

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING

APRIL 6, 2021

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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON
TUESDAY, APRIL 6, 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. APPROVAL/AMENDMENT OF AGENDA

AGREED: The agenda was approved by consensus.

III. APPROVAL OF PREVIOUS MEETING MINUTES (MARCH 2, 2021)

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

IV. MAINTENANCE COMMITTEE REPORT

Bob Steele presented the Maintenance Committee Report:

Six tasks have been completed or are in process:

1. Exhaust fan 34 has been replaced.
2. Storage room wall repairs have been completed.
3. Booster skid pump has been rebuilt.
4. South stairwell keys have been delivered to the Concierge.
5. Maintenance has been completed on the seismic recording equipment.
6. Courtyard bollard has been replaced.

Eleven tasks are approved or pending:

1. Exterior clean and seal first walk through will be April 17.
2. Dryer vent cleaning — CMI will ask for four volunteers in the 03 stack.
3. Exterior lighting projects are on hold.
4. Roof membrane repair was scheduled for April 5.
5. Conference call with Otis Elevator resulted in apologies, but no real progress. A response has been promised within 24 hours regarding disputed invoices, and the situation will be reevaluated at that time. Case will solicit bid proposals from other elevator maintenance vendors.
6. Call box rewiring has been approved but not scheduled.

7. Sliding door maintenance — manufacturer's maintenance information is being researched for distribution to owners.
8. Work Order has been issued for the LED can light over the barbecue area.
9. Work Order has been issued for post-maintenance repairs to garage gates.
10. Electrical repair or motor replacement of five roof exhaust fans is pending.
11. Bids are being solicited for the mop sink leak repairs.

Tasks for Discussion:

Shut-off Valve Failures: The building does not have unit level shut-off valves. This requires shutting down a stack of units when significant plumbing repairs are made. The original multi-turn shut-off valves that are located inside individual units for hot and cold-water supply to faucets and washing machines, and cold-water supply to toilets, dishwashers, and refrigerators contain a rubber grommet that is subject to deterioration, and many have been known to fail. Rather than attempt a building-wide replacement of all valves, Steele recommended that the Board consider a policy that provides for the replacement of all water supply valves located inside an individual unit with a quarter-turn ball valve whenever an owner asks to have water shut off for any plumbing work.

MOTION: Bob Steele moved that in the event the Association is required to shut off the water to any unit for a repair or any other reason, the unit owner is responsible for replacing, or having replaced, all multi-turn angle stops in the unit with quarter-turn ball valve angle stops. The motion failed for lack of a second.

CMI will solicit bids for a mass replacement of shut-off valves within individual units in order to determine how to proceed with this task — whether as an Association expense or as a bill-back to the unit owner dependent on the number of valves replaced per unit. Mollomo and Rose thanked Bob Steele for his research regarding the valve issues.

Exhaust Fan Proposal: Case presented a proposal from Hughes Electric to replace four exhaust fan motors on the roof. He also reported that there has been a fault on the fire panel regarding dryer vent fan failures. Case will assist Hughes in troubleshooting the issue when the new fan motors are installed.

AGREED: Paul Mollomo moved to approve the American Heating proposal to replace four exhaust fan motors on the roof at a cost of \$3,986, to be funded from the replacement reserves. Steve Rose seconded the motion, which passed without opposition.

Mop-Sink Leak: In repairing the damage caused by the main-floor toilet failure, it was discovered that the mop sink has been leaking. Case is working with Charter to pare down its proposal to replace the terrazzo sink and provide a more affordable option.

V. COMMUNITY MANAGER'S REPORT

Financial Statement and Budget Discussion: Manager La Voie reviewed the February 2021 financial statement. Expenses year-to-date are over projection 9.8% at \$70,266.13, \$28,076 of which is the insurance premium overage. The Board is looking at the next fiscal year budget, and the 38% increase in the insurance premium will translate into a 10% increase in monthly fees. The Board is looking at ways to minimize the increase by using either the operating contingency or the Working Capital funds. The insurance line item is the second highest amount in the budget at 18% of the total budget, following the reserve fund contribution at 19%. The Board will need to determine if the use of existing cash can be used to offset a large dues increase. Paul Mollomo emphasized that the increase is directly attributable to the insurance premium, and suggested that, in lieu of a dues increase, the Board may wish to consider a one-time special assessment to fund the increase in the insurance premium. La Voie added that the Association

is committed to 100% coverage for earthquake loss (with a 5% deductible) through February 2022. The agent has advised La Voie that if the Board decided in the future to purchase a lesser amount of earthquake coverage, the Board could reverse that decision at any time and increase to full coverage. The Board will schedule another budget session prior to the next Board meeting. La Voie will revise the budget proposal with the March actual figures prior to the next meeting.

