

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, MAY 3, 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  
Forrest Gist, 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:** Trish Adams, Denise Ambrosio, Leila Falk, Bob Garsha, Carol Hayden, Michelle Heckman, Teresa Jankus, Lucy Karter, Nancy Kinney, Roberta & Sheldon Margolis, Glenn Micallef, Larry Rosenblum

**I. CALL TO ORDER**

Chair Brenda Peterson called the meeting to order at 5:01 PM.

**II. ELECTION OF NEW BOARD MEMBER**

Board Member Mark Pauley resigned following the last Board meeting due to the sale of his unit.

**AGREED: Steve Rose moved to appoint Forrest Gist to the Board of Directors to fill the vacant position. Paula McGee seconded the motion, which carried unanimously.**

Forrest Gist introduced himself to the owners in attendance at the meeting. He is a long-time Portland resident who recently has been living at the Elizabeth since 2019. He is a member of ELEC and also has been working on Board projects involving lighting and video surveillance equipment. Forrest is an electrical engineer and works as a project manager.

**III. APPROVAL OR AMENDMENT OF THE AGENDA**

**AGREED: The agenda was approved as presented by consensus**

**IV. APPROVAL OF MINUTES**

**AGREED: Paula McGee moved to approve the Board minutes from the April 5, 2022, Board meeting as circulated. Bob Steele seconded the motion, which carried unanimously.**

**V. MAINTENANCE REPORT**

a. Repair of Balcony and Sliding Glass Doors

Steve Rose led a discussion regarding responsibility for maintenance and replacement of balcony and sliding glass doors. Section 14.1 of the Declaration – Maintenance of Common Elements – provides that

the Association is responsible for these doors. Trish Adams described a maintenance issue in her unit on the 14th Floor where water is coming in under the sliding glass door and filling the trough at the bottom. Brian Case, FAM Project Coordinator, is scheduling Benson Industries to come out to the building during good weather to remove the doors and perform maintenance on the seals and rollers. He also suggested engaging a building engineer to analyze the issue in more detail to develop a proactive plan. Owner Nancy Kinney on the 11th Floor noted that she has had issues with her balcony door.

b. Building Committee Report

Bob Steele reported on behalf of the Committee:

- Fire-Life-Safety (FLS) testing is complete.
- Snyder Roofing has completed roof inspection and maintenance.
- The stopcock replacement document for owners is almost complete.
- Bob has finalized the first draft of the water shut-off guidelines for emergency training for ELEC members and three additional volunteers.
- Brian is working on sourcing a bulk order of CO detectors.
- The surveillance camera issue is on hold as funding options are considered.
- The cooling tower has some issues that need to be addressed; replacement is being considered.
- The boiler pump maintenance line item has some allowances that have not yet been spent.
- The front door actuator, floor scrubber and contract reconciliation project are all in process.
- There is more work to do with the waste stack jetting.
- The roof inspection by Snyder revealed some delaminated areas of roof membrane that need repairs.

**AGREED: Bob Steele moved to approve the Snyder Roofing proposal at a cost of \$3,085.98. Paula McGee seconded the motion, which carried unanimously.**

**AGREED: Paula McGee moved to approve the Patriot Fire proposal for the five-year load test at a cost of \$5,200. Bob Steele seconded the motion, which carried unanimously.**

c. Report of the FAM Project Coordinator

- Brian Case confirmed that the FLS inspections at The Elizabeth were complete. A few issues identified in some units will require follow-up.
- Brian also needs to check the PGE vault and make sure there is a spot for another transformer, so the Association has sufficient electrical load to accommodate the electric vehicle charging stations.
- Brian noted there was an issue with the trash room waterproofing. A leak resulted in water escaping from the room and coming into the hallway. The volume of water rose above the half inch mark, which is why the water escaped. A modification is needed to bring the seam higher.

**VI. ARCHITECTURAL REVIEW APPLICATIONS**

Brenda reported that four applications have been approved since the last Board meeting including a washer/dryer installation in unit 404, painting in units 915 and 1202, and an electric vehicle charging station for unit 1213.

