

APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 6, 2022

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MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON  
TUESDAY, SEPTEMBER 6, 2022, AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING FORMAT

**PRESENT:** Brenda Peterson, Chair  
Steve Rose, Director  
Bob Steele, Director  
Forrest Gist, Director  
Otto Riesenber, Director  
Tina Tsai, Commercial Director [joined meeting at 5:26 PM]

**ABSENT:** Jim Kennedy, Treasurer

**BY INVITATION:** Karina Haley, CCM, CMCA, AMS, Community Manager  
Brian Case, Project Coordinator, Facilities Asset Management  
Community Management, Inc., AAMC

**OWNERS:** Denise D'Ambrosio, Dianne Derse, Bob Garsha, Nuria Hansen, Michelle Heckman, Georgia Hughes, Lucy Karter, Matthew Kirby, Larry Rosenblum, Chris Steele, Ben Tribelhorn

**I. CALL TO ORDER**

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

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

The agenda was accepted unanimously as presented. Brenda noted that an issue regarding a recent parking violation would be discussed under new business.

**III. APPROVAL OF MINUTES – July 5, 2022, and August 2, 2022**

**AGREED:** Steve Rose moved to approve the minutes from the Board meeting held on July 5, 2022. Bob Steele seconded the motion, which carried unanimously.

**AGREED:** Steve Rose moved to approve the minutes from the Board meeting held on August 2, 2022. Bob Steele seconded the motion, which carried unanimously.

**IV. ELECTION OF NEW BOARD MEMBER: Otto Riesenber**

Brenda Peterson noted that Paula McGee has resigned from the Board because she will be moving out of the building soon. Otto Riesenber has agreed to serve on the Board. Otto introduced himself to those present. He purchased his unit in 2016, has a background in construction management, and is familiar with boards and condominium buildings. Brenda, Steve Rose, and Bob Steele met with Otto on August 10, 2022, to discuss his interest in serving on the Board. Otto has agreed to join Bob Steele on the Building Committee.

**AGREED:** Bob Steele moved to elect Otto Riesenber to the Board of Directors. Steve Rose seconded the motion, which carried unanimously.



**V. APPOINTMENT OF BOARD SECRETARY**

When Paula McGee resigned from the Board, she vacated the position of Secretary. Forrest Gist has agreed to fill the position.

**AGREED:** Steve Rose moved to appoint Forrest Gist to the position of Secretary. Bob Steele seconded the motion, which carried unanimously.

**VI. MAINTENANCE REPORT**

Bob Steele reported on behalf of the Maintenance Committee:

- The backflow project is stuck as Bob and Brian are waiting for the vendor to reply. It is holding up two commercial remodel projects.
- The stopcock replacement project has now been rebranded as the angle-stop replacement project. Gagliasso Plumbing has submitted a bid for \$19,600 to replace the 560 most vulnerable valves. The 14<sup>th</sup> + 15<sup>th</sup> floor units have unit shut-offs and do not present the same amount of risk as units that do not have isolated shut-off valves. There will be additional fees for valves found with leaks. Bob will prepare a document for owners to explain what the project is and why it is needed. Coordinating logistics and access will be important to keep costs down. There are 1,934 angle-stops in the building, and Bob wishes to proceed with replacing 25% of the valves, prioritizing the most at-risk valves. The new valves will be a brass 90-degree ball valve so there will be no rubber or soft material that can degrade over time.

**AGREED:** Bob Steele moved to approve the Gagliasso Plumbing bid at a cost of \$19,500 plus an amount not to exceed \$5,000. Steve Rose seconded the motion, which carried unanimously.

- D&R Masonry has not completed the clean and seal project. The Association may need to involve RDH. There are one or two remaining items that require warm, dry weather.
- There are five units with more severe door and window issues. Brian is working on coordinating inspections so that there is a better understanding of what the issues are and how to perform ongoing maintenance and replacement in a proactive rather than reaction manner.
- External panels on the 15th floor were recently scratched and dented by window washers. All those who have inspected the panels agree there is more than expected wear and tear.
- The computer used by concierge staff has a memory issue and is working quite slowly. Bob sees two practical solutions: replacing the memory cards on the existing machine (\$60) or replacing the machine altogether (\$1,500-\$2,000). After discussion, the Board agreed that a new computer should be purchased as well as replacing memory cards in the existing machine so there is a back-up computer if needed. Bob Steele will suggest a model, and CMI will follow up with its IT department to ensure it will be compatible with software requirements.
- Bob will be giving a presentation on 9/11/22 for the water shut-off volunteers. These people will be trained to shut off water to the building in the event of an emergency to minimize damage to the building before a plumber can arrive.
- USA Mechanical has recommended that the boiler line filter packs receive maintenance.

