

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON JANUARY 17, 2023, AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING FORMAT**

PRESENT: Brenda Peterson, Chair
Bob Steele, Vice Chair
Jim Kennedy, Treasurer
Forrest Gist, Secretary
Steve Rose, Director
Otto Riesenber, Director
Jay Sickler, Commercial Director

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

OWNERS: Denise Ambrosio, Richard Baumann, Dianne Derse, Bob Garsha, Michelle Heckman, Georgia Hughes, Teresa Jankus, Lucy Karter, Marjorie Karter, Matt Kirby, Walden Kirsch, Roberta Margolis, Carole Rhoadarmer, Larry Rosenblum, Barbara Shimek, Christine Steele, Cathy Tuttle

I. CALL TO ORDER

Chair Brenda Peterson called the meeting to order at 5:07 PM. Brenda welcomed Jay Sickler to the Board and noted that the following officers had been elected for 2023: Chair, Brenda Peterson; Vice Chair, Bob Steele; Secretary, Forrest Gist; and Treasurer, Jim Kennedy.

II. APPROVAL OR AMENDMENT OF THE AGENDA

Brenda noted that the Board would discuss the renewal of a CD as part of the Treasurer's Report. With that clarification, the agenda was accepted unanimously as presented.

III. APPROVAL OF MINUTES

AGREED: Steve Rose moved to approve the Board meeting minutes from the November 1, 2022 Board meeting, and the Board meeting minutes from the December 20, 2022 Organizational Board Meeting. Otto Riesenberg seconded the motion, which carried unanimously.

AGREED: Jay Sickler moved to approve the Annual Meeting minutes as distributed for posting in draft form. Forrest Gist seconded the motion, which carried unanimously.

IV. BOARD MEETING DATES

The 2023 Board meetings will be held on the first Tuesday of each month beginning at 5:00 PM with the exception of the July meeting, which will be held on July 11.

V. INSURANCE RENEWAL

Sara Eanni from American Benefits Insurance (ABI) was present and summarized the insurance renewal for the 2023-24 policy year.

- Sara noted that the building valuation had gone from \$94,189,750 to \$98,125,000. The package price, absent earthquake insurance, increased from \$64,998 to \$67,229. Earthquake insurance at 100% of the building's value increased slightly from \$207,420.05 to \$208,910.50.
- The umbrella portion of the policy increased from \$5,659.02 to \$9,224.00.
- With full earthquake coverage, the total premium increase would go from \$282,164.07 in policy year 2022-23 to \$289,738.50 in policy year 2023-24. Sara pointed out that the Board had several options to decrease the total premium. One option would be to increase the deductible per occurrence to \$50,000 from \$25,000. This would save the Association \$6,940. The other option to decrease the total premium would be to reduce the earthquake coverage from 100% coverage to either 75% (a savings of \$28,750) or 50% coverage (a savings of \$49,210).
- Sara noted that the Board would need to make a decision on the deductible soon because ABI would need to provide 10 days' notice — before policy expiration — on that issue.
- The Board discussed all of these options and ultimately concluded that it did not wish to increase the deductible (the amount an owner would need to pay before the Association policy would kick in). Board members also expressed interest in taking another week to consider the various earthquake options given the importance of that issue.

AGREED: Steve Rose moved to retain the insurance deductible at \$25,000 per occurrence. Jim Kennedy seconded the motion, which carried unanimously.

Brenda noted that she would advise ABI of the Board's decision on the deductible and that the Board would meet again on Tuesday, January 24, at 5:00 PM to make a final decision on the earthquake coverage.

VI. MAINTENANCE REPORT**a. Report from the Building Committee/FAM Project Coordinator**

Bob Steele reported with input from Brian Case:

- The angle stop project is approaching the end of phase 1. There are two days of additional work scheduled for next week, along with one additional day later in the month.

- The parts for the backflow project are onsite with the exception of a couple of gaskets. Scheduling the project is to occur next, and it will take place on a Monday and Tuesday sometime after January 31.
- The Eye Studio has requested an adjustment to their plan which Bob recommends the Board accept. This involves opening up a small portion of the wall in the stairwell and tying into the plumbing there. Board members, by consensus, agreed with Bob's recommendation.
- The Chair approved a preventative maintenance proposal from USA Mechanical for dryer fans (\$1,908) and a drive pulley (\$560) at the December Organizational Meeting; CMI is requesting the Board's ratification of this approval.
- The Board is also being asked to approval from Snyder Roofing for semi-annual maintenance at a total cost of \$2,787.88.

AGREED: Jay Sickler moved to ratify the approval of the USA Mechanical proposal as discussed. Bob Steele seconded the motion, which carried unanimously.

AGREED: Jim Kennedy moved to approve the Snyder Roofing proposal at a cost of \$2,787.88. Otto Riesenbergs seconded the motion, which carried unanimously.

