

APPROVED

ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING

JULY 6, 2021

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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, JULY 6, 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
Tina Tsai, Commercial Director

BY INVITATION: Nathan Nakasone, Director of Corporate Operations
Michele Timfichuk, President / CEO
Pacific Patrol Services
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 Secretary Paul Mollomo at 5:03 PM.

II. SECURITY REPORT BY PACIFIC PATROL SERVICES

Nathan Nakasone and Michele Timfichuk from Pacific Patrol Services (PPS) were present via Zoom to discuss recent security issues at the Elizabeth. Manager Tom La Voie advised the Board that PPS had been invited to address concerns raised by two owners regarding homeless and intruder issues. La Voie further explained that the Concierge staff recently had been asked by owners to address these issues, and that the staff had put themselves in situations that could have been dangerous. The Concierge staff has been instructed that they are to stay at the desk and act as the Field Generals, contacting PPS or calling 911 at the start of an incident, rather than waiting for the situation to escalate. Pacific Patrol responded with the following points of information:

Portland is experiencing a shortage of Police and that is impacting the ability for PPS to address issues of homelessness as there is no available backup.

Homeless camps are expanding from Old Town/China Town, and are encroaching on the Pearl. Under the current law, PPS is able to roust campers from the plaza since it is private property, but not from sidewalks unless the pedestrian right of way is impeded. PPS can attempt to encourage campers to relocate voluntarily; they train their officers in verbal tactics to use in these situations. The campers are aware that the officers do not have any authority to remove them.

PPS advocates for neighborhood associations and condominium associations at the city and state level as members of coalitions addressing the homeless issues.

Security services are considered essential services and PPS provided security services during the pandemic and the demonstrations, but their workforce has diminished, and they are experiencing difficulty in hiring new employees.

The number of security officers in Oregon has diminished more than 50% since 2019. In Portland specifically, there were 10,000 certified security officers in 2019, and today that number sits at 2,500. Portland has only 800 sworn police officers, and they are budgeted for 1,300. Portland Police lose an average of 3 officers each week, not attributable to retirement; there are 50 officers scheduled to retire

in August. This has resulted in an increase of crimes against property, as well as increased calls to PPS, greatly impacting the ability of PPS to respond quickly.

PPS is down 40% in the number of employees as compared to pre-pandemic numbers. Their average wage is \$16.50 per hour, and they are proposing an increase to \$18.00 in order to prevent attrition. Board members asked PPS to consider whether an additional increase, such as \$22.00 per hour, would make a difference on staffing/response times. Currently, the Elizabeth is scheduled for seven visits per day by PPS staff, and the invoices reflect their total number of actual hours in and around the building.

Most incidents occur during the graveyard shifts, and that is where the bulk of their employees fall, and for the first time in the history of their company they are having to decline calls for service, and they are not able to provide any estimated times of arrival to calls. Nakasone stated that their service model is built on quick response and it is painful for them to have to refuse service due to lack of staff, or to pause services such as lunch relief for Concierge staff.

New hires are put through a training program for State certification, which includes a two-day classroom course, and PPS has three in-house certified instructors. After that, new hires shadow an experienced officer and are assigned a mentor to continue their training prior to being sent into the field after 5-7 days.

Paul Mollomo suggested that the Board would be willing to pay more money for security services during this difficult time, as long as those services are actually provided. La Voie reiterated that this was the reason for inviting PPS to this meeting— the Elizabeth needs a solution to the current issues.. La Voie stated that PPS has been part of the Elizabeth since day one; he wants to see both sides of this relationship succeed.

Nakasone stated that PPS will crunch some numbers and will provide a proposal to the Elizabeth for Board consideration. Michele Timfichuk stated that PPS would provide options for consideration within the next week. Jim Kennedy stated that the Board is not here to run PPS's business; the Board is here to ensure the safety of the building. He noted that the Board will consider the options that are presented by PPS.

III. APPROVAL/AMENDMENT OF AGENDA

AGREED: The agenda was approved by consensus.

III. APPROVAL OF PREVIOUS MEETING MINUTES (JUNE 1, 2021)

AGREED: Brenda Peterson moved to approve the minutes, as previously circulated, from the June 1, 2021 Board meeting. Paula McGee 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 has been slightly delayed by the excessive heat but is more-or-less on schedule. Brian Case added that RDH has issued an overview of the project to date, including an issue regarding oxidation at the 1504 window mullions, which will be painted. The courtyard bollards also need to be painted. The clean and seal portion of the project is in the home stretch, and Case is looking for an end date for the painting portion. RDH will issue a final report on the findings regarding the building's exterior. A punch list will be developed before the project is completed so that D&R and the painters will be able to address any issues before they leave the property.