**AGREED:** Bob Steele moved to approve the USA mechanical boiler line maintenance proposal at a cost of \$1,382. Forrest Gist seconded the motion, which carried unanimously.

Tina joined the meeting immediately after the vote took place.

- Tina Tsai's remodel will be starting soon, and she estimates it will be done sometime in November. The backflow valve needs to be installed before the City of Portland will provide final sign-off on her project.

**AGREED:** Bob Steele moved to authorize Brenda Peterson to approve the backflow repair project when the bid becomes available. Steve Rose seconded the motion, which carried unanimously.



**Brian Case:**

Brian will be inspecting windows, one balcony door, and two slider doors to familiarize himself with the issues. It is important to develop a maintenance plan and obtain pricing to understand the costs associated with such maintenance and get appropriate funds into the reserve plan. Lucy Karter added that there have been window warranty issues since day one and there should be documentation about people who are experiencing gradual failures versus people who have always had issues. Lucy will check her files to see if she has anything she can share with Brian that might be helpful.

**VII. ARCHITECTURAL REVIEW APPLICATIONS**

Brenda Peterson reported that since the last meeting four applications have been approved and one more is pending. These include a refrigerator installation in unit 715, flooring installation in unit 803, paint in unit 1401, and an electric vehicle charging station in the parking space for unit 1502. There is also an outstanding application for HVAC installation in unit 715.

**AGREED:** It was unanimously agreed to approve the HVAC installation for unit 715.

**VIII. REPORT OF THE COMMUNITY MANAGER**

Karina Haley reported that expenses were \$2,537.36 under projection in July. Total income exceeds expense year-to-date by \$13,827.05; the Association is under budget by 2.5%. The Association's checking account balance is \$41,775.46; the working capital balance is \$9,250.12; and the replacement reserve balance is \$1,778,133.98. The new accounts at Pacific Premiere Bank have been opened and the insurance account has been funded with the amounts for July and August (\$21,900 x 2 = \$43,800). The money market account for the reserve funds is also open but funding is currently in process as money is transferred from US Bank to Pacific Premiere. Brenda Peterson inquired why janitorial supplies continue to be over budget and why the insurance allocation doesn't match the budget. CMI will follow up on these issues.

**IX. REPORT OF THE TREASURER**

Jim Kennedy was not present, and no report was given.

**X. REPORT OF THE CHAIR**

No report given.

**XI. REPORT OF THE COMMERCIAL DIRECTOR**

The new owner of commercial unit 111 has informed Tina Tsai that she plans to host an opening event for her new dress shop called Sparkly Gowns. A notice will be posted in the building and on the CMI managed web portal inviting residents to the event.

**XII. COMMITTEE REPORTS****a. Community**

Bob Garsha reported on behalf of the committee:

- Three gatherings have been held in recent months including First Thursday, First Friday, and Bastille Day.
- There is a resident willing to donate a tent that could be used to host outdoor events on the plaza.
- There is an upcoming wine tasting event.
- A yoga instructor in the building has stepped forward and will be offering classes in the Community Room if there is interest.
- Bill Melcher has the library looking great. A big thank you to him for his efforts!



- The art on the walls has been well received and will be swapped out soon with new material for the fall season.
- The annual summer party is coming up on 9/18/22. Bob is expecting up to 100 guests to attend and the event is being catered by Gallo Nero. Wine is being purchased from Flor Wines, and the event will also feature a DJ.
- Bob thanked the volunteers on the committee who have helped organize all the recent events.

**b. ELEC**

Larry Rosenblum reported on behalf of the Committee:

- Tip #11 has been released; it was borrowed from the Vista Condominiums. The tip suggests creating an emergency preparedness calendar and offers a 12-week timeline to prepare yourself for emergencies and gather needed supplies.
- The FCC has changed its anti-spamming regulations regarding automated texts and now requires that they come from a local area code. The Elizabeth Lofts text alert number is now 503-446-6773. Larry recommended that residents add the new number as a contact in their cell phones under the name "Elizabeth Lofts Text Alert".
- The Pearl Party will be held 9/16/22 at 5:00 PM. The PDNA's E-Prep Committee will have a booth at the event, and three aqua bricks will be raffled off.
- Bob Steele is planning a training for the water shut-off volunteers.
- Michelle Heckman is updating the Orientation Handbook and asked ELEC to provide information regarding who to contact and how to contact the appropriate parties in the event of an emergency.
- ELEC's next meeting is being deferred due to Forrest and Larry's out of town schedules.

**XIII. UNFINISHED BUSINESS**

**a. Victaulic**

Nothing new to report.

**b. Isabel**

Nothing new to report.

