

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON TUESDAY, FEBRUARY 7, 2023, AT 5:00 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING
FORMAT**

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

ABSENT: Jim Kennedy, Treasurer
Otto Riesenber, Director

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

OWNERS: Denise Ambrosio, Michelle Heckman, Lucy Karter, Roberta Margolis, Marilyn
Rabie, Sheldon Renan, Larry Rosenblum, Barbara Shimek, Christine Steele

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 accepted unanimously as presented.

III. APPROVAL OF MINUTES

AGREED: Forrest Gist moved to approve the Board meeting minutes from the January 17, 2023 Board meeting, and the Board meeting minutes from the January 24, 2023 Board Meeting. Steve Rose seconded the motion, which carried unanimously.

IV. APPROVE SECOND ADDENDUM TO BORROWING RESOLUTION

In 2022, the Board borrowed \$278,707 from the Association's reserve funds to prepay the insurance premium in full. It is a statutory requirement that the Association establish a payback plan and memorialize that payback plan in the Association's records. In last year's Borrowing Resolution, the Board authorized using \$137,707 from the Working Capital Fund to partially repay the Reserve Account and agreed to repay the remaining \$141,000 by including it in the 2022/2023 budget, collecting \$11,750

per month. Furthermore, the Board authorized the deposit of \$21,900 per month into a special account held specifically for insurance funds. Through January 2023, funds in the amount of \$153,300 have been deposited into the insurance account and those funds will be used to pay the new insurance premium (\$289,738.50). As memorialized in the Second Addendum to the Borrowing Resolution, the balance of \$136,438.50 for the insurance premium will be repaid with a loan from reserves to be paid back via the insurance funds collected through the end of the fiscal year and with additional funds built into next year's budget.

AGREED: Steve Rose moved to approve the Second Addendum to the Borrowing Resolution as discussed. Forrest Gist seconded the motion, which carried unanimously.

V. BUILDING MAINTENANCE

a. Report from Building Committee

Bob Steele reported on behalf of the Building Committee:

- Phase 1 of the angle stop project is complete. Brenda thanked Bob for his coordination of this large project. Bob would like to start phase 2 as soon as possible. He will proceed by getting estimates from Gagliasso Plumbing for the commercial units. Phase 3 will include the corner units on the residential floors.
- The backflow project is in process. The City of Portland has given The Elizabeth a 9-month deadline in which to complete the work. Once all parts are in and permits issued, the work will be scheduled for a Monday and a Tuesday to minimize impact to Gallo Nero.
- The Reserve Study for 2022-2023 is in hand and Bob will be reviewing it.
- The fire panel is having an antenna added to hopefully reduce the instance of trouble signals and to improve the signal.
- The boiler pack work is being scheduled.
- Bob will discuss hot water return issues with the Building Committee.

b. Approve replacement for automatic operators for entry doors

Brian Case reported that Metro has now confirmed the pneumatic style operator can be installed. None of the bids, however, factor in replacing the pneumatic tubing so that will be an added cost. Other vendors have proposed automatic operators but have not factored in the costs of bringing electricity to the control board. Brian also noted that, on the upper left front door, there is a section on the corner with a crack that needs to be repaired by a wood worker. Brian suggested removing the interference piece, and then repairing the wood with dowels or pins.

The Board received three bids for this project from Metro Access Control, Benson Industries, and South Town Glass. Pricing is similar on all the bids but Brian believes that Benson has a larger network to source parts and many very experienced technicians. As noted, the bids for replacing the pneumatic operators do not include the costs of replacing the pneumatic tubing.

MOVED: Bob Steele moved to accept the bid from Benson Industries at a cost of \$26,811, with an additional budget of \$5,000 to replace pneumatic tubing. The Board discussed the motion and pneumatic tubing.

AGREED: Steve Rose moved to accept the bid from Benson Industries at a cost of \$26,811. Bob Steele seconded the motion, which carried unanimously.

AGREED: Bob Steele moved to authorize Brian Case to obtain bids for replacing all pneumatic tubing on the entry doors and an additional bid to replace/repair the wood on the upper left corner of the front entry door. Forrest Gist seconded the motion, which carried unanimously.

- c. Discuss and approve other proposals:
 - i. RDH Maintenance Manual & Reserve Study Update

The proposal from RDH has been received for the 2023/2024, 2024/2025, and 2025/2026 reserve study. Bob sees no reason to switch vendors and recommends the Board accept the proposal.

AGREED: Bob Steele moved to approve the proposal from RDH for the 2023-2026 reserve study with an estimated annual cost of \$3,500. Jay Sickler seconded the motion, which carried unanimously.

- ii. Monarch Tree

The Board has received a proposal from Monarch Tree for root fertilization and the removal of one tree at a cost of \$2,715. Board members noted that this cost was not factored into the current year budget but believe protecting our trees should be a priority. Brenda noted that she would like to meet with Monarch Tree before it begins any work; Bob volunteered to attend this meeting.

