executive Session with legal counsel, Brenda Peterson moved (1) to deny the owner's request to settle the fines and other charges on the account and (2) to direct the Association's counsel to respond to the owner about the denial and to extend to the owner the opportunity to enter into another payment plan. Paula McGee seconded the motion, which passed without opposition.

Bylaws Amendments: Steve Rose reported that the Board also discussed with Pat Foran several bylaw amendments, especially affecting 3.12 and 3.14, which would allow non-owner residents to serve on committees and be indemnified by the Association. In addition to these changes, the Board asked Foran to suggest other amendments that should be considered to present to the ownership for approval at the same time. Foran presented a list of nine potential bylaw amendments, which the Board agreed to review.

AGREED: Steve Rose moved to form a sub-committee of the Board to review the bylaw amendments suggested by the Association's counsel, consisting of Steve Rose, Brenda Peterson, and Paula McGee. They will report their recommendations to the Board at the April meeting. Paula McGee seconded the motion, which passed without opposition.

III. APPROVAL/AMENDMENT OF AGENDA

AGREED: The agenda was approved by consensus.

IV. APPROVAL OF PREVIOUS MEETING MINUTES (FEBRUARY 2, 2021)

AGREED: Brenda Peterson moved to approve the minutes, as previously circulated, from the February 2, 2021 Board meeting. Paula McGee seconded the motion, which passed without opposition.

V. MAINTENANCE COMMITTEE REPORT

Bob Steele presented the Maintenance Committee Report:

Six tasks have been completed:

1. Fire Life Safety (FLS) semi-annual testing
2. Front door repairs
3. Everett garage gates repair (magnet not connecting)
4. Generator maintenance
5. Otis Elevator contract termination letter has been sent
6. Everett garage clearance bar replaced

Fifteen tasks have been approved and are pending as of the date of this meeting:

1. Replacement of Exhaust Fan 34
2. Exterior clean and seal contract - 2021 letter to be issued – Requested timeline from RDH/D&R 3/1/2021
3. Dryer vent cleaning – Brian Case has identified the units in the 03 stack as most likely to have problems due to the length of the exhaust ducting, and volunteer units will be used for inspection
4. Miscellaneous exterior building lighting - on hold
5. Storage room wall repairs - in process. Requested update from Charter on items remaining to be completed
6. Keys for south stairwell - work order issued on 2/1- keys to be ready by 3/12
7. Bollard repair - estimated repair date of April 15
8. Rebuild of booster skid pump - work order issued; USA Mechanical to complete by 3/1/2021
9. Roof membrane repair - temporary repair completed, issued RFP for permanent repair
10. Elevator contract – Case in discussions with new Otis account manager, other bids to be requested
11. Call box wiring update - approved but not yet scheduled
12. Sliding door maintenance notice - Case is researching manufacturer recommended maintenance information for notice preparation
13. Semi-annual roof maintenance - end of March
14. LED can light over BBQ - work order issued
15. Post maintenance garage gate repairs - work order issued

Unit Shut-Off Valve Failures: Bob Steele noted that, during his recent unit remodel, three shut-off valves failed and had to be replaced. He is concerned that this is a building-wide issue due to the age of the building. Steele suggested that future plumbing work approved by the Board should require replacement of the shut off valves Steele also recommended that the Board consider a proposal to replace all of the shut-off valves at one time to avoid future issues.

2020-2021 Reserve Study Items: Steele reported that the Board had met with Kelly Lamb of RDH to review the 2021-2022 Reserve Study, and that the status of the current year maintenance items were included in that review. Steele would like to have access to RDH's reserve reporting software so that he is able to monitor this information more closely.

Seismic Recording Equipment Maintenance Renewal: Engineered Monitoring Solutions (EMS) has presented a proposal for annual maintenance of the three seismic recording devices in the building, which will include routine battery replacement. EMS is proposing a three-year maintenance proposal at \$1,285

per year. Battery replacement scheduled for 2021 would cost \$385 for the main unit and \$365 for the three system units.

AGREED: Bob Steele moved to approve the proposal by Engineered Monitoring Solutions (EMS) for annual seismic recording equipment maintenance for a three-year period beginning in 2021 at a cost of \$1,285 per year, plus the replacement of the main and system batteries for a cost of \$385 and \$365, respectively. Paula McGee seconded the motion, which passed without opposition.

VI. COMMUNITY MANAGER'S REPORT

Financial Statement: Tom La Voie reviewed the January 2021 financial statement. Expenses for the month were \$31,435.13 over projection, and year-to-date expenses were over budget \$68,886.40, \$22,029 of which is the insurance premium overage. The Board had allocated \$24,000 from the operating contingency to balance out the insurance increase, along with an additional \$24,000 from Working Capital, if necessary. Through seven months of the fiscal year, the cash reserves increased from \$77,683 to \$182,410, and the Working Capital increased from \$126,808 to \$137,032. La Voie stated that the increase in insurance premiums that began on February 1 will add an additional \$10,000 to the insurance premium over-budget amount, and the cash flow needs will be closely monitored. The insurance overage makes up 32% of the over budget amount, with utilities adding another 12% to that amount.