**c. CMI Contract**

The Board plans to meet in Executive Session in the Community Room on September 20, 2022, at 5:00 PM to discuss the CMI contract. No action will take place per Executive Session rules and anything that needs to be ratified in an open meeting will be ratified at the October meeting.

**d. Concierge Schedule**

The Concierge schedule has been adjusted and now there is only one shift on Saturdays and Sundays from 12:00-8:30 PM. This presents some issues for incoming packages and for Georgia's staff who come in to pick up keys and orientation materials. Georgia has requested that five additional fobs be issued to her to be distributed among Movin 'In Mavens staff members. The fobs will only be active Monday-Saturday between the hours of 7:00 AM-7:00 PM.

**AGREED: Steve Rose moved to authorize the programming and distribution of five additional fobs to Georgia Hughes and Movin 'In Mavens. Forrest Gist seconded the motion, which carried unanimously.**

Mark Vergara is currently covering some weekend shifts; he is a floating Concierge helping out while another staff member is being hired. CMI will have the service division supervisor reach out to Brenda to coordinate an interview with any potential candidates.



**XIV. NEW BUSINESS****a. Annual Meeting Planning**

The Annual Owners' Meeting will be held Tuesday, December 20, 2022, at the Ecotrust Building. Brenda plans to sign a rental contract with Ecotrust at a cost not to exceed \$1,100. Ecotrust requires that a licensed server be engaged to pour the wine. CMI will reach out to the sales representative to verify the requirements.

**AGREED: Steve Rose moved to approve the Ecotrust agreement at a cost of \$1,100. Otto Riesenbergs seconded the motion, which carried unanimously.**

**b. Orientation Materials**

Michelle Heckman reported that she has left a hard copy of the new orientation materials at the Concierge desk for Board review. She did her best to organize the book to make sure it is easy to update. There will be electronic and hard copies available for new residents. She plans to make all PDFs fillable forms so they can be easily completed. Michelle thanked Lucy Karter and Brenda Peterson for their help editing the materials.

**AGREED: Bob Steele moved to approve the new orientation materials pending final staff review. Forrest Gist seconded the motion, which carried unanimously.**

**AGREED: Forrest Gist moved to authorize Michelle Heckman to print the orientation materials and bill the Association. Otto Riesenbergs seconded the motion, which carried unanimously.**

**c. Security****i. Plaza Security Incident**

Nuria Hansen and Matthew Kirby recently moved into the building, and they often use the grill and eat dinner on the plaza. On one such occasion, a transient accosted them and took one of their plates and smashed it. There was a discussion on what rights residents have to the plaza space and what types of security measures could be put in place, including extra security patrols and the addition of a removable fence or barrier that could be used when residents are using the plaza. It was agreed that it would be helpful if there were more eyes on the plaza and if the space formerly occupied by Isabel's was in use. Bob Steele suggested that the tables and chairs be tied together when outside to deter people from throwing them into windows. The tables are not left out all night. Steve Rose feels PPS needs to be sure to take a more aggressive approach to encourage people to move along and not loiter around the building.

**ii. Gate Security/Garage Piggybacking**

Recently a guest of a resident entered the garage and did not wait for the gates to close. CMI was unable to identify the resident or guest and as such was not able to contact them to inform them of the security violation. A resident who does not live in the Elizabeth full time recently arrived to find their parking space occupied by another vehicle. The Concierge reached out to inform the individual parking in the space that spaces may not be "borrowed" without permission from the owner. The next night, the vehicle was parked in a handicapped space in the loading area. A letter will be issued informing the resident of the violation and encouraging them to find an alternate solution, such as renting another parking space.

**XV. OWNERS' FORUM**

- Karina Haley informed the Board that some complaints have come in regarding the carpet in the elevators, a cigar/musty smell in the basement parking garage, and noise. In response, the carpets in the elevators were cleaned again, and it seems that issue has abated but it might be time to replace the carpets. The fans have been turned on in the garage to address the musty odors, but complaints continue to be received. It has not been possible to identify the source of the noise complaints; CMI is suggesting that it is time to circulate a reminder about condominium etiquette and taking care not to make noise during quiet hours. Brenda Peterson agreed and will draft a message to be distributed.




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- Ben Tribelhorn inquired about recent minutes as he did not see them posted on the web portal. Brenda noted that the approval of the minutes for July was delayed so that is why they have not been posted. The draft minutes for both July and August were included with the agenda distributed for the September meeting.
- Georgia Hughes commented on plaza security issues. She noted that there is a professional theft issue going on in Portland. Another condominium building was broken into, and the thieves accessed the building engineer's office and stole keys to individual units. She suggests the Board consider an alternate key storage system that is more secure.

**XVI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:22 PM.

  
APPROVED: FORREST GIST  
TREASURER  
DATE: OCT. 5, 2022