Case also reported on the Victaulic leak repairs project. He stated that Charter is working directly with the owners in question. Case has not been advised of any additional issues regarding the repairs, except for information that Unit 1305 is wrapping the repairs into a remodel project. Case will make sure that any invoices are forwarded to the attorney to request reimbursement.

Other in-process items include the following:

The TKE elevator contract has been modified by the Board's attorney and has now been signed by both parties, with an effective date of July 1.

CMI is still looking for additional volunteers in the 03 stack in order to get the dryer vent project back on track. Case explained the process of cleaning the dryer vents, and Mollomo offered his unit for inspection if needed.

Exterior lighting project is on hold.

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

The committee is waiting for Case to generate a maintenance document for owners who have sliding glass doors, as this information was not contained in the O and M manuals provided by the vendor.

The garage door activator continues to be an issue, still waiting for Metro.

Mop sink has arrived and will be installed the week of July 19. Community Room will be reserved during that week for staff restroom facility use.

Hallway HVAC unit is on order.

Reserve Study for 2021/2022 is under analysis and CMI is asking vendors to evaluate the building systems in order to provide data to RDH.

Water supply shut-off valve estimates are in process.

Waste stack inspections of clogged drain lines will be scoped to see whether the lines need to be jetted at this time.

An owner has requested to install an HVAC unit other than Trane, and the Building Committee is evaluating the impact on the building systems. Peterson stated that there are a couple of units that are pending ARC approval and the Board needs additional information on the building system. Case explained that there is additional capacity built into the system, but that is needed in the event of hotter than normal temperatures. Additional upsized units will tax the overall system and decrease the cooling capacity for other units.

Steele would like to replace the video recorder for the security cameras as it is an ancient machine.

The Committee is looking at what it would take for volunteers to shut down the building water in the event of an after-hours emergency situation. Steele will be working closely with the ELEC to coordinate efforts on this project.

Steele has verified that the cooling tower chemical balance is checked once each week.

Case stated that the concrete planter store has received a new shipment and he is willing to take photos of the available sizes as options for the entryway. Peterson stated that this item could be put on hold, and noted that the plaza is in immediate need of attention. Case stated that the moss and weeds will be removed in the next week, followed by the paver company installing new sand and making some paver repairs as needed.

Door Maintenance Contract: Bill McCommon has provided a proposal to inspect and adjust the common area doors for proper closing and fire rating. This is the person who has performed this function in the past with ADSEC. McCommon has taken over the portfolio from ADSEC, which closed its doors due to COVID.

AGREED: Bob Steele moved to approve the McCommon proposal in the amount of \$700. Paul Mollomo seconded the motion, which carried without opposition.

V. COMMUNITY MANAGER'S REPORT

Financial Statement: Manager La Voie reviewed the May 2021 financial statement. Expenses year-to-date are over projection 12.9% at \$126,278.20, \$45,789.09 of which is the insurance premium overage. Prepaid

insurance is now at \$148,028.85, and the loan from the reserve fund has decreased to \$77,927.67, which will be paid back over the course of the coming year. La Voie ran through a line-by-line analysis of the over budget items and answered Board questions. Building Maintenance is over budget mainly due to the first-floor bathroom water overflow. Adjustments have been made in the new fiscal year budget to accommodate the overages in utility costs. La Voie noted that the 2021 fiscal year ended June 30th and that financial statement will be made available in the coming weeks.

VI. REPORT OF THE DIRECTORS' SUBCOMMITTEE ON BYLAWS REVIEW

Steve Rose stated that attorney Pat Foran has returned a revised copy of the edited bylaws to the subcommittee members, who are in the process of doing a final review. The revised document will be presented to the Board for approval prior to being sent to the ownership for a vote.

VII. BOARD MEMBER REPORTS

Chair: Jim Kennedy reviewed comments from other buildings regarding lack of response from PPS, which began pre-COVID, and suggested that the Board consider all other alternatives. He emphasized the "see something, say something" motto so that all residents play an increased role in insuring building safety.

Commercial Director: Tina Tsai announced the good news that she is in process of purchasing unit 115, which previously had housed the Basic Space Gallery. She will open a new treatment center in the space, which will be separate from the retail operation in unit 101. She will submit an ARC application for the buildout of the new space. She stated that her current space is crowded with ten staff members, and the new space will allow her to accommodate new patients, including children. She expects the buildout to take a long time with the treatment room opening in the new year. La Voie announced that the physical make up of the blockface will be different as Gallo Nero is in the process of acquiring unit 114 and will expand into the space with additional dining and storage space.

