

APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING

JULY 11, 2023

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON TUESDAY, JULY 11, 2023, AT 4:30 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 Riesenbergs, Director

BY INVITATION: Karina Haley, CCM, CMCA, AMS, Community Manager
Community Management, Inc., AAMC

OWNERS: Denise Ambrosio, Vern Baker, Bob Garsha, Jeff Ghitelman, Michelle Heckman, Georgia Hughes, Lucy Karter, Carol Lewis, Marjorie Myers, Larry Rosenblum, Barbara Shimek, Ashley Spear, Charles & Janet Warden, Peter Zuber

I. CALL TO ORDER

Chair Brenda Peterson called the meeting to order at 4:36 PM and apologized to the owners for the Zoom link issue that delayed some owners from joining the meeting at 4:30 PM.

II. APPROVAL OR AMENDMENT OF THE AGENDA

The agenda was approved by consensus as presented. Brenda noted that Judie Dunken from the Northwest Conservancy Commission (NWCC) would be joining the meeting around 5:30 PM.

III. APPROVAL OF MINUTES

AGREED: Steve Rose moved to approve the minutes of the Board meeting held June 6, 2023. Bob Steele seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT

Tim Simmons was absent, so Bob Steele presented:

- Bob met with Tim last week to review the project list.
- The tree pruning project is complete. There may be a need for a replacement tree, but an alternate vendor must be identified to do the installation.

- There are still sliding door/balcony issues in units 1401, 1404, 1304, 1502, 1504, 715, and 401 that are being worked on.
- Benson submitted a proposal in the amount of \$600 to repair a hinge on a balcony door in unit 401.
- Unit 1401 was inspected, and the door was found to be incorrectly installed.
- Tim is struggling to find vendors to address the other door issues.
- The lobby door operator/motor installation is complete, but the repair or replacement of the wood doors is outstanding while Tim tries to source vendors.
- The clean and seal project is complete with the exception of the sidewalk seal joint where the building meets the sidewalk. Tim is following up with D&R Masonry.
- Phase 2 of the angle stop project remains outstanding. Tim is struggling to get Gagliasso Plumbing's attention to schedule the first-floor work in the commercial units.

AGREED: Bob Steele moved to approve the Benson Industries proposal for the hinge repair in unit 401 at a cost of \$600. Steve Rose seconded the motion, which carried unanimously.

- The maintenance of the plaza was discussed at the last meeting. The maintenance to this point has not been sufficient to keep the weeds at bay and the pavers in good condition. There was a question as to replacing the pavers with a solid surface, but weight is a concern, and the membrane must remain intact and available for inspection to ensure it is waterproof. This is to ensure the electrical grid is protected as there are multiple mechanical systems in the garage which sits below the plaza.
- The Board has reviewed two bids: one bid includes scrubbing the pavers, replacing the sand, and laying down an anti-fungal product (\$45,000+) and the other bid includes power washing the pavers and replacing the polymer sand (\$25,000).

MOVED: Bob Steele moved to accept the proposal from Modular Paving for pressure washing and sand replacement at a cost of \$24,992. Discussion ensued.

AGREED: Steve Rose moved to amend the motion to accept the proposal from Modular Paving at a cost of \$24,992 provided that the vendor performs the work by the end of the summer and that it be paid from the reserve fund. Bob Steele seconded the motion, which carried unanimously.

- CMI will follow up on how soon the work can be performed and research whether weed cleanup can be done as soon as possible, either by a landscaper or CMISD.
- Tim has been working on the '04/'06' stack shower valve cartridge replacement project. It needs to be rescheduled as more stacks are impacted than originally thought.
- The backflow replacement has been completed on the domestic side; the fire-life-safety portion of the project needs to be scheduled.

- The replacement/repair of valves 51 and 52 is still being investigated as it will require a full drain down of the building which will impact all units (domestic water and water for the HVAC loop).
- The annual roof anchor inspection is complete.
- Two plumbers have been out to bid on the waste stack jetting; bids are pending receipt.
- The 2023/2024 reserve study is still outstanding. Tim is working on answering the final questions for Kelly at RDH.
- The dryer vent sample inspections are being scheduled.
- Karina is continuing to coordinate access for 15th floor unit access to review the metal panels.

V. ARCHITECTURAL REVIEW APPLICATIONS

The approval of ARC applications is going smoothly. There is one pending application that lacks adequate information regarding the tonnage for a new HVAC, but that is being corrected.

VI. REPORT OF THE COMMUNITY MANAGER

Karina Haley informed the Board that there have not been any recent noise complaints. There have been concerns about dogs having accidents in the elevator. Please remember to take your pets out frequently, clean accidents up if they happen, and notify staff. The carpet in the elevators has been replaced so residents need to be extra vigilant regarding accidents.

