

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, FEBRUARY 1, 2022, AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING FORMAT

PRESENT: Brenda Peterson, Chair
Jim Kennedy, Treasurer
Paula McGee, Secretary
Steve Rose, Director
Bob Steele, Director
Mark Pauley, Director

ABSENT: Tina Tsai, Commercial Director

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

OWNERS: Sharon Durant, Bob & Patti Garsha, Forrest Gist, Jeff Ghitelman, Michelle Heckman, Theresa Jankus, Lucy Karter, Roberta Margolis, Carole Rhoadarmer, Larry Rosenblum, Barbara Shimek

I. CALL TO ORDER

Chair Brenda Peterson called the meeting to order at 5:00 PM.

II. APPROVAL/AMENDMENT OF THE AGENDA

Brenda pointed out that two agenda items (Architectural Review Applications and Victaulic Update) were rearranged on the agenda this month to be discussed after the Building Committee Report so that Brian Case can participate if needed.

AGREED: The agenda was approved by consensus.

III. APPROVAL OF MINUTES

AGREED: Paula McGee moved to approve the draft December 7, 2021, annual meeting minutes as presented. Steve Rose seconded the motion, which carried unanimously.

AGREED: Paula McGee moved to approve the January 18, 2022, board meeting minutes. Steve Rose seconded the motion, which carried unanimously.

IV. BUILDING COMMITTEE REPORT

Bob Steele reported on behalf of the Building Committee.

- The Committee did not meet this month so many items are similar to the prior month.
- Steve and Brenda will be providing an update on the Victaulic settlement later in the meeting.
- Thanks to Steve for his help on the electric vehicle charging station program.
- Thanks to Paula for her work on the water leak in unit 606. Board members have made it clear that CMI should dispatch a plumber (along with notifying Brian's department) if there is a water leak in the building. Karina said that CMI agrees with this directive and the after-hours/on-call staff have been made aware of this and the project sheet has been updated to clarify this point.

- The RDH annual reserve study needs to be updated as soon as possible. The Elizabeth usually works with Kelly Lamb but her boss, Kathleen Smith, will also attend the meeting to review the 2045-2050 expenditures.
- The trash room drywall repair work order has been sent to Charter, but Bob is unsure when that will be scheduled.
- The Building Committee recommends that D&R Masonry's proposal be approved for \$4,875 for trash room waterproofing. This will prevent liquid materials seeping from broken containers in the trash chute or compactors from damaging the trash room and surrounding areas.

AGREED: Bob Steele moved to approve the proposal from D&R Masonry in the amount of \$4,875 to waterproof the trash room. Paula McGee seconded the motion, which carried unanimously.

- The Building Committee also recommends that the CARE bid for cleaning the trash chute be approved at a cost of \$3,100.

AGREED: Bob Steele moved to approve the CARE trash chute cleaning bid at a cost of \$3,100. Paula McGee seconded the motion, which carried unanimously

- ELEC has worked on the hallway signage (directional), and the signs look good. ELEC still needs to confer with the Fire Marshal regarding the appropriate height at which the signs should be placed.
- Bob would like approval to purchase new servers for the video recorders for the security system. The Dell machine is less than \$2,000 and can be configured with either Windows or Linux. If the latter operating system is chosen, he will volunteer to install everything and get the system up and running.
- Bob has received two proposals for stopcock replacement: one from NW Water Stop and one from Galgliasso Plumbing. The cost to replace all stopcocks is around \$125,000. The existing stopcocks in units that haven't been upgraded may or may not work so owners should be aware of this issue. The next phase of the project is to identify all the locations of the shut-off valves in the different stacks.
- We are still waiting on an alternate roof anchor inspection bid, the sliding door maintenance communication needs to be distributed, and the replacement of the front door actuator is still up in the air as to whether the replacement should be electronic or pneumatic.
- We also still need to do drain jet sampling and dryer vent inspections on a selection of units.
- There are a few items related to the clean and seal project that will be completed in the spring.

Brian Case:

- Brian shared his views regarding camera specifications and cloud storage.
- Insulation repair is pending scheduling.
- Brian is going to examine plans to identify the location of shut-off valves by looking for patterns. It is important to know what to do in an emergency so labeling shut-off valve locations would be very helpful.
- Light replacements are ordered in bulk and kept in stock on site.
- Brian has not yet received a start date from Hughes Electric on the ozonator sensor.
- The storage hall painting will start tomorrow, the generator battery replacement should happen soon as well, and Charter will be onsite on Thursday to begin the drywall replacement in the trash rooms on the 4th and 7th floors.

V. VICTAULIC SETTLEMENT UPDATE

Brenda and Steve have both reviewed the Victaulic settlement agreement. It provides that The Elizabeth Lofts may elect to replace the Pressfit system on the hot water side in its entirety at Victaulic's expense if certain things occur during a 12-year window. First, more than 10 Pressfit leaks that involve o-ring failures must occur. Second, Victaulic must incur more than \$75,000 to repair the Pressfit leaks. Brenda has asked Association attorney Pat Foran to help determine the exact date the 12-year period started to run, the number of Pressfit leaks that have occurred, and the amount Victaulic has spent so far to repair Pressfit leaks. An additional report will be provided at a future Board Meeting.

VI. ARCHITECTURAL REVIEW APPLICATIONS

Brenda reported that the Board is current on all architectural review applications with the exception of a request from unit 1312 to install an electric vehicle charging station. Additional information regarding electric vehicles will be discussed later in the meeting.

