

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, NOVEMBER 1, 2022, AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING FORMAT

PRESENT: Brenda Peterson, Chair
Forrest Gist, Secretary
Steve Rose, Director
Bob Steele, Director
Otto Riesenber, Director
Tina Tsai, Commercial Director [Joined meeting at: 6:10pm]

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 Ambrosio, Dianne Derse, Bob Garsha, Michelle Heckman, Lucy Karter, Larry Rosenblum, Barbara Shimek, 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

AGREED: The agenda was accepted unanimously as amended; the Board agreed to discuss a recently received proposal from Waste Management regarding garbage service.

III. APPROVAL OF MINUTES

AGREED: Forrest Gist moved to approve the Board meeting minutes from October 4, 2022, as amended by the chair. Bob Steele seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT

Bob Steele reported on behalf of the Building Maintenance Committee:

- He and Otto Riesenber were not able to meet with Brian Case in October or November.
- House Rule 22.9 regarding gas appliance regulators has been updated.
- The Concierge computer is fully operational. Thanks to Terrin and Brian for their assistance.
- The angle stop project is moving along. There have been a few scheduling bumps along the way and adjustments have been made. The team has adopted a one-time access model to minimize

the impact on owners and residents. In certain units, the original plan was to initially swap out only the kitchen valves, but we have now decided to swap out all valves in a unit at the same time for efficiency's sake. This change will impact the budget for Phase 1, but it should balance in the end. Additionally, units 407, 507, 607, and 707 will now be included in Phase 1 of the project. Scheduling has been automated with a program Bob wrote. Bob thanked Brian for teaching the plumbers about the building and how to interact with the valves and how much torque to apply. The Elizabeth does not get the plumbing crew on a regular basis, so flexibility is important. Terrin has been doing a great job of getting approvals and notifying Bob and Gagliasso Plumbing of the appointments.

- High Pipe Communications has reached out to Bob. They offer a hybrid microwave/fiber connection and are expanding their business in the Portland area. They only offer internet service, but they have a better price point than the other providers in the building (WaveG, Comcast, Century Link).

AGREED: Bob Steele moved to accept HighPipe as an internet provider for the building. Forrest Gist seconded the motion, which carried unanimously.

- Parts have been received for the backflow project, but two flange gaskets haven't arrived yet. There are two parts to the project: one involving fire systems and one involving domestic water. Installation will interrupt water service to the building, so the plan is to have the work done on a day when the restaurant is closed.
- Door and window analysis and repairs are still underway. The door to the terrace in 1502 hyperextended during a large gust of wind. South Town Glass put the door back in place, but a complaint was received from the tenant about cold air coming in around the frame. CMI dispatched staff to tape the door frame with painter's tape until a permanent repair can be implemented and to let the owner know that the owner may be responsible for future repair costs. Brian will notify South Town Glass to move forward.
- Brian reported that Ryan from CMI is meeting with Brown Sheet Metal to inspect the metal panels on the 15th floor to obtain pricing for needed repairs. This relates to an insurance claim with the window washing company.
- Charter will be closing the 14th floor ceiling from the copper leak. This was initially thought to have been a Victaulic leak, but, after review, the leak was just adjacent to and on a Victaulic component.
- Bob will issue a new valve chart as upgrades are made through the angle-stop project.
- Brian still needs to provide updated information to RDH to complete the Reserve Study.
- The Everett Street garage gate ramp camera is not working; parts are on order.
- The front door has an issue where the opener needs adjustment; a carpenter needs to be contacted to repair the wood.
- Roof anchor testing still needs to be scheduled.
- USA Mechanical recommends that the boiler line filter packs be serviced. There is a proposal before the Board for routine roof fan maintenance at a cost of \$1,908. Board members agreed that Brian Case had authority to move forward on this proposal since it is under \$2,000.

Brian Case:

- The air handler unit in the community room has been repaired.
- Brian is working with Charter Construction to schedule the ceiling repair outside unit 1406 that was damaged during the copper leak.
- A new package scanner has been delivered.
- Forrest requested that legal cameras be installed as some of the HighVision cameras are not permitted. Brian reported that the current cameras don't have access to the internet so they should not be in violation of any legal requirements. The Everett Street camera is only having a part replaced, not the camera itself. The lobby door camera is having intermittent failures; Metro has been notified.
- Dianne Derse inquired whether performing plumbing repairs can negate the Victaulic settlement agreement. Brian informed her that routine plumbing repairs, including the angle stop project, should not have any impact on the agreement. If there is any involvement with Victaulic components, legal counsel and the Victaulic company will be involved. Nothing in the current angle stop project should impact the agreement.

V. ARCHITECTURAL REVIEW APPLICATIONS

All applications received since the last meeting have been approved, including installation of an electric stove in unit 1013.

