

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, MARCH 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: Carole Campbell, Sharon Durant, Bob Garsha, Leila Falk, Forrest Gist, Michelle Heckman, Lucy Karter, Larry Rosenblum, Lavita Wai

I. CALL TO ORDER

Chair Brenda Peterson called the meeting to order at 5:02 PM.

II. APPROVAL/AMENDMENT OF THE AGENDA

AGREED: The agenda was approved as presented by consensus.

III. APPROVAL OF MINUTES

AGREED: Steve Rose moved to approve the Board minutes from the January 27, 2022 Special Board Meeting and the Board minutes from the February 1, 2022 Board Meeting as presented. Jim Kennedy seconded the motion, which carried unanimously.

IV. BUILDING COMMITTEE REPORT

Bob Steele reported on behalf of the Building Committee.

- The Building Committee recently met with RDH for the 2022-2023 reserve study. RDH is reluctant to adjust the 2050 window replacement project so the spike in expenses between 2045-2050 remains unresolved.
- The stopcock replacement project was added to the reserve study as a multi-year project (\$35,000 over 3-4 years).
- The ozonator shut-off installation is scheduled for this week.
- The storage hallway has been painted.
- The new HVAC maintenance contract has been activated; it will begin in April.
- Bob has inspected a number of condos to locate shut-off valves. So far, he has determined: (a) The shut-off valves in the corner units (floors 4-13) have been located; (b) the 14th and 15th floor layouts are unique; (c) there are no shut-off valves for the commercial units; and (d) the non-corner units have partial shut-off valves that are behind insulated vent pipes which are not easily accessible.

- The difficulty in scheduling stopcock replacements throughout the building is in unit access. For about a third of the stopcocks, the water supply stacks must be drained to do the work. If some units in the stack are not accessible, this presents a disruption to the plumber's schedule and the resident water supply. Bob believes the work should be done as soon as possible and suggested that perhaps the most at-risk stopcocks be replaced first (kitchen, dishwasher, refrigerator for the non-corner units). The Board had a brief discussion of when to do the work and how to fund it – either by paying from reserves or implementing a special assessment. Bob will put together some numbers and additional information for the Board to consider at its next meeting.
- The Building Committee proposes that the Board accept the proposal from Accurate Infrared to review electrical equipment in the building. This is a continuation of an existing contract, and there is no price increase.

AGREED: Steve Rose moved to approve the three-year Accurate Infrared agreement at the cost of \$1,450 per year. Bob Steele seconded the motion, which carried unanimously.

- The Building Committee recommends that the Board accept a proposal from Portland Mechanical Contractors to reconfigure the waste pipe in the staff bathroom by 180 degrees to avoid repeated stoppages.

AGREED: Bob Steele moved to approve the Portland Mechanical bid as discussed at a cost of \$3,425. Paula McGee seconded the motion, which carried unanimously.

- The Building Committee recommends that the Board accept the proposal from West Coast Finishers to repair and repaint the 14th floor ceiling.

AGREED: Bob Steele moved to approve the West Coast Finishers' bid for 14th floor ceiling repairs at a cost of \$2,113. Paula McGee seconded the motion, which carried unanimously.

- The Board reviewed a proposal from Carlson Testing to inspect the roof anchors. This agreement would replace the previous agreement with Probel.

AGREED: Bob Steele moved to approve the Carlson Roofing anchor testing bid at a cost of \$1,070.50. Paula McGee seconded the motion, which carried unanimously.

- RDH has allocated \$82,000 every 11 years to reapply the polyurethane coating on the garage floor. This is a large dollar amount for a project, which at this time is largely aesthetic. The Building Committee recommends that this item should be deferred for now and reviewed annually. Brian will research a replacement scrubber machine and alternate cleaning agents to clean the garage floor.

AGREED: Paula McGee moved to defer the reserve study notation for replacing garage floor polyurethane coating for one year. Bob Steele seconded the motion, which carried unanimously.

- The front door actuator is due for replacement. The Building Committee has obtained two bids from the same company ranging in price from \$13,247 for a pneumatic opener (which is what we have now) to \$7,365 for an electronic alternative. The latter would leave equipment visible on the door. Bob suggested checking the lead time on the arrival of parts, getting a photograph of the aesthetics of the electronic opener, and deferring a final decision to the next meeting.
- Bob Steele and Mark Pauley are meeting regularly to work on video camera specifications. Forrest Gist is helping Mark with developing a prioritized list for equipment and upgrades.
- In unit fire inspections are likely to be reinstated now that covid restrictions are being lifted.
- Window and sliding door maintenance and responsibility is going to be referred to the Legal Subcommittee for further review and interpretation.

- Brian Case reported that the Fire Life Safety inspection is being scheduled; he is coordinating with multiple vendors. The inspection will take place sometime after March 12 when the mask mandates are lifted.

V. ARCHITECTURAL REVIEW APPLICATIONS

Brenda reported that five applications have been approved since the last Board Meeting: painting in unit 713, stove replacement in unit 809, sink replacement in unit 1114, cabinet refinishing in unit 1115, and painting in unit 1501. There is a pending application for a remodel in unit 1305. Brenda will work with CMI to develop a better tracking system.

