

APPROVED

ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 15, 2021  
PAGE 1 OF 6

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON WEDNESDAY, SEPTEMBER 15, 2021, AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING FORMAT

**PRESENT:** Paul Mollomo, Secretary  
Brenda Peterson, Director  
Robert Steele, Director  
Steve Rose, Director  
Paula McGee, Director  
Tina Tsai, Commercial Director

**ABSENT:** Jim Kennedy, Chair

**BY INVITATION:** Karina Haley, CMCA, CCM, AMS, Community Manager  
Brian Case, Project Coordinator, Facilities Asset Management  
**COMMUNITY MANAGEMENT, INC., AAMC**

**OWNERS:** Janice Cooper, Bob Garsha, Jeff Ghitelman, Forrest Gist, Chris Gregores, Carol Hayden, Michelle Heckman, Georgia Hughes, Glenn Micallef, Mark Pauley, Carole Rhoadarmer, Barbara Shimek, Christine Steele, and Ed Weiner

**I. CALL TO ORDER**

Secretary Paul Mollomo called the meeting to order at 5:00 PM.

**II. BOARD ORGANIZATION**

Paul announced that Jim Kennedy has decided to relinquish his position as Board Chair because of his work obligations. Jim will remain on the Board in the position of Treasurer so the Association will continue to benefit from his financial expertise. Paul noted that the Board greatly appreciates everything Jim has offered to The Elizabeth over many years. Paul also announced that Brenda Peterson has agreed to serve as Board Chair through the remainder of the year. Paul summarized Brenda's professional work experience and thanked her for agreeing to serve in this new role.

**AGREED:** Paul Mollomo moved to appoint Brenda Peterson as the Chair of the Board effective immediately. Steve Rose seconded the motion, which carried unanimously.

**III. APPROVAL/AMENDMENT OF AGENDA**

**AGREED:** The agenda was approved by consensus.

**IV. APPROVAL OF PREVIOUS MEETING MINUTES (August 3, 2021)**

**AGREED:** Paul Mollomo moved to approve the minutes, as previously circulated, from the August 3, 2021 Board meeting. Paula McGee seconded the motion, which carried unanimously.

**V. MAINTENANCE COMMITTEE REPORT**

Bob Steele, on behalf of the Maintenance Committee, provided the following project updates:

- The mop sink and surround have been installed; some painting and baseboard finishing work still need to be done.

- The HVAC specifications for each unit type are complete and have been shared with the Board (tonnage for each unit was identified through the construction set documents). This will assist the Board when reviewing ARC applications for new heat pumps/HVAC units.
- The phone in elevator #2 has been upgraded.
- The Clean & Seal project is substantially complete; a few punch list items are still being addressed.
- Paver cleaning in the plaza area is awaiting scheduling. The plaza has been weeded and now needs to be re-sanded and leveled.
- Callbox update will begin with wiring; the work order has been issued and we are waiting on Metro to schedule the work.
- An exterior lighting bid has been received from Hughes.
- An additional bid was received from Portland Mechanical to replace the HVAC compressor on the first floor; the new bid is approximately \$2,000 less than the other bid. The Building Committee recommends going with Portland Mechanical because of the cost savings.
- Dryer vent cleaning — We are still struggling to get volunteers from the '03' stack. Brian believes the '03' stack has the longest run and is the best one to use for testing/sampling.
- Brian and Bob are working on hardware specifications for a replacement video recorder.
- Garage gate openers — Materials have been ordered; we are waiting on Metro to confirm the work schedule.
- Bob is working with ELEC on a process to shut down water, gas, etc. in the building in the event of an emergency.
- Front door maintenance actuator — We will get a recommendation from Metro as to whether it should be repaired or replaced.
- An ozone generator has been installed in the trash room. Michael Morgan has forwarded an article to the Board from the EPA regarding these devices. The Building Committee will review these materials and will come back to the Board at the October meeting with a recommendation.
- The fire panel had a false alarm which is being reviewed. The fire panel is meant to be replaced next year per the Reserve Study.