AGREED: Bob Steele moved to accept the bid from Monarch Tree at a cost of \$2,715. Forrest Gist seconded the motion, which carried unanimously.

CMI will coordinate a visit by the vendor with Brenda and Bob.

- iii. Scott Warner Construction [StormFilter Vault Inspection]

The Board reviewed a proposal for a maintenance inspection and report for the storm water filtration system by Scott Warner Construction at a cost of \$225. This is a renewal of an existing contract.

AGREED: Steve Rose moved to approve the Scott Warner Construction proposal for storm water filtration inspection at a cost of \$225. Bob Steele seconded the motion, which carried unanimously.

- iv. Hughes Electric [Alarm Monitoring Agreement]

The Board reviewed a proposal from Hughes Electric for fire alarm monitoring at an annual cost of \$445. This is another renewal of an existing agreement and carries no cost increase.

AGREED: Bob Steele moved to approve the proposal from Hughes Electric for fire alarm monitoring with an annual cost of \$445. Forrest Gist seconded the motion, which carried unanimously.

d. Discuss Plumbing Reimbursement Requests

The Board reviewed and discussed requests for reimbursement from two owners who called out D&F Plumbing (\$119 each) for a service call that ultimately turned out to be an issue in a common area line. Owners are responsible to pay for their own plumbing fixtures, but, when a clog turns out to be in a common area line, the Association is responsible. Board members encouraged owners to contact CMI before taking action when there is a plumbing issue that might be the Association's responsibility.

AGREED: Steve Rose moved to approve the reimbursement requests of \$119 each for the two owners. Bob Steele seconded the motion, which carried unanimously.

e. FAM Project Coordinator Update
i. Sliding/balcony door issues

Brian has not yet scheduled a follow up visit with South Town Glass to work on these issues due to weather. The work requires removing the door assemblies, which will leave the unit open to the elements while the repair is made. South Town Glass is willing and ready to put it on the books when the weather improves.

ii. Metal panels

Karina Haley reported that a general contractor and sheet metal specialist are visiting the building on Friday, February 10 to review damage to the metal panels on the 15th floor units. They will then prepare a proposal for repair/replacement as needed and that will be provided to ProClean's insurance.

iii. Miscellaneous

Brian noted there are a number of outstanding invoices from Metro. He suggests offering them a deadline of June 1 in which to submit them.

Bob Steele suggested hiring an independent engineering company to evaluate the reserve study for The Elizabeth and the systems at The Elizabeth. The goal is to verify the functionality and health of the systems to inform the report.

AGREED: Bob Steele moved to share the reserve study with a third-party engineering group after obtaining permission from RDH to share the report. Steve Rose seconded the motion, which carried unanimously.

Marilynn Rabie reported that there is another upcoming e-recycling event. Last year's event resulted in 550 pounds being collected from Elizabeth Lofts residents; the Gregory collected more than 900 pounds. She plans to get the notice out early to encourage participation. She will pay the \$35 enrollment fee and request reimbursement from CMI. Items that may be recycled include computers, laptops, TVs, small appliances, keyboards, and mice; ink toner/cartridges and light bulbs are excluded from the event. The recycling container will be placed at the building on Friday, March 10, 2023, and picked up the following Monday afternoon.

VI. ARCHITECTURAL REVIEW APPLICATIONS

The new portal system is up and running. Applications are attached to owner accounts and then forwarded for review by the Committee. Committee members simply have to mark the item as approved or denied or indicate whether additional information is needed. Applications are currently up to date and being processed quickly.

VII. REPORT OF THE COMMUNITY MANAGER

Karina noted that CMI does not yet have the January financial available for review and said that she had nothing further to report.

VIII. REPORT OF THE TREASURER

No report.

IX. REPORT OF THE CHAIR

Brenda reported that she has heard from other condo associations about a number of attempts to access condominium buildings. She reminded residents at The Elizabeth to continue to exercise care when entering and exiting the building.

X. REPORT OF THE COMMERCIAL DIRECTOR

Jay Sickler reported that CMI has provided him with owner and tenant information for the commercial unit owners, so he was able to reach out and introduce himself as the Board's new Commercial Director.

XI. COMMITTEE REPORTS

a. ELEC

Larry Rosenblum reported that last week the Fire Marshal was in the building performing an inspection and noticed that the list on the back of the fire panel noting which residents need assistance in exiting the building in the event of an emergency was extremely out of date. That list has now been updated and reposted. A copy was forwarded to Brian, who will share it with the fire department. Larry also hopes to have the emergency/useful phone number list ready soon for distribution.

Many buildings in the neighborhood have AEDs (defibrillators). The cost ranges between \$1,300 and \$1,700, with some additional cost expected as it has to be installed someplace visible. The Committee is preparing a more formal proposal to bring to the Board.

The text alert system is going to be purged soon so any residents who wish to be included must fill out the authorization form and provide it to the Concierge. Copies are available at the desk.