VI. REPORT OF THE COMMUNITY MANAGER

Karina Haley reported that expenses were \$490.57 over projection in September. Total income exceeds expense year-to-date by \$18,355.31; the Association is over budget by 4.7%. The Association's checking account balance is \$22,697.49; the working capital balance is \$14,065.12; and the replacement reserve balance is \$1,817,695.89. Additional line items were added to the cover sheet per Brenda's request. Additional detail has been requested showing the reasons for variances (if known), but CMI is transitioning to new software soon which will impact the appearance of the financial statements beginning in January 2023. Once the new program is in place CMI will work with the Board to ensure all information needed is available. Brenda inquired about why there is a variance on the financial statement with regard to the insurance line item. The monthly amount expensed is \$23,513 but the amount budgeted was only \$21,900.

Waste Management has reached out to CMI and requested to add service days to address overflow issues. There would be an additional cost to increase the number of pick-ups. Karina pointed out that there continues to be issues with missed pick-ups and overflowing containers as a result of the missed pick-ups. The Board discussed the proposal from Waste Management but does not wish to incur additional expenses as long as there continue to be service and performance issues.

VII. REPORT OF THE TREASURER

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

VIII. REPORT OF THE CHAIR

Brenda had nothing additional to report. She will provide an Annual Meeting update later in the meeting.

IX. REPORT OF THE COMMERCIAL DIRECTOR

Tina Tsai reported that there has been a delay in her construction project due to back ordered materials.

X. COMMITTEE REPORTS

a. ELEC

- Larry Rosenblum reported that ELEC has resumed examining the disaster plan and ways to keep residents safe if services/utilities are not available. They are reviewing plans developed by other condominiums to inform our own program.
- The Committee met with Bob Steele in September. They will be scheduling an onsite walkthrough with Bob.
- Tomorrow, Larry will send an email to CMI requesting distribution of an update regarding the text alert system. ELEC will be encouraging residents to use Google forms to complete their enrollment in the system. The text number is being provided so residents can be prompted to program the number into their cellphones.

XI. UNFINISHED BUSINESS

a. Victaulic

Nothing to report. An update will be provided at the Annual Meeting.

b. Isabel

Nothing to report. An update will be provided at the Annual Meeting.

c. CMI Contract

Nothing to update. This item will be discussed at the February 2023 meeting.

XII. NEW BUSINESS

a. Annual Meeting Update

Brenda reported that there will be no regular board meeting in December. The Annual Meeting has been pushed to December 20 due to Board member travel schedules. The meeting will be held in person at the Ecotrust Center with sign-in beginning at 5:30 PM and the meeting will start at 6:00 PM. The Community Committee is coordinating drinks and appetizers. Flor Wines will provide wine; non-alcoholic beverages will also be available. Zeljko Grahovac is working with World Foods regarding the food. Brenda and CMI

are preparing the meeting notice and materials. Committee reports will be included on the agenda. The January 2023 meeting will be held on January 17, 2023, to accommodate the insurance renewal schedule and discussion.

b. House Rule 22.9

Brenda and Bob Steele worked on a proposed amendment to House Rule 22.9 regarding installation of gas appliances. The revision will broaden options for owners when replacing or adding gas appliances. The proposed changes to the rule are set forth below:

Any gas appliance installed in the building after October 1, 2017, must be approved prior to installation by the Architectural Review Committee and must include a flame supervision device (FSD), also known as a flame failure device (FFD), or an auto re-ignition feature. ~~This feature will stop the flow of natural gas to the burner of an appliance should the flame be extinguished.~~ The Architectural Review application must clearly detail the make and model of the appliance and document that it has ~~this feature~~ at least one of these features.

AGREED: Steve Rose moved to approve the change to House Rule 22.9. Forrest Gist seconded the motion, which carried unanimously.

c. EVCS Issue

Steve Rose has received a request from the Eliot Condos to share the detail and set-up of the Elizabeth's EVCS program. CMI will confirm whether the PGE rebate has come in.

XIII. OWNERS' FORUM

- Bob Garsha will follow up with the Geezer Gallery about a report that art was installed directly on the wall instead of on the wire hangers that are available.
- Forrest Gist reported that, on occasion, kegs being delivered to Life of Riley are dropped on the pavers at the SW corner loading dock area. He suggested examining the pavers to see if there has been any damage.
- Larry Rosenblum thanked Bob Garsha for coordinating the yoga classes, which he is enjoying.
- Bob Garsha reported that there are still outstanding issues with the bulletin board (notices not being dated and regularly removed); owners should be reminded about proper protocol.

XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:41 PM.

Minutes approved at the January 17, 2023, Board Meeting.

Approved: 

Forrest Gist, Secretary