Additional Pending Building Committee Projects:

- Brian is still working on maintenance recommendations for sliding glass doors and windows. Additionally, some interpretation is needed with regard to maintenance responsibility for the various components of the doors and windows (gaskets, glass, hardware, handles). The Building Committee will be making recommendations to the Board.
- The Committee is working on a recommendation to address individual fixture shut-offs. The shut-off valves currently in place throughout the building are subject to failure, which could result in significant water damage.
- The Reserve items list from RDH continues to be reviewed. There are 275 tasks in the annual maintenance plan (either inspections or repairs), and the Committee is working to find out whether those items are included in the service contracts that are in place. The Committee hopes to put a process in place to avoid missing any items. There is approximately \$18,000,000 in expenditures between the years 2045 and 2050 so those items need to be identified, prioritized, and properly funded over the coming years to avoid a special assessment.

Brian Case, Project Coordinator, provided the following additional updates:

- The Association will not be charged for the repair to the elevator #2 phone; there was a short in the line.
- Modular Paving experienced staffing issues related to Covid, which has delayed the plaza paver project.
- Hughes Proposal — Jeff Ghitelman identified some new lighting options for the exterior can lights. A successful test was conducted in the BBQ area, and Hughes has submitted a proposal to change all can lighting around the building exterior.
- Gate operator installation has been scheduled for the next week or two. There may need to be security scheduled to observe the gates while they are in the open position.
- Brian is working to ensure that all maintenance items/tasks in the Reserve Study have an assigned vendor.
- Brian will send documentation to the Board addressing the ozonator concerns raised by Michael Morgan. He noted that there are differences in residential versus commercial use of the devices.
- In response to a question from Paul Mollomo, Brian noted that window washing is still being scheduled; D&R will pay the bill as part of the Clean & Seal project.

#### Proposals for Board Consideration

*First Floor Heat Pump* — The Board reviewed the proposals from American Heating (\$10,097) and Portland Mechanical (\$7,950.53) to replace the heat pump on the first floor.

**AGREED:** Paula McGee moved to accept the proposal from Portland Mechanical to replace the heat pump for \$7,950.53. Bob Steele seconded the motion, which carried unanimously.

*Replacement of Exterior Can Lights* — The Board reviewed the proposal from Hughes Electric to replace the exterior can light fixtures. Brian noted that this is an aesthetic change to match the new lighting in the BBQ area and to increase the brightness of all outside lighting, which may help with building security.

**AGREED:** Paul Mollomo moved to approve the proposal from Hughes Electric for replacement lighting at a cost of \$5,271. Bob Steele seconded the motion, which carried unanimously.

*Roof Anchor Inspection* — The Board has received one bid, but further analysis is needed regarding the scope of work, pricing, and frequency of the project. Bob noted that tie-off inspection is expensive but is required by law. The Building Committee will review and make a recommendation to the Board at a future meeting.

*Trash Chute Cleaning* — A number of questions surfaced regarding this proposal. Brian reported that the vendor uses water socks to funnel the water down toward the drain. He did not know whether this work has been done before at The Elizabeth, but it has been done at other CMI-managed buildings. This process reduces friction in the chute and improves odor. The trash room smoke detector would be deactivated and the fire sprinkler line in that area would be disabled but not the entire FLS system. The Building Committee did not have an opportunity to review the chute cleaning proposals before the meeting, so they requested the Board defer taking any action at this meeting.

#### VI. COMMUNITY MANAGER'S REPORT

**Financial Statement:** Manager Haley reviewed the July 2021 financial statement. Expenses year-to-date are under projection 2.7% at \$2,719.76. Over-budget categories include electricity (25%), phone (3.3%), carpet cleaning (100% over since the invoice just posted), association operations (5.4%), and the invoice for the audit. Large variances will balance as the year goes on since we are in the first month of the fiscal year. At the last meeting, the Board inquired as to why the elevator line item was \$9,400 over budget. In response, CMI conducted an audit of the invoices and provided a spreadsheet to the Board. The audit showed a number of service calls for

malfunctioning elevators, which explained the budget variance. Haley reported on the reserve loan for the insurance premium. In March 2021, \$106,845 was moved from the US Bank money market account into the checking account, and an additional \$9,386.76 was moved from the operating contingency. Another outstanding question was related to the working capital funds that should be restored to the Reserve fund. The explanation from Schwindt (auditors) was forwarded to the Board via email. Haley noted that the organizational changes on the Board will mean that the signers will need to be updated on all of the Association's bank accounts.

