

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS  
HELD ON TUESDAY, APRIL 4, 2023, AT 5:00 PM VIA ZOOM VIDEO CONFERENCING FORMAT**

**PRESENT:** Brenda Peterson, Chair  
Bob Steele, Vice-Chair  
Forrest Gist, Secretary  
Steve Rose, Director  
Otto Riesenberg, Director  
Jay Sickler, Commercial Director

**ABSENT:** Jim Kennedy, Treasurer

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

**OWNERS:** Vern Baker, Dianne Derse, Bob Garsha, Jeff Ghitelman, Carol Hayden, Michelle Heckman, Georgia Hughes, Marjorie Karter, Art Reich, Larry Rosenblum, Barbara Shimek, Christine Steele

**I. CALL TO ORDER**

Chair Brenda Peterson called the meeting to order at 5:03 PM.

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

The agenda was accepted unanimously as presented.

**III. APPROVAL OF MINUTES**

**AGREED:** Steve Rose moved to approve the minutes from the Board meeting held March 7, 2023, as presented. Otto Riesenberg seconded the motion, which carried unanimously.

**IV. MAINTENANCE REPORT**

Tim Simmons reported:

- Tim presented proposals from USA Mechanical (\$1,697) and JH Kelly (\$3,380) for cleaning the cooling tower. In response to questions from the Board regarding the price differences, Tim explained that the scope of work in the JH Kelly proposal is more comprehensive and, for that reason, he would recommend the bid from JH Kelly.

**AGREED:** Jay Sickler moved to approve the bid from JH Kelly at a cost of \$3,380 to clean the cooling tower. Bob Steele seconded the motion, which carried unanimously.

- The staff toilet continues to have issues with clogging and not flushing properly. Tim recommended that it is time to replace the toilet. The toilet was not replaced when the last work was done on the staff bathroom.

**AGREED:** Steve Rose moved to approve the bid for toilet replacement from Charter Mechanical at a cost of \$1,106. Otto Riesenbergs seconded the motion, which carried unanimously.

- There is an 8" Victaulic gasket on the heat exchanger that is leaking and is in need of replacement. The work needs to be done in mild weather. The cost for JH Kelly to do the work is \$12,322.89. Tim has confirmed with Baron Adams at JH Kelly that these gaskets are not O-ring or press-fit related and will not impact the settlement agreement.

**AGREED:** Bob Steele moved to approve the heat exchanger repair bid from JH Kelly at a cost of \$12,322.89. Otto Riesenbergs seconded the motion, which carried unanimously.

- Brenda advised the Board that she signed a contract with Fulcrum Exteriors on March 21 for a water leak investigation in unit 1503. The contract needs to be ratified by the Board. Tim advised Board members that RDH had suggested that Fulcrum do the investigative work. Bob Steele noted that if water is leaking into the building it is very important for the Association to take action immediately and then the responsibility for payment and billing can be determined later.

**AGREED:** Bob Steele moved to approve the proposal from Fulcrum Exteriors for leak detection at a cost of \$4,200. Steve Rose seconded the motion, which carried unanimously.

- Brenda asked about the contract in the Board packet from Hughes Electric for Fire-Life-Safety testing at a cost of \$4,076. Karina explained that the contract was approved as part of the 2022-2023 budget and did not need further Board approval.
- Tim is pushing Benson Industries for an ETA on receipt of the door actuators. He continues to try and identify vendors for the other repairs to the doors.
- Bob Steele has contacted Gagliasso Plumbing regarding the scheduling of phase two of the angle-stop project. There have been some issues with availability the last couple of weeks, but the work should get scheduled in the next one to two weeks.
- The bollard on the loading dock has been replaced.
- All parts have been received for the backflow replacement project on the fire-life-safety side of the system. Parts for the domestic water side remain outstanding. Tim is working to get the fire-life-safety side scheduled and has notified the City of Portland of the progress.
- The sheet metal replacement bid has been received and provided to the window washing insurance company. The insurance company has requested additional information from CMI. Tim noted that he is looking into a device or tool that may work to protect the panels in the future.
- D&R Masonry will be finishing up the clean and seal project in June.

- There have been discussions on how to deal with the moss developing on the plaza. Tim has been in contact with the vendor that serviced the area two years ago, and they are developing a plan for ongoing maintenance.
- The vendor that provided the initial tree work bid has been unresponsive, so Karina asked another company, SavATree, to inspect the street and plaza trees and submit a proposal to the Board. There are some parts of the new proposal that are unclear; Karina will ask the representative from SavATree to meet with Brenda and Bob onsite.
- Elevator: There have been several reports from residents regarding a banging and grinding sound in elevator 2. Thyssenkrupp has been out several times and cannot identify the source of the issue or replicate the condition. Tim confirmed that the technician who works on Elizabeth's elevators has been with the company for many years and is very experienced. Tim will ask the territory representative and another manager from Thyssenkrupp to come to the building to do another inspection.
- Bob Steele noted that there are many items in the reserve study scheduled for this year that have not been scheduled or discussed. He and Tim are working through the list, but Bob would like to prioritize the security cameras.
- Brenda thanked Tim on behalf of the Board for his responsiveness and the improved service. The chart he provided showing ongoing progress for active projects was very helpful.

**V. ARCHITECTURAL REVIEW APPLICATIONS**

There are no outstanding applications.

**VI. REPORT OF THE COMMUNITY MANAGER**

Karina is working on the 2023-2024 budget. The new financial statements have been released to the Board, and Karina has a sample statement to share with the Board to explain how to read the new layout. The variance to budget by percentage report is still not available. When Karina distributes future statements, she will include information in the accompanying email noting whether the Association is over or under budget.