VII. REPORT FROM THE COMMUNITY MANAGER**a. FINANCIAL STATEMENT**

Karina Haley reported that, in the month of December, expenses were \$18,549.75 over projection. The year-to-date variance to budget is \$24,576.37 (4.6% over budget) and expenses exceed income by \$26,821.75. Checking account balance is \$13,419.31; working capital balance is \$130,588.42; and the replacement reserve balance is \$1,648,842.58. The Board requested continued tracking of expenses related to Brian Case's department as both line items are over budget.

VII. REPORT OF THE CHAIR

Brenda reported that the insurance policy for The Elizabeth Lofts has been renewed effective February 1, 2022. The policy continues to include full earthquake coverage for the building, which may not be sustainable in the years to come. Before the next renewal, the Board will get a proposal for an updated seismic risk report. Brenda also noted that all owners should have received an email earlier that day about the insurance coverage and what owners should discuss with their insurance carriers about their own coverage.

Brenda reminded owners to be mindful of neighbors as there has been a spike in the number of noise complaints. Also, she reminded owners and residents to continue to be careful about allowing nonresidents (including delivery people) into the building and up the elevators.

VIII. REPORT OF THE TREASURER

No report.

IX. REPORT OF THE COMMERCIAL DIRECTOR

No report.

X. COMMITTEE REPORTS**a. House Rules**

Nothing to report.

b. ELEC

Forrest Gist presented the ELEC report. The Committee has received a quote from Fast Signs in the amount of \$990.76 for 12 directional signs that are each 22" x 16" and will help direct first responders and visitors as to the layout of each floor. The Board agreed that ELEC may proceed with ordering the signs once a few details have been confirmed with the Fire Marshal. Forrest thanked Patti Garsha for her recent presentation regarding the psychological effects of a natural disaster. ELEC has a goal of once a quarter bringing in someone to present on a variety of topics related to disaster preparedness (financial, insurance, etc.). ELEC is still working on the FAQ for the website and updating emergency binders. Also, the utility shut-off project is still underway. A number of owners volunteered during the meeting to grant access to Bob Steele to confirm the location of shut-off valves in their units. Paula thanked Patti Garsha for her excellent presentation and noted that the information provided would be valuable in a variety of situations.

c. Hospitality

Bob Garsha reported that he has arranged for a jazz musician to put on a Zoom concert for Elizabeth residents and their friends and family. Mitch Woods is a friend of Bob's and is a regular performer at the New Orleans Jazz Festival. The program is scheduled for February 13, 2022, and a Zoom link will be distributed soon.

XI. UNFINISHED BUSINESS**a. Asset Capitalization Policy**

Brenda reported that the Asset Capitalization Policy will be deferred to the March meeting.

b. Isabel Update

The parties to the lawsuit are waiting for a supplemental judgment to be entered. Once that happens, a writ of execution will be requested, which will start the Sheriff's sale process.

c. EVCS

Steve Rose reported that there is a \$500 residential rebate for the purchase of electric vehicle charging stations, but The Elizabeth Lofts does not qualify. However, he has discovered that there is a \$1,000 commercial rebate for charging stations, but it requires that the Association purchase the charging station rather than the owner of the parking space. In order to take advantage of the commercial rebate to benefit owners, Steve is proposing that the HOA purchase the charger and provide it to the owner at the reduced cost, with the owner paying the balance to acquire the charger. The owner would assume the maintenance responsibility for the charging unit and any other associated fees. Brenda has updated the electric vehicle charging station agreement and Steve is waiting to hear back from PGE regarding approval of OpConnect as the approved vendor for The Elizabeth Lofts.

AGREED: Steve Rose moved to approve the revised electric vehicle charging station agreement as discussed. The motion was seconded and carried unanimously.

AGREED: Steve Rose moved to approve the ARC application for unit 1312 to install an electric vehicle charging station in their parking space. Paula McGee seconded the motion, which carried unanimously.

XII. NEW BUSINESS

a. HB 2534 Declaration of Compliance

When reviewing the Bylaws last year, the Board was made aware of a new law that went into effect in 2021. House Bill (HB) 2534 requires homeowner associations to review all of its governing documents to ensure the documents do not contain any discriminatory language prohibited by HB 2534 and, if such language exists, to remove any such language from the documents. Associations must adopt and file a declaration on or before December 31, 2022, confirming compliance. The review required by HB 2534 was done in conjunction with the Bylaws project last year. The Association's attorney has confirmed that the governing documents for The Elizabeth Lofts do not contain any of the discriminatory language prohibited by HB 2534.

AGREED: Brenda Peterson moved to pass the resolution certifying that The Elizabeth Lofts is compliant with House Bill 2534. Paula McGee seconded the motion, which carried unanimously.

XIII. SAFETY & SECURITY

a. Security Contract

Mark Pauley has supplied CMI with information to request proposals from three or four security companies. CMI will issue bid requests, and this will be discussed again at the March meeting.

b. Resolution: Surveillance Cameras

Deferred to the March meeting to be considered with the security contract.

XIV. OWNERS' FORUM

Roberta Margolis inquired about the use of stairs and key access. Brian Case said that keys will work in stairwells on all floors, except the 14th and 15th floors, as those floors have restricted access. In the event of a fire, the stairwell doors automatically unlock so key access is not required.

XV. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:21 PM.

Approved by:

Paula McGee

Date signed:

4-1-22