Architectural Review: Brenda noted that the Board had received a request to install a Ring peephole on a resident's door. Two concerns about the request have been raised: whether the installation would conflict with House Rule 13 regarding the appearance of exterior doors and whether the video camera associated with the Ring doorbell would violate the privacy of other residents. Bob Steele would like to see an approved policy for the installation of doorbells; he does not believe that residents have an expectation of privacy in a residential hallway shared by others. Paula McGee noted that the number of times an unknown or unexpected person will knock on a resident's door is slim-to-none. The benefit of living in a building with a callbox and a concierge is that there is screening of individuals entering the building so this type of device seems unnecessary. Board members agreed to defer action on this request until the next meeting to gather more information on what the device looks like and how it will function. The House Rules may need to be amended if the request is approved.

#### VII. REPORT OF THE DIRECTORS' SUBCOMMITTEE ON BYLAWS REVIEW

Steve Rose reported on behalf of the Committee. Earlier in the year, Bob Garsha and Larry Rosenblum requested that non-owners be permitted to serve on committees at The Elizabeth and that committee members should be indemnified by the Association. The Board agreed with these requests but noted that the Bylaws would need to be amended. After consulting with counsel, the Board decided that, in addition to making these requested changes, it was time to conduct a thorough review of all Elizabeth Lofts Bylaws. That review has now been completed and the Association's attorney, Pat Foran, has provided a letter to the Board summarizing the changes. He also has prepared a Board Resolution approving the Amended and Restated Bylaws if the Board elects to move forward with an owner vote on the new Bylaws. Key changes include:

- Four previous amendments to the Bylaws have been approved; those amendments have been incorporated into the new Bylaws document.
- A number of non-substantive changes have been made, including formatting, grammar, punctuation, and gender-neutral language.
- References to "Declarant" have been removed as no longer necessary.
- The new Bylaws allow for electronic meetings and change certain quorum requirements to match state law.
- The Bylaws now contain a requirement for Board members to be in good standing with the Association and the law.
- The new Bylaws will make it clear that non-owner residents may serve on Board committees and that committee members will be indemnified.
- If the Board were to decide not to fund the reserves in a given year, then the owners would have to acknowledge and accept that decision.

AGREED: Steve Rose moved to approve the resolution approving the Amended and Restated Bylaws. Paul Mollomo seconded the motion, which carried unanimously.

Brenda noted that the subcommittee will meet with Pat Foran before the next Board meeting to discuss next steps in terms of notifying owners about the proposed changes and the voting process.

## VIII. BOARD MEMBER REPORTS

Chair: Brenda said one of her goals is to reduce the length of the Board meetings so that most meetings do not exceed 90 minutes. Hopefully doing so will mean more owner participation in future meetings.

Commercial Director: Tina Tsai reported that she has closed on the new commercial space she is purchasing in The Elizabeth. She is working on designs for the remodel and will submit an ARC application when the design work is completed. Her projected opening date for the new space is March 2022.

## IX. COMMITTEE REPORTS

a. House Rules:

Brenda noted that there have been a number of recent complaints regarding noise. An email communication will be distributed to all residents as a reminder. Additionally, parking spaces in the garage are for vehicle parking only and not for storage of personal belongings. Residents will be asked to remove any property that should not be there. Finally, there have been complaints about some owners parking for extended periods of time in the loading zones. In response, the Board has prepared a new House Rule to address the use of the two loading zones at The Elizabeth (one on Everett and one on Flanders). The new rule will limit parking in the loading zones to 15 minutes. The rule will allow residents to use the loading zones up to 4 hours for loading and unloading purposes provided the space is reserved in advance and the vehicle being used fits in the loading zone space. The rule — if adopted — will have an effective date of November 1, which will allow the Board time to notify residents of the change and the Concierge time to develop a procedure for reservations.

