

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, AUGUST 2, 2022, AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING FORMAT

PRESENT: Brenda Peterson, Chair
Jim Kennedy, Treasurer
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: Denise D'Ambrosio, Bob Garsha, Jeff Ghitelman, Michelle Heckman, Georgia Hughes, Lucy Karter, Carole Rhoadarmer, Larry Rosenblum, Barbara Shimek

I. CALL TO ORDER

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

II. APPROVAL OR AMENDMENT OF THE AGENDA

The agenda was approved as presented.

III. APPROVAL OF MINUTES

Brenda noted that she had reviewed and edited the July 5, 2022, draft minutes prepared by CMI; the edited version of the minutes was circulated to Board members prior to the meeting. CMI, however, was unable to prepare a final version of the minutes before the meeting.

MOTION: Steve Rose moved to approve the edited version of the minutes from July 5, 2022, subject to final review by the Chair. Forrest Gist seconded the motion. Steve, Forrest, and Brenda voted in favor of the motion. Bob Steele noted that he would abstain from voting in favor of the motion until CMI prepared a final version of the minutes for the Board's review. The Chair declared that the motion had failed because only three Board members had voted in favor of it. (Jim Kennedy joined the Board meeting shortly after the vote was taken.)

Brenda stated that the approval of the July 5, 2022, minutes will be moved to the September Board agenda to give Board members an opportunity to review a final version of the minutes.

IV. MAINTENANCE REPORT

Bob Steele reported on behalf of the Committee:

- A complaint was received regarding the temperature in the 6th and 8th floor hallways. An HVAC repair is underway.
- Proposals have been received as a result of the annual inspections from Hughes and Patriot.

- Battery replacements have been completed for the fire panel.
- Exhaust fan preventive maintenance is complete.
- Power generator repair and adjustments have been completed.
- Now that Paula McGee has resigned from the Board, Bob is looking for another Board member to join the Building Committee.
- Bob is unsure if the Association's insurance will cover him in the event of damage relating to non-emergency work on plumbing components. As a result, he plans to only touch plumbing components if there is an actual emergency.
- Bob recently located and examined the valves in Unit 1001 before plumbing work was done.
- Bob has been given access to the FAM database and now can see live activity.
- With permission from the Board, Bob would like to proceed with the stopcock repairs in the most at-risk locations by utilizing reserve funds. These locations include all kitchens in non-corner units on floors 4 through 13. He is proposing that we use Gagliasso Plumbing for this work; Gagliasso is doing similar work at the Eliot. The remainder of the stopcock replacements would be phased over the next few years. This is a unique project that was not scheduled in the reserve study, but RDH now agrees that it makes sense to budget approximately \$35,000 per year over the next three to four years to replace all of the stopcocks in the building.
- In response to a question about the number of stopcocks in the building, Bob said that he estimates there are 12 valves in a corner unit, 8 to 10 valves in all other units, and 2 valves in each commercial space. Units on floors 14 and 15 have more stopcocks. The Board discussed replacing all valves at once, which would mitigate the risk of a water leak, but doing so would require levying a special assessment.

APPROVED: The Board by consensus decided to proceed with the multi-year replacement plan using reserve funds as recommended by Bob.

- Confirmation of reserve funds previously spent on the building's surveillance system is still needed from CMI.
- The Committee is still considering replacement of the cooling tower.
- Backflow device replacement is required. PMC is working on a bid.
- The garage gate logic boards are on order.
- Unit 1314 has a fresh air vent not functioning, which is being investigated.
- Annual seismic equipment preventive maintenance is being done.
- The front door actuator replacement is still in process.
- The waste stack jetting has been scheduled.
- Dryer vents inspections will start soon in the '03 stack (floors 4-13).
- The roof paver inspection will be bundled with roof maintenance projects.
- Fire and jockey pumps are in good shape, but the controls need to be reviewed.
- The photo eye on the Flanders gate was damaged by vandalism and will be repaired.
- The sprinkler cages in the trash rooms still need to be inspected and, in some cases, adjusted. A work order will be issued.

AGREED: Bob Steele moved to approve the proposals from Hughes Electric (\$3,692) and Patriot Fire (\$4,360) as presented. Steve Rose seconded the motion, which carried unanimously.

Brian Case reported:

- Brian is verifying the list of doors and windows to be included in upcoming maintenance.
- The condenser fan went out on the hallway AC on floors 6 and 8, but has been repaired.
- Brenda said that she would join the next Building Committee meeting.

V. ARCHITECTURAL REVIEW APPLICATIONS

Brenda reported that six applications were approved since the last meeting: installation of lights and a television in unit 711, HVAC replacements in units 715 and 904, minor plumbing repair in unit 1001, new stove installation in unit 1202, and painting in unit 1502.

