

APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING

JULY 5, 2022

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

PRESENT: Brenda Peterson, Chair
Paula McGee, Secretary
Steve Rose, Director
Bob Steele, Director

ABSENT: Jim Kennedy, Treasurer
Forrest Gist, 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: Owner list unavailable for this meeting.

I. CALL TO ORDER

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

II. APPROVAL OR AMENDMENT OF THE AGENDA

Approved by unanimous consent.

III. APPROVAL OF MINUTES

AGREED: Paula McGee moved to approve the minutes from the Board meeting held on June 6, 2022. Steve Rose seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT

a. Report from the Building Committee

Bob Steele reported on behalf of the Committee:

- The trash room waterproofing has been repaired.
- The trash chutes have been cleaned.
- The generator battery replacement has been verified.
- Snyder has completed a small roof repair identified in a recent roof inspection.
- Bob is still working on the stopcock repair project and plans to work with Gagliasso Plumbing.
- The water shutoff process documentation is complete. Bob will meet with ELEC members on July 12 to do their training. Additional volunteers will receive their training at a later date.
- The Building Committee suggested to the Board that the Association purchase smoke/CO detectors to have on hand for sale at the Concierge desk, which will hopefully encourage owners to update their devices when needed.
- The surveillance equipment update is still in process; the Committee is attempting to determine when the last upgrade was done and how much was spent.
- The Committee is trying to determine whether the cooling tower can be lined instead of replaced. A suggestion was made that RDH should attend the upcoming inspection.

- Tina Tsai's remodel has triggered a requirement by the City of Portland to replace the building's backflow valve; Brian is working on getting a price.
- The Everett garage gate recently failed. A vehicle attempted to enter the garage when only one side of the gate was open and was hit by the gate, which caused damage to the car. Brian confirmed that an upgrade to the logic boards would eliminate the risk of the gates closing on cars when the gates are damaged. CMI has not yet received a repair estimate from the vehicle owner.

AGREED: Bob Steele moved to approve the upgrade to the logic boards on both garage gates at a cost of \$2,228. Steve Rose seconded the motion, which carried unanimously.

- The front door actuator replacement is still pending while the Committee decides on a pneumatic model versus an electric model.
- The drain waste stack jetting project is still in process.
- Dryer vent inspection is in process.
- Clean and seal projects still outstanding include roof parapet coupling and mullion covers.
- The roof anchor inspection will be done.
- A membrane check under the pavers is needed for floors 14 and 15.
- Maintenance and repair of sliding glass doors needs to be coordinated with Benson Industries.
- The fire pumps are in good shape according to Patriot but the controls might need some work.
- The Fire Life Safety report was sent to the Board. Hughes is currently sourcing battery replacements.
- The clean and seal project removed graffiti coating at the bottom of the building so that will need to be replaced.
- Bob now has access to the FAM report where the maintenance information is housed.
- Sliding and balcony door maintenance will be done on floors 4, 13, 14, and 15.

b. Report from FAM Project Coordinator

- Brian is trying to source the exact plug-in model for smoke and CO detectors so they will be easy to install.
- The liner installation in the cooling tower may help extend the life span of the tower beyond the expectations of the reserve study.
- The backflow replacement requirement is being put forth by the City, due to a change in the state building code. The City may not issue the permit for Tina's remodel unless the Association demonstrates that a replacement is in process.
- Brian is trying to find a way to get the davit covers repaired. He would like to combine all deck activities into one invasive, but short, visit to minimize access requirements. These include deck drain cleaning, membrane inspection, and davit cover repairs.

AGREED: Bob Steele moved that the Association proceed with the backflow valve replacement and that the Building Committee be charged with seeing it through. Steve Rose seconded the motion, which carried unanimously.

There was a discussion about Brian's scope of work in light of the reduction in hours in the 2022-2023 budget. Tasks will have to be prioritized with an emphasis on critical life safety tasks (such as fire testing) and the most crucial items to building health.

