

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, APRIL 5, 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
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: Richard Baumann, Leila Falk, Jeff Ghitelman, Forrest Gist, Michelle Heckman, Sheldon & Roberta Margolis, Lucy Karter, Carol Rhoadarmer, Barbara Shimek, Paul Williams

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

AGREED: The agenda was approved as presented by consensus.

III. APPROVAL OF MINUTES

Brenda Peterson acknowledged an edit to the Building Committee report regarding the stopcock project as submitted by Bob Steele as well as a correction to the roman numerals.

AGREED: Paula McGee moved to approve the Board minutes from the March 1, 2022, Board Meeting as amended. Bob Steele seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT

Bob Steele reported on behalf of the Building Committee.

- Bob has drafted a letter to homeowners explaining the stopcock project, which will be distributed after pricing is established. This item is not in the reserve study; replacement of the stopcocks is not meant to be a repetitive correction but a one-time modification.
- The utility shutoff process documentation will be followed up on in April. There was no March ELEC meeting due to travel schedules.
- Brian has arranged for FLS testing/inspections to take place on April 12, 2022. This will include sprinkler inspections and horn/strobe testing.
- The security camera project has been delayed for now.
- Reserve study items for 2022 that have yet to be scheduled include:
 - A proposal from Patriot Fire for a five-year inspection at a cost of \$5,200 that still needs review.
 - Still working on the front door actuator project.

- Elevator test by Thyssenkrupp.
- Roofing inspection by Snyder.
- Infrared survey, staff bathroom, 14th floor repairs, roof anchors.
- Once the garbage room floor is done, the trash chute will be cleaned.
- Sliding door maintenance has been referred to the Legal Subcommittee.
- Hallway lighting replacement procedure still in progress.

Brian Case:

- Brian reported that the cooling tower inspection was done by USA Mechanical. They observed that a patch had to be done, which may indicate that the tower needs to be replaced. They will be back the third or fourth week of April to begin their contract work.
- Brian has been told that the generator batteries were replaced; he needs to physically verify that.
- The outstanding items related to the clean and seal project include the perimeter sealant joints, roof parapet coupling, and mullion covers.
- Better Air NW still needs to come out to the chosen units to test and inspect the dryer vents (those with the longest runs).

V. **ARCHITECTURAL REVIEW APPLICATIONS**

Brenda reported that seven applications have been approved since the last Board Meeting: bathroom remodel in unit 410, painting in unit 506, painting in unit 711, HVAC replacement in unit 908, remodel in unit 1305, remodel in unit 1407, and remodel in unit 1503.

VI. **REPORT OF THE COMMUNITY MANAGER**

a. **Financial Statement**

Karina Haley reported that, in the month of February, expenses were \$11,0341.45 under projection. The year-to-date variance to budget is \$12,723.97 (1.6% over budget) and expenses exceed income by \$16,543.46. Checking account balance is \$71,871.24; working capital balance is \$132,495.20; and the replacement reserve balance is \$1,671,282.68.

b. **Financial Subcommittee**

Brenda has appointed a Board Financial Subcommittee; Steve Rose, Mark Pauley, and Jim Kennedy are members of the subcommittee. Steve Rose and Mark Pauley reported on the payback plan for the \$55,535 borrowed from reserves for last year's insurance payment as well as the payback plan for the insurance payment for the current year.

I. **REPORT OF THE TREASURER**

No report.

II. **REPORT OF THE CHAIR**

Brenda reported that the Board continues to receive noise complaints. She encouraged everyone to pay attention to The Elizabeth's quiet hours. Another reminder notice will be prepared and distributed.

III. **REPORT OF THE COMMERCIAL DIRECTOR**

Commercial Director Tina Tsai noted that unit 106 might be selling as she has seen some activity recently.

IV. COMMITTEE REPORTS

a. House Rules

Brenda noted that the Legal Subcommittee is working on an update to the House Rules to make sure the Bylaw references are accurate and that recent additions to the Rules are incorporated.

V. UNFINISHED BUSINESS

a. Victaulic Update

Brenda reported that the Association's attorney is working with CMI and the original attorney to stay up to date on this project.

b. Isabel Restaurant

On March 15, 2022, the Association's attorney received a copy of a writ of execution that had been sent to the court for signature. Once signed, the sheriff will schedule a sale, which most likely will take place this summer.

c. Electric Vehicle Charging Stations

Steve Rose reported that one hookup has been installed for unit 501. The owners of that unit have opted for the HOA to own the charger so The Elizabeth will apply for the PGE rebate. Steve has filled out and submitted the application. Steve requested the authority to be able to sign these rebate applications on behalf of the Association.

AGREED: Paula McGee moved to authorize Steve Rose to sign the electric vehicle charging station rebate applications on behalf of the Association. The motion was seconded and carried unanimously.

Michelle Heckman asked how electric vehicle charging station tracking is being done. Steve replied that there are now two different electric vehicle charging agreements in place, and we will keep track of the type of charging station each owner acquires.

VI. NEW BUSINESS

a. Seismic Risk Evaluation

During the last insurance renewal, the Board discussed whether an updated seismic risk report should be obtained before the next renewal. Brenda reached out to MRP, the company that did the study for The Elizabeth in 2015. Their firm does not do assessments that include water damage. A revised report would cost \$4,000-\$5,000 and, barring no significant changes to the building structure, the potential maximum loss number might not change very much. The Board agreed that it did not make sense to spend money on a revised report from MRP in light of this information. Brenda will notify MRP that the Association is not interested in obtaining a revised report at this time and will reach out to Vern Newcomb to see if there are other companies that include water damage in their earthquake assessments.

b. Board Update

Board member Mark Pauley will be moving from the building in the near future, which means his position on the Board will be vacant. Brenda thanked Mark for all of his hard work as a Board member and encouraged anyone interested in being considered for the open position to contact her. The Board will select someone to fill the vacancy at its next meeting.

XIII. **SAFETY & SECURITY**

a. **Security Contract**

Mark Pauley recommended that the Board hold off on soliciting additional security patrol bids. The bids received so far are not quite apples to apples, and the service from Pacific Patrol seems to have improved.

b. **Resolution: Surveillance Cameras**

This item is on hold pending Forrest and Bob's work regarding camera upgrades.

XIV. **OWNERS' FORUM**

- Roberta Margolis requested information regarding the electric vehicle charging stations. Steve Rose invited her to contact him.
Barbara Shimek asked about garage gate protocols based on a recent incident where she waited for the gates to close but another resident was attempting to gain entry, and she could not verify whether they used their fob or not. CMI will review the garage gate protocols with the Concierge to make sure everyone is versed on ingress and egress guidelines.

XV. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:20 PM.

Approved by:

Paula Morge

Date signed:

5-11-22