**AGREED**: Paula McGee moved to approved the new house rule regarding use of loading zones on the plaza as discussed. Steve Rose seconded the motion, which carried unanimously.

b. ELEC:

Forrest Gist gave the report for ELEC and recapped the recent evacuation drill. There was moderate participation by Elizabeth residents. The Fire Marshal observed the drill and gave ELEC some recommendations. ELEC compiled a list of "lessons learned," which will improve the process next time, and thanked the 13 volunteers who helped with the drill. The volunteers were given Starbucks gift cards as a thank you for their support. The text alert system has had a good response from residents; to date, 170+ units have signed up. ELEC is working on preparing six pre-written text messages for Board review so that the messages can be sent out quickly. The topics include: unsafe activity in the building, general evacuation, fire alarm evacuation, gas leak evacuation, intruder in the building, and intruder in the parking garage. The Board authorized the purchase of additional credits for the text alert system. The ELEC Committee also asked the Board to approve the purchase of two mega-mover gurneys and one mega-mover chair to facilitate evacuation for individuals who cannot exit the building under their own power.

**AGREED**: Paula McGee moved to approve the purchase of two gurneys (\$35 each) and one chair (\$18). Paul Mollomo seconded the motion, which carried unanimously.

c. Welcome Committee: No report.

## X. UNFINISHED BUSINESS

a. Audit Report

Brenda asked for volunteers from the Board to look into the audit findings and make recommendations. Paula McGee and Steve Rose will review the findings and come back to the Board with suggestions for resolution.

b. Pacific Patrol

CMI sent the Board an email with an update from Pacific Patrol (PPS) on their services. PPS is still struggling with staffing issues, but they have been making more nightly visits to The Elizabeth than they had been over the summer. The Board discussed whether it was time to go out to bid for a new security service. Bob Steele and Paul Mollomo volunteered to meet with potential bidders. As a first step, CMI will request a copy of the contract from PPS to review the termination clause.

**XI. NEW BUSINESS**

a. Earthquake Survey

Brenda noted that CMI has prepared a first draft of the survey but there is more work to do. We will return to this agenda item at the October meeting.

b. Resolutions

Steve noted that the Board is working on two resolutions — one that would set the minimum insurance limits for commercial owners and one for repayment of the loan from the Reserves for the insurance premium. More detail will be provided at the October meeting.

c. Isabel

At the last meeting, Jeff Ghitelman expressed concern about Isabel’s use of the plaza space. In response, Steve Rose obtained a plat showing an easement on the South side of the Isabel building that allows Isabel to use 9.9 feet adjacent to the building. Steve contacted Association attorney Pat Foran about these issues, and Pat prepared, and sent, a letter informing Isabel of the size of the easement and requesting their insurance information.

**XII. OWNERS’ FORUM**

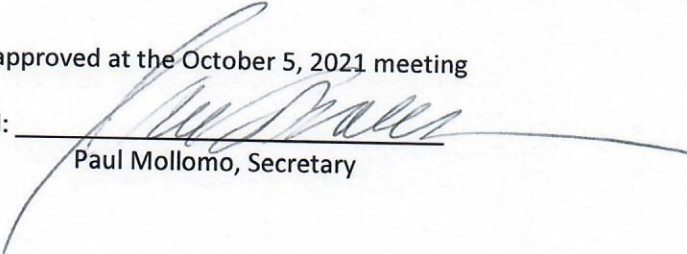
Georgia Hughes reported that there are vines growing out of the common space behind Life of Riley that are encroaching on the HVAC unit on the roof of the building. Georgia will send a photo to the Board showing the vines, and CMI will dispatch someone to cut the vines back.

**XIII. ADJOURNMENT**

There being no further business, the meeting was adjourned by consensus at 6:55 PM. The next Board meeting will be held on Tuesday, October 5, 2021, at 5:00 PM, via the Zoom format.

Minutes approved at the October 5, 2021 meeting

Approved: \_\_\_\_\_

  
Paul Mollomo, Secretary