VI. REPORT OF THE COMMUNITY MANAGER

a. Financial Statement

Karina Haley reported that, in the month of January, expenses were \$821 under projection. The year-to-date variance to budget is \$23,755.42 (3.4% over budget) and expenses exceed income by \$27,396.50. Checking account balance is \$42,551.03; working capital balance is \$131,597.48; and the replacement reserve balance is \$1,672,132.85. The Fidelity accounts need to be updated with new signers. The full insurance premium has been paid; the funds were transferred from Fidelity to US Bank to make the payment.

b. Budget Meetings

The Board has scheduled two budget sessions for May 11 and May 31. The 2022 budget will be approved at the June board meeting.

VII. REPORT OF THE TREASURER

No report.

VIII. REPORT OF THE CHAIR

Brenda thanked the Board for agreeing to move the June Board meeting from Tuesday the 7th to Monday the 6th to accommodate her travel schedule. She reminded owners to be vigilant about entering and exiting the building, particularly if there is no concierge on duty. On February 13, when a concierge was not on duty, a resident left the building and allowed an unauthorized person to enter the front doors. That individual spent an hour roaming about before someone noticed them and contacted Pacific Patrol to have the intruder removed from the Building.

IX. REPORT OF THE COMMERCIAL DIRECTOR

No report.

X. COMMITTEE REPORTS

a. House Rules

Brenda asked the Board to decide whether to issue a warning letter with a \$250 fine to the unit that allowed the intruder into the building on February 13 or to send a courtesy notice.

AGREED: Steve Rose moved to issue a rules enforcement letter for the security violation with a \$250 fine. Paula McGee seconded the motion. Steve Rose, Brenda Peterson, Mark Pauley, Paula McGee, and Jim Kennedy voted in favor of the motion. Bob Steele abstained.

b. ELEC

Larry Rosenblum reported on behalf of ELEC. ELEC has met with Bob Steele about the water shut-off valves and is working on a procedure for the text alert system. We need to identify a process for the Board or Concierge to notify ELEC when there is an urgent communication to distribute via the text alert system. Tip #7 was sent out regarding pet safety. The Committee is working on contacting other condominium buildings to review their emergency documentation to see if there is anything we can borrow or learn from other groups.

c. Hospitality

Bob Garsha noted that the first artist showcase has been posted to the website.

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

Brenda reported that work on the Asset Capitalization Policy has been completed. The Association has had an informal capitalization policy for several years; the new written policy is consistent with the informal policy. The Resolution before the Board allows the Association to expense all personal property of \$8,000 or less.

AGREED: Steve Rose moved to approve the Asset Capitalization Policy as presented. Mark Pauley seconded the motion, which carried unanimously.

b. Victaulic Update

Brenda reported that Pat Foran, the Association's attorney, is in the process of reviewing the settlement agreement and the status of ongoing repairs.

c. Isabel Restaurant

No update.

d. Electric Vehicle Charging Stations

Steve Rose reported that the OpConnect charger has been approved by PGE. To realize the savings offered by the rebate program, the Association must purchase the charger and then bill the resident. Two owners are ready to move forward with signing the agreement once the paperwork is finalized.

XII. NEW BUSINESS**a. Website Administration**

Musimack, the company who designed the website for The Elizabeth, has proposed that its developer spend up to three hours at a cost of \$125 per hour to update and optimize the WordPress system.

AGREED: Paula McGee moved to approve having Musimack update the website at a cost not to exceed \$375. Mark Pauley seconded the motion, which carried unanimously.

b. E-Recycling Event

Brenda noted that there is another neighborhood e-recycling event coming up. Elizabeth residents will be able to recycle their personal electronics in a container in the community room during several days in March. The Board agreed by consensus to hold the e-recycling event at The Elizabeth again this year.

c. Mask Policy

The mandatory mask mandate is being lifted by the state and county in the coming weeks. After discussion, the Board agreed that The Elizabeth would follow the county guidelines and make mask wearing optional in the common areas of the building. Residents who wish to continue wearing masks are encouraged to do so.

AGREED: Steve Rose moved that The Elizabeth follow Multnomah County guidelines regarding mask mandates. Mark Pauley seconded the motion, which carried unanimously.

XIII. SAFETY & SECURITY**a. Pacific Patrol**

Mark Pauley is still waiting to receive proposals from several security companies. Mark also noted that the level of service from Pacific Patrol seems to have improved. As a result, it is not an emergency to switch vendors so Mark will continue gathering information to have thorough bids to present to the Board. First Response is one of the companies we have heard from. They offer remote surveillance options that the Board may wish to consider.

b. Resolution: Surveillance Cameras

Deferred to a later meeting to be considered after a security company is selected. Mark thanked Forrest Gist for his help on this topic.

XIV. OWNERS' FORUM

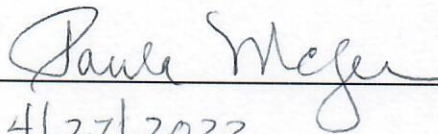
- An owner inquired about website access and authority to allow access. Michelle Heckman will think about what type of process to establish and who should be assigned with this task.
- Lucy Karter reported that in the garbage room on the 10th floor the protective cage is over the smoke detector instead of the sprinkler head. Brian will be notified to review this with Patriot Fire during the upcoming Fire Life Safety inspection and testing.
- Michelle Heckman noted that she appreciates encouraging people to wear masks if they choose and hopes neighbors are kind to those who wish to still wear them.
- Bob Garsha reminded owners to date the items they post on the message boards in the garage. It would help keep the boards more organized if people added dates and then removed the postings after 30-60 days. Brenda will add this as a proposed House Rule.

XV. ADJOURNMENT

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

Approved by: _____

Date signed: _____



Paula Meyer

4/27/2022