**VII. REPORT OF THE COMMUNITY MANAGER**

Karina Haley reported that expenses were \$252,475.19 over projection in March. The year-to-date variance to budget is \$265,199.16 (29.4% over budget), and expenses exceed income by \$268,150.26. These overages are largely the result of preparing the insurance premiums in February and increased utility costs.

The checking account balance is \$65,566.99; the working capital balance is \$137,688.94; and the replacement reserve balance is \$1,702,529.81.

**VIII. REPORT OF THE TREASURER**

Treasurer Jim Kennedy reported that he had nothing further to report.

**IX. REPORT OF THE CHAIR**

Brenda reminded owners that there will be two budget work sessions in May: one on May 11 and one on May 31. These meetings will be held in person in the Community Room at The Elizabeth. The next regular Board meeting will be held via Zoom on June 6, 2022 (a Monday).

**X. REPORT OF THE COMMERCIAL DIRECTOR**

No report.

**XI. COMMITTEE REPORTS****a. House Rules Update**

Brenda reported that the Legal Subcommittee has updated the Association's House Rules to ensure consistency between those rules and the Bylaws and to add several new rules that were adopted after the last revision project. An edited version of the rules and a memo highlighting the key changes have been circulated to Board members. Brenda asked that Board members review the document over the next 30 days. The revised rules will be adopted at the June Board meeting. Brenda also suggested adding a category on the website under Governing Documents as a place for any new rules to be displayed until the next revision of the House Rules is completed.

**b. ELEC**

Forrest Gist reported on behalf of ELEC:

- ELEC has met with Bob Steele and reviewed the shut-down documentation that Bob has prepared. The next step is to schedule training.
- The second session in a series of ELEC presentations was held with Vern Newcomb discussing insurance coverage.
- Tip #9 on earthquake safety in a car/while driving was released.
- The text alert procedure has been developed and presented to the Board and will also be shared with the Concierge. ELEC is recommending that some board members be trained in how to use system in the event ELEC members aren't available. Brenda Peterson and Paula McGee volunteered to work with ELEC on the text alert system.
- Directional signage design has been approved. The Board has provided feedback on sign placement and size.

**XII. UNFINISHED BUSINESS**a. Victaulic Settlement

Additional research on an engineering report is being done.

b. Isabel

A Sheriff's sale is scheduled for May 17, 2022.

c. Electric Vehicle Charging Stations

Steve Rose reported that he has exchanged information with the chair of the Westerly Condominiums about electric vehicle charging stations (EVCS). The Westerly has done extensive research on this issue. Owners with questions about the EVCS program at The Elizabeth can obtain the architectural modification form and the EVCS agreement on the Elizabeth's website or by contacting CMI. Steve is available to answer questions if needed.

d. Seismic Risk Evaluation

Brenda has discussed obtaining an updated seismic risk evaluation with Vern Newcomb, the Association's insurance agent. Brenda and Vern have not been able to locate a firm that will include water ensuing damage in its assessment. Without that, Brenda and Vern have determined that an updated report, which would cost around \$5,000, would not be a prudent expenditure. Board members agreed.

**XIII. NEW BUSINESS**a. Discuss House Rule 7.3 (insurance coverage for improvements to residential units)

House Rule 7.3 provides that betterments, improvements, and upgrades made to an individual unit are covered by the master insurance policy "but only if the unit owner notifies the Board of Directors, in writing, of all improvements made by the unit owner to the owner's unit." The Association tracks owner improvements via the architectural modification application process. It is important that owners disclose betterments, improvements, and upgrades to their units for adequate insurance coverage in the event of a claim or loss. There appears to be a gap in the electronic records held by CMI. When former Board member Paul Roelofs was reviewing and approving applications, paper copies of the applications and approval letters were kept on file in the Concierge area. The Board discussed how to convert these paper records to electronic format. Several owners volunteered to help scan the files so that the Association records can be made more complete.

**XIV. SAFETY & SECURITY**

Nothing new to report.

**XV. OWNERS FORUM**

- Bob Garsha pointed out that there was a directional sign in the hallway outside the trash room indicating the location of the trash room. He suspects it was placed during the waterproofing project or other repairs. Board members agreed that it should be removed.
- Lucy Karter asked if Pacific Patrol was doing a better job of signing in when they come to the building.

**XVI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:53 PM.

APPROVED: Paula McGee

DATE: 6-13-22