

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
JUNE 1, 2021
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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JUNE 1, 2021 AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING FORMAT.

PRESENT: Jim Kennedy, Chair
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
Karina Haley, CMCA, CCM, AMS, Community Manager
Brian Case, Project Coordinator, Facilities Asset Management
COMMUNITY MANAGEMENT, INC., AAMC

I. CALL TO ORDER

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

II. APPROVAL/AMENDMENT OF AGENDA

AGREED: The agenda was approved by consensus.

III. APPROVAL OF PREVIOUS MEETING MINUTES (MAY 4, 2021)

AGREED: Brenda Peterson moved to approve the minutes, as previously circulated, from the May 4, 2021 Board meeting. Paul Mollomo seconded the motion, which passed without opposition.

IV. MAINTENANCE COMMITTEE REPORT

Bob Steele presented the Maintenance Committee Report. Updates were given for the following projects:

The Clean and Seal Project is in process; the painting project for the railings and light fixtures has been moved up five years to save the \$50,000 set-up expense for the swing stages. The work is behind schedule due to rain and attempts are being made to keep the owners updated on when and where the work is taking place.

The Pressfit coupling that was the source of the Unit 1204 leak has been repaired, and unit damage is in process of being repaired. The Board has asked that Brian Case work with Charter to provide better notice to owners with damage as to when the repairs will be completed.

The Unit 1305 water damage was associated with the washing machine, and a claim has been opened with the owners' insurance policy.

It has been determined that most units do have a water shut off manifold for the unit, and volunteers will be solicited to verify locations so that residents can be informed. Unfortunately, the locations were not identified in the construction plans so a bit of sleuthing will be necessary to locate all of them. Interested volunteers can notify Bob Steele at bob@bsteele.com.

The fire panel fault with a fan motor on the roof has been resolved.

The proposal from PMC was approved to replace the mop sink with a stainless steel unit.

Other in-process items include the following:

Dryer vent project has been on hold due to the Victaulic leak but will be back on track shortly.

Water supply shut-off valve estimates are in process.

The garage door activator continues to be an issue.

Call Box wiring is approved but has not yet been scheduled.

Sliding door maintenance is on hold at this time.

Evaluation of Reserve expenditures is under analysis to determine if expenses are ahead or behind expectation.

Elevator Maintenance Contract: Negotiations with Otis Elevator have not been successful. Otis has not responded in a timely fashion and appears not to be interested in providing a bid for ongoing services. The Maintenance Committee has been reviewing contract submittals from KONE and ThyssenKrupp Elevator (TKE), and the contracts have been sent to the Board for review, as well. Steele provided a brief summary of the two offerings; the Committee agrees that the TKE contract is more appropriate for the Elizabeth at this time. Case stated that he has dealt with TKE at other properties and has had a good experience with them. Discussion also centered on differences of hourly rates for time and a half and double time for issues outside of the contract coverage. Case stated that TKE will stock high-wear parts for the Otis Gen2 elevators so they are on hand when needed and they do not have to rely on Otis in emergency situations, which could increase the price of the part needed. Brenda Peterson brought up a TKE contract provision which states that the contract cannot be cancelled. It was agreed that the contract should be reviewed by the Association's attorney before the contract is signed by the Board. Steve Rose circulated a draft email to be sent to Pat Foran setting forth the Board's concerns regarding the TKE maintenance contract.

AGREED: Paul Mollomo moved to approve the TKE elevator maintenance contract once it has been reviewed, and approved, by Pat Foran. Steve Rose seconded the motion, which carried without opposition.

It was further agreed that work orders will not be issued to approve overtime unless an emergency situation occurs.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: Manager La Voie reviewed the April 2021 financial statement. Expenses year-to-date are over projection 11.7% at \$105,032.90, \$39,979.61 of which is the insurance premium overage. La Voie ran through a line-by-line analysis of the over budget items. All utilities are over budget year to date, a factor of people working from home during the pandemic. The elevator maintenance line item is over budget \$9,304, even following Brian Case's efforts to ensure that we were not overcharged for any issues outside of the contract. Building Maintenance expenses are up resulting from unanticipated issues, such as the toilet overflow in the ground level restroom. Jim Kennedy asked for a clarification of what gets charged to the Building Maintenance Contract line item as opposed to the Miscellaneous line item. La Voie explained that the contracted items are building systems such as the boilers and pumps, which need to be inspected regularly and maintenance scheduled and supervised. The miscellaneous category is for responses to emergency situations such as a water leak, or a unit issue that may have causes based in the building systems, such as a drainage issue due to a clog in the main drainage pipes. All BMC time is billed by actual hours spent, so a historical perspective is used to help budget for these expenses. Kennedy stated that the increase in BMC funding is the second largest increase in the new budget after the insurance premium. Prepaid insurance is now at \$164,895, and the loan from the reserve fund has decreased to \$108,667.67, which will be paid back over the course of the coming year. The transfer of \$24,000 approved from the Working Capital fund to pay down the amount owed to the reserve fund will be actualized on the May financial statement.

2021-2022 Budget: La Voie stated that the 2021-2022 budget newsletter has been sent to all owners, and that five owners had responded thanking CMI and the Board for the clarity of the communication and the foresight to continue to look to the future.