VI. REPORT OF THE COMMUNITY MANAGER

Karina Haley reported that expenses were \$222,362.77 under projection in June due to the adjusted journal entries resulting from the CPA audit. Total expenses exceed income year-to-date by \$15,748; the Association is over budget by \$10,410.52 or .9%. A CD matured at First Republic Bank on July 1, 2022. The Association's checking account balance is \$76,846.50; the working capital balance is \$6,755.36; and the replacement reserve balance is \$1,756,584.91. Two new accounts, one for monthly insurance payments and one for monthly reserve fund payments, are in the process of being opened at Pacific Premiere Bank.

Karina noted that CMI has received two recent reports involving cigarette smoke coming from a particular unit. A rules enforcement letter was sent to this same unit in 2021. When the odor was again recently detected, a second rules enforcement letter, imposing a \$250 fine, was sent but there was no response to that letter. The issue has once again been reported and CMI needs guidance from the Board on whether to issue a third letter with a \$500 fine. The Board instructed CMI to draft a third notice of violation, including a \$500 fine, and to send the notice of violation by certified mail to verify delivery/receipt.

VII. REPORT OF THE TREASURER

Jim raised concerns about the uptick in security issues. He noted that there have recently been several reports of intruders in the building. He reminded residents to have a heightened awareness about security and pay special attention not to allow anyone to follow you into the lobby or garages.

VIII. REPORT OF THE CHAIR

Brenda reported that the next Board meeting will be held via Zoom on September 6, 2022.

She also asked residents to save the date of Sunday, September 18, 2022, for The Elizabeth Lofts annual summer party on the plaza. Bob Garza reported that Gallo Nero has agreed to cater the party. More information will be shared as the date nears.

IX. REPORT OF THE COMMERCIAL DIRECTOR

Tina Tsai was not present, and no report was given.

X. COMMITTEE REPORTS

None.

XI. UNFINISHED BUSINESS

a. Victaulic Settlement

Nothing new to report.

b. Isabel Restaurant

Nothing new to report.

c. CMI Contract

CMI has provided a draft contract to the Board for review. Brenda will send Board members her comments, hopefully before the next Board meeting.

d. Concierge Update

Brenda reported that a new Concierge has been hired for the late afternoon/evening shifts from Tuesday through Saturday. The shift hours will stay the same on Tuesday through Friday but, for now, there will be only one shift on Saturdays and Sundays (from 12 PM to 8:30 PM). Georgia Hughes and Michelle Heckman of Movin' In Mavens explained a logistical issue regarding key storage for their staff that may be impacted by the change on Saturday. They will think about how to resolve the key access issues before the next Board meeting.

XII. NEW BUSINESS

a. Open Board Position

Brenda reported that Board Secretary Paula McGee has resigned from the Board due to her impending move from the building, which leaves an open seat on the Board. Brenda encouraged owners interested in joining the Board to contact her.

b. Bike Race

CMI was contacted by the organizer of a bike race that will be taking place on August 20 adjacent to The Elizabeth that will impact the flow of traffic and building access. Residents will still be able to get in and out of the garages, but Everett Street will be closed at 9th Avenue. As a result, those exiting the garage will have to follow posted signage to the West and drive up Everett to 10th in order to exit the area. CMI will send out an email blast to all residents with a map of the areas impacted by this event.

XIII. SAFETY & SECURITY

Before the Board meeting, Forrest and Brenda walked around the building and identified eight areas where private property/no trespassing or loitering signs could be posted. The signs will have font consistent with existing signage in and around the building. This will assist in the event police or security patrols respond and need to remove people that are unwelcome on Elizabeth Lofts property. Forrest and Brenda also made a decision on where to place the directional signs for each floor and are ready to work with CMI on installation. Karina agreed to issue a work order to install the signs.

XIV. OWNERS' FORUM

- Bob Steele inquired about utilizing the annunciator to notify residents when there is an intruder in the building so residents can take action to secure their doors. Larry Rosenblum explained that ELEC has the ability to safely send out text messages to all residents when this happens, but getting to the annunciator to make the announcement may put someone in harm's way, and the annunciator is not always easy to understand.

APPROVED

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- Michelle Heckman requested better and more accurate communication from vendors. The recent window washing project deviated from the schedule that was sent out. There used to be a board placed in the back hallway that tracked the window washing progress and schedule. Karina will follow up on what happened to the boards.

XV. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:04 PM.

APPROVED BY: Forrest Gist FORREST GIST

DATE: Sept. 7, 2022