VIII. COMMITTEE REPORTS

ELEC: Larry Rosenblum reported that the aqua bricks are scheduled to be delivered in the next week and an email will be sent to those who purchased the blocks. E-blasts are now being sent to all residents each month with information that would be useful in the event of an emergency in the building. PDNA has begun a Slack software platform for buildings to share e-prep information. ELEC has started to send out information to all residents informing them of essential safety and emergency information. This information will also be posted on the website.

Welcome Committee: Bob Garsha has completed three interviews with new residents that have been posted to the website. An email blast will go out to let residents know that these interviews have been posted and inviting everyone to log on and enjoy getting to know people who live in the building, both new and long-term residents. Garsha encouraged all residents to volunteer to be interviewed.

EQ Newsletter: Bob Garsha stated that Issue #8 is now out, and since the newsletter has now been around for two years, they are looking for feedback from residents to find out if the articles are being read. The staff is enjoying the process, but they need to know if people are reading the newsletter, is it engaging the residents, does the building need this publication? They aren't looking for a pat on the back, they want to make sure that the publication is relevant. Residents are encouraged to click on the link and provide comments so that the editors are aware that the articles are being read.

IX. UNFINISHED BUSINESS

Mask Policy: In response to the recent changes in the County, State, and CDC recommendations, the Board discussed the building mask mandate. Transit, airlines, and medical facilities are still requiring masks, and

new variants are emerging. Elevator use is close proximity, and most felt that the mandate should remain in place for the elevators. It has not been determined if vaccinated people can transmit COVID without realizing that they may have come in contact with the virus. It is also not known how effective the vaccines are against the new variants. The Concierge staff should not be put in a position to police the mask mandate, but if it is reduced to a recommendation, it was felt that no one will follow it. Elizabeth residents are intelligent, and 86% of Pearl residents have been vaccinated, but close quarters, such as the elevator, are still areas of concern. Courtyard tables and chairs will not be returned outside until after the courtyard pavers are cleaned. Community Room usage may begin without any stipulations, but the Summer Party will not be held this year.

AGREED: Steve Rose moved to remove the mask mandate in the common areas for residents, vendors, and guests, except while in the elevators, where masks will be required by all. CMI employees will no longer be required to wear masks, except in the elevator. The Concierge will provide masks for those who require them, but will not be put in a position of policing those who are not wearing masks. Paul Mollomo seconded the motion, which passed without opposition.

CMI will work on a notice for posting that will be emailed to all residents. The new guidelines will be in effect once the notices have been posted and emailed.

X. OWNERS' FORUM

Beth Markwell mentioned her concern regarding the encroachment of tents from Old Town and the impact on property values. She wants to know what the condo association and the Pearl District Neighborhood Association are doing about the situation to prevent tents overrunning the Pearl. La Voie suggested that Markwell log on to the PDNA website in order to see what PDNA is doing, and to contact the City personally, as the City is more apt to listen to numbers of individuals rather than a group organization. Markwell disagreed. La Voie encouraged everyone to check out the PDNA website, which offers opportunities for individuals to get involved. Mollomo suggested that people need to use the ballotbox.

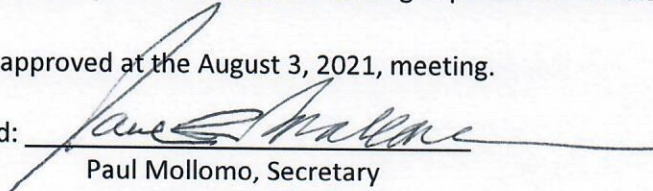
Bob Garsha inquired about the loading zone at Flanders, and asked whether the owner of Rich's Cigar Shop has a monopoly on the space. La Voie stated that this is not a parking space, but a 15-minute loading zone in the common area. The Cigar Shop has a limited common element space outside the unit, but it does not extend to the loading zone. Currently there are no rules addressing the loading zone, and La Voie suggested that the Board adopt specific language on the proper use of the loading zone when the rules are next revised. Steele recommended that the 15-minute limit is probably not enough time for an appliance delivery and suggested that the time limit be reconsidered. Brenda Peterson stated that the Rules Committee will take up the issue and present a proposal to the Board for consideration.

Steve Rose mentioned that it was good to have Robert Rosbaugh back behind the Concierge Desk on Saturdays and Sundays.

XI. ADJOURNMENT

There being no further business, the meeting was adjourned by consensus at 7:42 PM. The next Board meeting will be held on Wednesday, August 3, 2021, at 5:00 PM, via the Zoom format. Log-in information will be provided prior to that date. Meeting in person will be discussed monthly moving forward.

Minutes approved at the August 3, 2021, meeting.

Approved: 
Paul Mollomo, Secretary