XII. UNFINISHED BUSINESS

a. Isabel Update

This matter is still pending as the owner is in bankruptcy court negotiations.

b. Victaulic Update

There is nothing new to report as the matter continues to be investigated by the attorneys.

c. CMI Contract

The Board met in executive session to continue discussion regarding the CMI contract. Once the revised draft contract is received, another executive session meeting will be scheduled with the Board and CMI (Denise Bower, Karina Haley, and Brian Case). The contract must be finalized before the budget can be approved for the next fiscal year.

XIII. NEW BUSINESS

a. Proposed Amendments to House Rules 1.5 and 1.6 [entering and exiting garages when other cars wish to enter or exit at the same time]

Brenda reported that, in response to Facebook discussions regarding guidelines for entering and exiting the garage when there is another vehicle present, she has been working with Walden Kirsch on revised language to the relevant House Rules. That language has now been shared with the Board. Bob Steele noted that, until the gates close completely, they will respond to any interference, which could disrupt security to the building. A discussion of the proposed amendments – set forth below – ensued. (The language proposed to be omitted is in ~~strike-out~~; the new language is in **bold**.)

1.5. Vehicles must stop immediately upon entering or exiting the garage and ~~ensure that wait until~~ the garage doors close fully behind them before proceeding. Make sure no one enters the garage after you enter or exit **while you are waiting for the garage doors to close.**

1.5.1. However, if two cars are attempting to enter the garage at the same time, the first car may pull through the gates and must wait for the gates to begin swinging closed. The driver of the second car must wait for the gates to begin closing. After the gates begin closing, the second car must activate that driver's fob to establish that the second car is authorized to enter. At that time only, the second car may proceed in, and the first car may proceed to park. The second car is responsible for pulling through the gates, stopping, and waiting for the gates to close fully, and ensuring that no one else enters.

1.5.2. However, if two cars are attempting to exit the garage at the same time, the first car may pull through the gates and must wait for the gates to begin swinging closed. The driver of the second car must wait for the gates to begin closing. After the gates begin closing, the second car must activate that driver's fob to establish that the second car is authorized to exit. At that time only, the first car may proceed to leave. The second car is responsible for pulling

through the gates, stopping, and waiting for the gates to close fully, and ensuring that no one else enters.

1.5.3. However, if one car is attempting to exit the garage at the same time as another car is attempting to enter the garage, the exiting car has priority. The exiting car may pull through the gates and must wait for the gates to begin swinging closed. The driver of the entering car must wait for the gates to begin closing. After the gates begin closing, the entering car must activate that driver's fob to establish that the entering car is authorized to enter. At that time only, the exiting car may proceed to leave. The entering car is responsible for pulling through the gates, stopping, and waiting for the gates to close fully, and ensuring that no one else enters.

1.6. ~~When approaching the parking garage, if another driver has activated the gates and is either entering or exiting, please allow the doors to close completely before activating the doors to open for your entry.~~ Do not tailgate or piggyback into or out of the garage behind another car **without activating your fob as described in House Rules 1.5.1., 1.5.2., and 1.5.3.** While you know that you are authorized to enter or exit the garage, the other driver may not recognize you. **Additionally, tailgating another car into or out of the garage may cause damage to your vehicle if the gates begin to close while the first car enters or exits.**

b. Proposed Amendments to House Rule 1.9 [updating concierge hours]

The last rules document was updated prior to the change in the Concierge schedule. As such, the rule should be amended to reflect the new schedule.

1.9. Immediately report all intruders or suspicious activity:

Concierge: elizabeth@communitymgt.com 503-228-2836

7 AM – 11 PM Monday through Friday

12 PM to 8:30 PM Saturday and Sunday

Pacific Patrol: 503-710-8004

Portland Police: 911

Portland Police – Non-Emergency: 503-823-3333

AGREED: Forrest Gist moved to approve the proposed amendments to House Rules 1.5, 1.6, and 1.9 as discussed. Steve Rose seconded the motion, which carried unanimously.

XIV. OWNERS' FORUM

Steve Rose pointed out that the Association should review its investment options to realize better interest returns. The Association has four sources of reserve accounts, including one CD First Republic Bank that has an interest rate a little over 4%; funds at Pacific Premier Bank and Columbia Bank; and

APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
FEBRUARY 7, 2023
PAGE 8 OF 8

funds in a Fidelity money market account. Further discussion of this topic will be added to the next agenda.

An owner inquired about a recent security incident. Brenda informed that there was a break-in on December 30 where a mail key was used to access the callbox and open the front doors. Some storage units were burglarized, the impacted owners were notified, and a recommendation was made to all impacted parties to make a police report. In hindsight, it would have been good to send a notification to all residents informing them of the breach. The key access was disabled the same day as the incident.

XV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:51 PM.

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

APPROVED: Forrest Gist 4/7/2023
Forrest Gist, Secretary