V. ARCHITECTURAL REVIEW APPLICATIONS

Brenda reported that, since the last meeting, seven applications were approved: painting and installation of hanging racks in unit 111, floor refinishing in unit 408, paint in unit 704, washer/dryer installation in unit 809, electric vehicle charging station installation for unit 815, a kitchen and bathroom remodel for unit 1212, and replacement of an exhaust fan for unit 1505.

VI. REPORT OF THE COMMUNITY MANAGER

Karina Haley reported that expenses were \$1,227.97 under projection in May. The year-to-date variance to budget is \$232,773.29 (21.1% over budget), and expenses exceed income by \$234,637.22. The over budget amount is largely due to the prepayment of insurance earlier in the year. The checking account balance is \$33,472.43; the working capital balance is \$142,979.34; and the replacement reserve balance is \$1,716,007.90.

Karina announced that CMI will be moving to a new bank — Pacific Premier — later this fall. Brenda asked if CMI had alerted Jim Kennedy. Karina will determine if the Association can open new accounts at Pacific Premier now for the monthly deposit of insurance and reserve funds per the Addendum to Borrowing Resolution adopted by the Board on June 6, 2022.

VII. REPORT OF THE TREASURER

No report.

VIII. REPORT OF THE CHAIR

Brenda reported that the August meeting will be held on Tuesday, August 2 via Zoom.

Bob Steele noted that Board Secretary Paula McGee had announced that she would be resigning from the Board in the near future because she will be moving from the building. Board members expressed regret, but thanked Paula for all of her hard work as a Board member. Brenda encouraged anyone interested in being considered for a Board member position to reach out to her.

IX. REPORT OF THE COMMERCIAL DIRECTOR

No report.

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

Brenda reported that there is still work to be done on the ARC review form updates and getting the old applications scanned into the system.

Bob will post the new House Rules to The Elizabeth Lofts website.

b. ELEC

Larry Rosenblum reported on behalf of the Committee:

- On June 20, 2022, a man pretending to be a FEDEX employee attempted to get into the building by calling multiple residents via the callbox. Kati informed ELEC, and ELEC sent out a mass text

notifying residents. ELEC learned that some residents didn't know where or from whom the message was coming. Larry requested that all residents enter the emergency text phone number into their phones as a contact so the number shows up as affiliated with The Elizabeth. Additionally, residents should be reminded not to buzz anyone into the building without knowing who it is.

- There was also another recent incident involving an intruder in the building. Kati contacted Pacific Patrol, but they didn't have any available officers to send. The intruder left the building shortly after entering.
- There was a discussion of whether to make the emergency text program mandatory for residents. The Board decided that residents should be able to opt out if they wish.
- The Board commended the residents of 816. They recently saw an intruder gain access to the building and immediately made contact with the Concierge to inform the Concierge of the issue.
- The next ELEC tip will be released soon about surviving natural disasters while camping.
- ELEC will be meeting Bob Steele on July 12 for water shut-off procedure training.
- The PPE given to the City during the pandemic has been returned, including gloves and masks.
- There was a discussion about appropriate protocol if Pacific Patrol is not available to dispatch an officer. Concierge staff should be able to call the police directly if there is a trespasser in the building.

XI. UNFINISHED BUSINESS

a. Victaulic Settlement

Nothing new to report.

b. Isabel Restaurant

The Association attorney is tracking the bankruptcy filing.

XII. NEW BUSINESS

a. Concierge Update

Rodolfo recently gave his notice, and his last day was June 24. CMI is interviewing for a replacement. Board members requested they be given the opportunity to interview candidates as well prior to final selection. The Board may also opt to adjust Concierge hours and schedules in an effort to reduce the budget.

b. CMI Contract

CMI has sent a draft contract to the Board for review.

XIII. SAFETY & SECURITY

Brenda and Forrest will work on where to place the new directional signage on each floor and on where to place "private property" signs outside.

XIV. OWNERS' FORUM

Owners discussed general security concerns.

XV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:46 PM.

APPROVED BY: 

DATE: Sept. 7, 2022