CMI has received some noise complaints, but it is difficult to pinpoint the origin or a specific unit, so it probably is a good time to send out a reminder about quiet hours.

**VII. REPORT OF THE TREASURER**

Jim Kennedy was not present.

**VIII. REPORT OF THE CHAIR**

Brenda attended the March meeting of the Pearl and Portland Board Chairs. The group discussed the NW Community Conservancy (NWCC) program. NWCC is hoping to raise funds for additional security and homeless outreach in the Pearl District. NWCC is proposing that part of the funding should come from Pearl District condo associations; they would like each condo association to contribute \$20 per unit per month for a one-year commitment. There will be a meeting regarding NWCC at the Fields Bar and Grill at 9:00 AM on April 13. The Henry has a workgroup examining NWCC's proposal.

Brenda would like to schedule a budget work session for April 25, 2023, at 3:00 PM in the Community Room. The work session will be open to any owners who wish to attend. CMI will have a draft of the budget to the Board for review by April 20.

Brenda advised the owners present at the meeting that she would like to do a quick Zoom poll to get input on two issues: (1) whether owners would prefer in-person or Zoom Board meetings and (2) whether moving the meeting time to begin at 4:30 PM would work for those owners who regularly attend. A Zoom poll showed that 14 out of 15 participants voted in favor of meeting via Zoom; one participant voted to meet in person. In light of the poll results, Brenda announced that the Board would continue to meet via Zoom for its regular monthly meetings and that the meetings would begin at 4:30 PM instead of 5:00 PM.

Brenda will prepare a general email reminder to all residents regarding security, pets, noise, and the new Board meeting time.

**IX. COMMITTEE REPORTS**

**a. Community**

Bob Garsha reported that the April First Thursday event with the Geezer Gallery will feature Andrew Wheeler. Weather permitting, there will be a piano player on the plaza. The Geezer Gallery pays for appetizers and wine so there is no cost to the Association.

**X. UNFINISHED BUSINESS**

**a. Isabel's – Graffiti**

Recently, some graffiti appeared on the Isabel building. The Association's legal counsel has notified Isabel's that it must clean up the graffiti at its own expense in a timely manner or the Association will have it cleaned up and will charge the expenses to do so to Isabel's.

**b. Victaulic Update**

No update on the Victaulic settlement.

**c. CMI Contract**

The Board met with CMI in executive session on March 13 to discuss the management contract. The Board and CMI are making progress at coming to an agreement. The Board hopes to approve the CMI contract and the 2023-2024 budget at the May Board meeting.

**XI. NEW BUSINESS****a. Pet Complaints**

The Board has been made aware of reports of residents allowing their pets to relieve themselves inside the parking garage. This is inappropriate for a lot of reasons, including the fact that the House Rules provide that pets must be taken off the property to relieve themselves. A notice will be distributed this week reminding residents of proper pet etiquette.

**b. Security**

There continue to be thieves in the Pearl District who are gaining or attempting to gain access to parking garages. Recently, in a neighboring building, some people attempted to gain entry to a garage by cutting the gridwork on the garage gate door. And recently, at the Elizabeth, a resident discovered that tape had been placed on the Everett Street garage gate sensor, which caused the gates to remain in the open position. Fortunately, this vigilant resident examined the sensor, found the tape, removed it, waited for the gates to close, and then reported the incident. Many thanks to that individual for taking extra steps to ensure the security of the building.

**XII. REPORT OF THE COMMERCIAL DIRECTOR**

Jay Sickler reported that he received an email from the manager of Rich's Cigar Store. She raised concerns about contractors and other people visiting or working at the building who are parking in the plaza loading zones. The House Rules provide that residents may make reservations for their contractors or movers for up to four hours by making a request at the Concierge desk. CMI will follow up with the Concierge about the reservation process. Jay asked that this issue be placed on the agenda for the May Board meeting.

**XIII. OWNERS' FORUM**

- Georgia Hughes suggested that when someone is issued a parking place for the loading zone areas, they sign a log confirming the reason for their visit and providing their contact information.
- Larry Rosenblum asked Brenda to inquire of the NW Conservancy Group as to how the funds gathered will be spent on the homeless.
- Jay Sickler inquired about the backflow issue he experienced with water backing up. There was a blockage found in the main building plumbing under the commercial units, and he has requested reimbursement. CMI will recirculate his email to the Board.

- Dianne Derse inquired why there is such a delay in the front door repair. Bob Steele explained there are three projects underway concerning the doors: replacing the door actuators (motors), replacing the pneumatic tubing and repairing the wood itself. CMI is still attempting to find vendors to do the rest of the work.
- Dianne also asked if it is necessary to submit proof of insurance in ARC requests for established building vendors such as Petra and American Heating. Bob Steele noted that it is probably unnecessary provided the insurance is up to date.
- Dianne asked what is happening with the Association's funds as CD interest rates have improved significantly. Steve Rose said that the Fidelity SPAXX account, where most of the funds sit, is now paying 4% interest. Steve will continue discussing this issue with Jim.
- If the Association moves forward with purchasing an AED, the ELEC group plans to offer CPR and AED training. One of the members of ELEC is search and rescue patrol trained and will be arranging for a class of 6-12 people for the AED and CPR training.

**XIV. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:35 PM.

Minutes approved at the May 2, 2023, Board meeting.

APPROVED: Brenda J. Peterson  
OFFICER Board chair