Karina also provided Board members with a brief update regarding the financial statement. The HOA is running very close to budget year-to-date. There have been some issues with missed glass recycling pickups that CMI is working through with the garbage company.

VII. REPORT OF THE CHAIR

Brenda did not have anything to report.

VIII. REPORT OF THE COMMERCIAL DIRECTOR

Jay Sickler informed the Board that he had nothing new to report from the other commercial owners.

He noted that he appreciated Brenda's proposed edits to House Rule 14. The Board discussed the proposed changes. It was agreed that a logbook should be maintained by the Concierge staff and that the reservation cards displayed in the vehicles should be larger. The Board discussed additional changes to the language in House Rule 14.

AGREED: Jay Sickler moved to approve the revisions to the rules as discussed. Bob Steele seconded the motion, which carried unanimously.

House Rule 14, as revised, reads as follows:

APPROVED AMENDMENTS TO HOUSE RULE 14

New Text in Red. Deleted Text in ~~Strikeout~~.

14. Loading Zones

14.1 There are two common area loading zones at The Elizabeth Lofts: one located on Everett Street between 9th and 10th Avenues and the other located on Flanders Street between 9th and 10th Avenues. These loading zones are for short-term parking by owners and residents (not to exceed 15 minutes) or for ~~short-term~~ loading and unloading of appliances, equipment, fixtures, furniture, etc. (not to exceed four hours and must be scheduled in advance **with the Concierge**).

14.2 Loading and unloading of appliances, equipment, fixtures, furniture, etc. ~~should~~ **must** be scheduled in advance with the Concierge. The ~~short-term~~ loading and unloading permitted by these rules includes furniture staging and moves (both in and out of the building) provided the four-hour time period is adhered to and the vehicle being used fits in the loading zone space without encroaching on the sidewalk. Oversize moving vehicles will continue to be parked on the south side of Flanders between 9th and 10th Avenues.

14.3 **If a request for loading and unloading is approved, the Concierge will issue a loading zone approval form displaying the date and approved hours. This form must be displayed on the dash of the vehicle parked in the loading zone.**

14.4 **The loading zones are not for use by contractors, vendors, commercial owners/employees, or others who are working in the building unless they are loading or unloading appliances, equipment, fixtures, furniture, etc.**

IX. NORTHWEST CONSERVANCY COMMISSION (NWCC)

Judie Dunken joined the meeting to present from the NWCC. She is a long-time resident of the Pearl District and the Chair of the Livability and Safety Committee. She partnered with other residents to create their own service to address livability in the neighborhood. They have created a 501(c)(3) organization and are working to raise funds. There are 35 condos in the Pearl District that are major stakeholders in the neighborhood. The NWCC currently has six buildings that are actively participating in the program; another ten buildings plan to join NWCC by mid-August.

The goals of NWCC are to make the streets safer and to build community. Membership in the program includes access to a hotline number that residents can call if they see someone in distress or posing a health or safety concern. The hotline team usually picks up the phone by the third ring, and the security team that responds has a six-to-ten-minute response time. The program is privately funded and carries

liability insurance. The NWCC partners with Echelon Security and an outreach program that interfaces with the houseless people in the neighborhood. Echelon has two officers on duty 24/7 in the Pearl District. This service could possibly replace security that The Elizabeth Lofts contracts for separately.

Membership in the program is \$20 per month per unit for participating buildings. Contracts are set up annually, with the ability to cancel after providing a 90-day notice.

X. COMMITTEE REPORTS

a. ELEC

Larry Rosenblum reported that a notice was sent out for the AED training class. Three people have already responded and there is room for 12 to participate. The emergency preparedness materials have been placed in the library. The Committee continues to work on the Emergency Manual. There will be no ELEC meeting in July as all Committee members will be on vacation.

b. Community

Bob Garsha reported there was another successful First Thursday event in July. There were around 50 people in attendance, with approximately 15% of those being Elizabeth residents.

XI. UNFINISHED BUSINESS

a. Isabel's Update

No update was provided.

b. Victaulic Update

No update was provided.

XII. NEW BUSINESS

No new business to discuss.

XIII. OWNERS' FORUM

Marjorie Myers thanked Bob Garsha for his efforts in supporting the First Thursday events and the artists the event features. She also thanked Board members for their efforts in keeping the building running smoothly.

XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:23 PM.

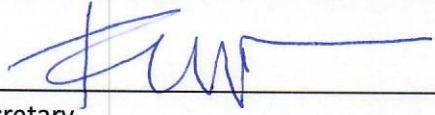
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Minutes approved at the August 2, 2023, Board Meeting.

APPROVED: _____

Forrest Gist, Secretary

A handwritten signature in blue ink, appearing to be 'F. Gist', is written over a horizontal line. The signature is stylized and cursive.