Rental Unit Spreadsheet: La Voie stated that the rental unit spreadsheet has been receiving some special attention during the transition of the management team, because there have been a couple of changes in occupancy that were not fully noted on the document. La Voie reported that Lynn Lindell, Haley, and he had reviewed the spreadsheet and cross checked the information through Movin' In Mavens invoices and new ownership packets received in CMI to make sure that all of the information is up to date. Current rental rate is 19%, well under the 30% cap imposed by the governing documents.

VI. REPORT OF THE DIRECTORS' SUBCOMMITTEE ON BYLAWS REVIEW

Steve Rose stated that the Committee is waiting for a response from attorney Pat Foran, so there is nothing new to report at this time.

VII. BOARD MEMBER REPORTS

Chair: Jim Kennedy stated that reports of attempted building break-ins are up in the neighborhood. The warm weather adds to the volatility of some members of society, so he asked that all residents maintain vigilance while coming and going, and to report any suspicious activity. Over the weekend a street tree branch fell on a parked car, and Kennedy wondered if there was any liability to the Association for such an event. La Voie stated that the trees are required by the city, but that the incident would not fall under the Association's purview. CMI issued a work order to the arborist on Friday afternoon, but someone walked off with the branch over the weekend. The arborist will inspect the tree to make sure that there is no permanent damage. Kennedy reported that he meets regularly with other condominium boards, and encouraged the Board to forward to him any items for discussion.

VIII. COMMITTEE REPORTS

ELEC: Larry Rosenblum stated that the Committee will be sending emails to all residents each month with information that would be useful in the event of an emergency in the building. The first message will contain information regarding items each unit should have on hand in an emergency kit. The monthly communications will be sent on the 15th and will also be posted on the website so they can be reviewed when needed. The Committee is exploring the possibility of creating a network of buildings in the immediate vicinity of the Elizabeth to be able to send email, text, or phone alerts regarding protests or other emergency information. This would also be a great way to share information regarding other activities in the neighborhood and share resources dealing with emergency prep so we are not reinventing the wheel. Positive responses have been received, and the Committee is still reaching out to other buildings. The Committee is moving forward with a mass-texting format that will allow the Committee to send immediate alerts to our residents in the event information needs to be sent regarding urgent issues, such as the protest activity around election night. CMI has done a good job of emailing residents in advance of issues that were known, but this would allow notification of events that are happening right now outside the building. The Committee will bring a proposal to the Board for the mass-text services and will recommend an "opt-in" process. The Aqua Bricks have been ordered, but delivery has been held up due to non-payment by one participating building.

Welcome Committee: Bob Garsha will begin interviewing new residents and posting the interviews on the website as "Friends Along The Way". He will be soliciting a volunteer to assist with the interviews in an attempt to make them more interesting. He is planning on starting the series with local "celebrities" like Tina Tsai and Ezra Rabie who have already given EQ talks, but these interviews will be much shorter and

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will be posted for about 30 days. This will give all residents an opportunity to get to know new neighbors in the building. Garsha would also like to look into the possibility of cleaning up the Association website in order to make it more appealing.

IX. UNFINISHED BUSINESS

Mask Policy: Residents have asked that the Board discuss dropping the mask mandate that is still in effect in the building, following the recent CDC announcement that vaccinated people do not need to wear masks. Bob Steele stated that there needs to be at least a two-week waiting period in order to see what the trend is. Kennedy added that as long as there are new cases and deaths reported in Multnomah County the building mandate should remain in effect. He stated that he has seen people riding the elevators without masks, and has pointed out to them that the mask mandate is still in effect in the building. He added that the demographics in the building are such that the risk factors don't warrant letting down our guard at this time. Brenda Peterson agreed and is in favor of continuing to require masks in all common areas of the building. She noted that the neighboring businesses have continued to maintain the mask mandate. La Voie stated that a notice will be sent to the residents reaffirming the requirement of wearing masks in all common areas. There was discussion concerning allowing small gatherings of people in the Community Room as long as masks are continuing to be used. Larry Rosenblum asked whether chairs and tables could be returned to the courtyard. Brenda Peterson stated that since the Clean and Seal project is underway the courtyard furniture should be delayed until that work is complete.

AGREED: Bob Steele moved to continue the mask mandate in all common areas for the foreseeable future, and that the issue will be revisited at future Board meetings. Brenda Peterson seconded the motion, which passed without opposition.

La Voie reported that the CMI offices have removed the mask mandate if proof of vaccination can be provided. However, CMI has stated that staff working in buildings must abide by the rules set in place by the individual buildings regardless of vaccination status, and CMI staff working in the Elizabeth will be instructed to wear their masks at all times when in the common areas.

X. OWNERS' FORUM

Owner John Drentlaw suggested that the Board consider adding tree wraps to the street trees surrounding the building in order to deter dogs from urinating on the trees. The wraps prevent urine from soaking into the bark which attracts other dogs to add their urine to the trees in turn. Drentlaw also asked to remind owners to take their dogs away from the building to do their business as the exterior of the building continues to smell like urine.

Paul Mollomo asked when the actual transition from La Voie to new manager Haley will take place. La Voie stated that Haley is taking on more and more of the day-to-day responsibility of the building management, and that the July meeting will be his last with the Association.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:45 PM. The next Board meeting will be via Zoom on Tuesday, July 6, 2021 at 5:00 PM. Log-in information will be provided prior to that date.

Minutes approved at the July 6, 2021 meeting.

Approved: _____

Paul Mollomo, Secretary