2021/2022 Budget: La Voie had previously circulated a draft 2021/2022 budget for the Board's review. The draft proposal includes the full insurance premium for the coming year, which results in a 9.5% increase to the total budget, and residential dues increases of 9.1%. The top four line items in the budget are the Replacement Reserve Contribution (19.2%), Insurance Premium (17.7%), Concierge Staff (13.2%), and Porter Staff (9.5%). As a group, utilities account for 16% of the total budget. The new budget will take effect on July 1, giving the Board time to review the budget and make any necessary adjustments. La Voie will set up a budget review session prior to the April meeting to begin this process.

VII. BOARD REPORTS

Report of the Chair: Jim Kennedy emphasized that vigilance at ingress and egress of the building continues to be of utmost importance. He stated that residents need to adopt the "See something, say something" attitude to bring issues to the attention of building staff and management. Paul Mollomo said he was concerned about the police response (or lack thereof) to a recent march in the Pearl that resulted in storefront windows along Lovejoy being smashed. Paula McGee stated that the Pearl District Neighborhood Association had recently distributed an email containing contact numbers for police and elected officials to call if residents have information or want to express concern over the issues in the Pearl. She will forward the email to the Board.

VIII. COMMITTEE REPORTS

House Rules: Board members noted that it will be important to review the House Rules, and make any necessary changes, if changes to the bylaws are made.

Communications Committee: Bob Steele reported on a recent glitch that resulted in elizabethlofts.com email addresses not working for a brief period of time. Steele was able to determine that the emails stopped working because they were tied to a lapsed GoDaddy account. Steele worked with Jesse at CMI to reinstate the GoDaddy account and to renew the Microsoft 365 account that runs Outlook. Steele charged the renewals to his PayPal account, but a better renewal vehicle will need to be put into place for annual renewals. CMI is in process of reimbursing Steele for his expenses.

ELEC: Larry Rosenblum announced that the Elizabeth is participating in a PDNA sponsored group buy of Aqua Bricks, stackable containers that hold 3 gallons of water for emergency use. He stated that residents can sign up for the program at the Concierge Desk through the end of the month. Rosenblum also reported that three residents had attended annunciator training, and that they also learned about alternate communication systems. The training session was recorded; the video will be uploaded to the Elizabeth YouTube channel. Rosenblum stated that Forrest Gist had been attending the ELEC meetings and has been providing valuable insight.

Electronic Recycling: Paula McGee reported that Marilyn Rabie has volunteered to coordinate the electronic recycling event in the building, along with assistance from Kati and Rodolfo. A flyer will be circulated informing residents of the types of electronics accepted, and when and where to bring those devices for recycling.

IX. NEW BUSINESS

Pet Issues: The Board briefly recapped the discussion that began at the February meeting regarding a report that a number of dog owners were confronted by another owner about their dogs relieving themselves on the Elizabeth Loft grounds. Board members agreed that complaints should be submitted to the Board or concierge.

Sharon Durant stated that she felt intimidated and threatened by this owner during one such confrontation, and said that the owner has confronted her on two different occasions. The core issue revolves around finding an alternate area for building residents to take their dogs.

Steve Rose stated that he has been researching alternate areas for pet relief and suggested that the Board consider using a penned in area of the plaza with appropriate drainage. Sharon Durant stated that there are rocks currently around the Buddha Building with drainage nearby.

Jim Kennedy suggested opening a dialogue with the City or the Parks Bureau regarding dedicating an area in the park blocks as a pet relief area. Kennedy suggested that the Board needs to think outside the box to find a new, creative solution to the problem.

Brenda Peterson stated that it is unpleasant to exit the building when dogs are relieving themselves right outside the front doors.

Paul Mollomo suggested that the Board consider a notice to owners reminding them about the responsibilities of pet owners not to allow their pets to urinate on trees and shrubs, along with a reminder to all residents that any and all complaints must be in writing and submitted to the Board through CMI. Mollomo requested that CMI draft such a notice for the Board to review.

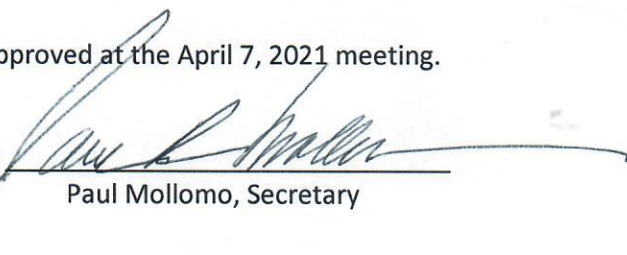
Kennedy asked the Board and owners to continue to think of creative solutions for the pet relief issue.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55 PM. The next Board meeting will be via Zoom on Tuesday, April 7, 2021 at 5:00 PM. Log-in information will be provided prior to that date.

Minutes approved at the April 7, 2021 meeting.

Approved:



Paul Mollomo, Secretary