- Two proposals for the door actuators have been received; we are still waiting to receive a proposal from Metro Access Control. These proposals will now be considered at the February meeting to allow the Board adequate time to review them.
- CMI has no knowledge regarding any alleged leaking of the Isabel Roof.
- Sliding door repairs are an ongoing project.
- RDH delivered the 2022/2023 reserve study.
- There has been a suggestion for tree maintenance at a cost of \$2,700. This item will be pushed to the February meeting.
- The garage gate logic boards are in.
- Unit 1502 had a kitchen door to the terrace which was not functioning properly. It has been repaired.
- The 9th floor elevator button has been fixed.
- Unit 1013 had a window repaired.
- Cogence Group has repaired its broken window.

b. Update from CMI on Hot Water Outage Water Leak

Brian Case reported:

On Saturday, January 14, 2023, the resident of unit 1501 reported a wet ceiling. Brian was not on call but spoke with the responding Project Coordinator, Adam Elliott. Together, they were able to identify the source of the leak as being part of the hot water circulation system. Adam found a configuration of pipes behind a panel with valves labeled as recirculators and he bypassed the circulation pump. With the leak contained a notice was sent to the 14th and 15th floor residents to inform them that hot water may take longer to arrive but that service should not be fully disrupted. The next morning there were two reports of no hot water on lower floors and Adam returned to the building. He inspected the system and found all readings within normal levels and tested the water on the main floor and found it to be hot. It is still

unclear why a shutdown to the penthouse recirculation system would impact floors 7-13, because those pumps are thought to be on separate loops from the penthouse. It is possible that something was mislabeled. To diagnose the issue, in order to prevent future recurrences, the condition would have to be recreated by turning off valves to see if they impact water temperature down below.

Brian noted that it is uncommon to call out a plumber after hours when a leak can be isolated, with repair then scheduled to take place during normal business hours. Brian has communicated his method for turning off hot water circulation systems to the other project coordinators, which includes only turning off the recirculatory valves at the pump itself to ensure they are in the correct circulator system. Shutting off the system at the circuit setter instead of the upstream valve should prevent future issues. Brian will amend the valve chart to inform others that, when shutting down any portion of recirculatory circuit, it should be done in the manner described above.

CMI was unaware of how widespread the issue was because only two or three residents contacted the after-hours line. Residents should call CMI at 503-233-0300 when there are after-hours emergencies.

VII. Architectural Review Applications

There are no outstanding applications.

VIII. Report of the Community Manager

a. Financial Statement December 2022

Karina Haley reported that expenses were \$11,254.18 under projection in December. Total income exceeds expense year-to-date by \$38,920.53; the Association is over budget by 4%. The Association's checking account balance is \$31,675.91; the working capital balance is \$17,459.02; and the replacement reserve balance is \$1,882,426.70. There is \$131,400 in the insurance account and the monthly reserve fund payback of \$11,750 is being deposited each month in addition to the regular monthly reserve fund contribution.

b. Software Migration

Karina also reported that CMI's software migration is underway. This includes a new owner's portal wherein owners may communicate with the management team or accounting department, track account balances, make service requests, and view the Community Room calendar. Each owner should have received an email in early January with log-in credentials. There have been no changes to ClickPay and that is still the payment site where owners can pay with credit or debit cards or e-checks (bank account and routing number). There was an issue where payments made from bank bill pay systems were returned in error but that has been resolved, and owners should resubmit their payments.

IX. Report of the Treasurer

Jim Kennedy left the meeting before he was able to give a report. Brenda noted that CMI had forwarded an email to the Board from First Republic Bank regarding a CD that has matured. A decision needs to be made about how to reinvest the funds.

AGREED: Steve Rose moved to approve the purchase of an 8-month CD at a rate of 4.05%. Forrest Gist seconded the motion, which carried unanimously.

X. Report of the Chair

- Brenda informed owners that the Board will be meeting in executive session on February 6 to review the CMI contract.
- Brenda is working with Walden Kirsch on a revision to the House Rules regarding guidelines for entering and exiting the garages.
- Brenda is looking to form a Website Committee and is seeking volunteers that can assist with reviewing content and brainstorming ideas. No technical expertise is necessary.

XI. Report of the Commercial Director

Jay Sickler announced that he did not have anything to report this month.

XII. Committee Reports**a. ELEC**

Larry Rosenblum reported that the Committee is working on compiling emergency phone numbers and is continuing to work on an emergency plan for the building. Residents may submit suggestions to elec@elizabethlofts.org. Bob Garsha will be temporarily stepping away from ELEC; his participation on the committee has been very much appreciated.

b. Community Committee

Bob Garsha reported that the Geezer Gallery, which has been providing art for the lobby and hallways, needs to sell paintings to increase its revenue. They are a 501c3 non-profit organization and revenue goes to providing education and support for people with memory loss. The Committee would like to permit the group to host First Thursday events with wine and art to allow them to create opportunities for sales. They are also willing to offer artist talks to introduce the artists and their pieces. Security protocols will be implemented to avoid non-residents accessing the building.

XIII. Unfinished Business**a. Isabel**

The owner has filed for bankruptcy. A mediation hearing originally scheduled for January 11 has been pushed out to January 25.

APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS
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b. Victaulic

The Board is continuing to work with its attorneys on this issue.

XIV. OWNERS' FORUM

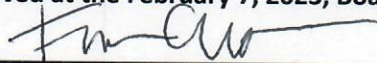
There were no questions or comments from any of the owners in attendance.

XV. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:38 PM.

Minutes approved at the February 7, 2023, Board Meeting.

Approved: _____



Forrest Gist, Secretary

persists.