VI. REPORT OF THE DIRECTORS' SUBCOMMITTEE ON BYLAWS REVIEW

Steve Rose provided a recap of the Committee's origins. The Committee consists of Brenda Peterson, Paula McGee, and Rose. Attorney Pat Foran has provided the Board with ten recommendations for amendments to the bylaws to consider in order to bring the bylaws into compliance with current Oregon law, remove all outdated references to the Declarant, and remove any gender-specific references. McGee has been combing the document to identify Declarant and gender references so that they can be modified throughout the document. Rose submitted a document to the Board on March 11 seeking approval to adopt the recommended changes and present the proposed amendments to the ownership for a vote. Rose included the recent Board discussion to update the late payment policy from a 30-day grace period to a ten-day grace period.

AGREED: Steve Rose moved to accept the subcommittee's findings and authorize attorney Pat Foran to move forward with a bylaws amendment vote based on these recommendations. Paul Mollomo seconded the motion, which passed without opposition.

VII. COMMITTEE REPORTS

House Rules: Board members noted that some House Rules may need to be amended if changes are made to the bylaws. It was agreed by consensus that these changes will be made once the amendments to the bylaws have been adopted by the owners and officially filed.

ELEC: Larry Rosenblum reported that Elizabeth residents purchased over 200 Aqua Bricks and more than 60 spigots. These stackable containers hold 3 gallons of water for emergency use. Delivery is expected in mid-April. Rosenblum also reported that the south stairwell keys have been delivered to the Concierge desk and that the Committee recommends that the keys be kept at the desk for distribution in the event of an emergency situation that results in the entry system being out of service.

Welcome Committee: Bob Garsha reported that Andrea Roeloffs is moving from the Elizabeth and Garsha will be serving as the interim committee chair. Volunteers will be solicited to serve on the Committee.

IX. OWNERS' FORUM

Flanders Gate: Bob Garsha inquired about the warning signal on the Flanders garage gate, as the street is transitioning to a more pedestrian and bicycle thoroughfare. He requested that CMI look at the current system to see if it may need to be upgraded. Case mentioned that the Everett gate has been annoying some residents on the fourth floor, so we may need to address both gate warning systems.

New Concierge: Alejandra Molina has been hired by CMI to serve as the part-time Concierge, working the Saturday morning and Sunday and Monday evening shifts. Residents are encouraged to introduce themselves to Alejandra and help welcome her to the Elizabeth.

Pearl District Security: Larry Rosenblum advised that during a recent Pearl District forum meeting it was reported that a couple has been breaking into buildings in the district by vandalizing realtor lock boxes hanging on the exterior of the building and using the keys and fobs inside to enter the building to steal packages. Paul Mollomo stated that this has happened at the Streetcar Lofts.

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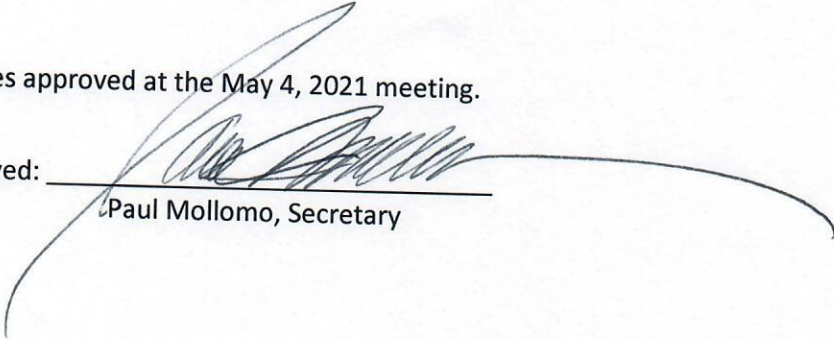
Dog Park Discussion: Bob Garsha sent a request to the City that they designate an area of the North Park Blocks as a dog park for area residents. He received a response stating that with the Fields and Couch Parks having designated dog areas the City believes that there are ample areas for residents to take their dogs. Board members thanked Bob for his follow up on this.

Meeting Minutes: An owner requested that the meeting minutes be distributed with the agenda. It was agreed that the previous month's draft minutes would be distributed along with the meeting agenda. The minutes will not be posted to the website until they have been approved by the Board.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:12 PM. The next Board meeting will be via Zoom on Tuesday, May 4, 2021 at 5:00 PM. Log-in information will be provided prior to that date.

Minutes approved at the May 4, 2021 meeting.

Approved: 
Paul Mollomo, Secretary