

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, AUGUST 1, 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
Otto Riesenber, 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: Denise Ambrosio, Vern Baker, Tom Barnett, Scott Baumann, Jeff Ghitelman, Nuria Hansen, Michelle Heckman, Georgia Hughes, Matt Kirby, Roberta Margolis, Marjorie Myers, Carol Rhoadarmer, Larry Rosenblum, Barbara Shimek

I. CALL TO ORDER

Chair Brenda Peterson called the meeting to order at 4:30 PM.

II. APPROVAL OR AMENDMENT OF THE AGENDA

The agenda was accepted unanimously as presented.

III. APPROVAL OF MINUTES

AGREED: Steve Rose moved approval of the minutes of the Board meeting held July 11, 2023. Bob Steele seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT

Tim Simmons reported:

- A condenser unit on the roof went out, which caused a short to trip a breaker in the electrical panel. The breakers and fuses have been replaced but the unit is working at half capacity. As a result, the hallways will not be as cool as usual until additional parts are received. In response to

a question from an owner, Tim noted that owners can still use their HVAC systems normally while we are waiting to make the additional repairs.

- The HVAC water heat source pump alarms are going off on the roof. Tim needs to find a 4-digit code to disable the alarm.
- Two vendors came out recently to inspect the wooden lobby doors, but advised Tim that they do not work with the style of door we have in the lobby. Tim has now contacted at least nine vendors; four have responded that they are too busy to look at the project. Tim is still working on trying to schedule more vendors to take a look at the doors.
- The clean and seal project is complete with the exception of the foundation/sidewalk joint. Tim is working with RDH to get a proposal for the final project.
- Phase two of the angle stop project is kicking off today.
- Tim has contacted Benson Industries for updates and proposals on the pending door and window issues. Benson would like to do a water test on 1404's sliding door, which should be expedited while the weather is still good.
- The Board reviewed a proposal from Metro Access Control for quarterly preventative maintenance for the garage gates.

AGREED: Bob Steele moved to approve the Metro gate maintenance proposal at a cost of \$1,092. Otto Reisenberg seconded the motion, which carried unanimously.

- The Board reviewed a proposal for roof maintenance from Nations Roofing to include pressure washing, repairs, inspection, and preparation of a report at a cost of \$3,950.

AGREED: Bob Steele moved to approve the Nations Roofing proposal as discussed at a cost of \$3,950. Otto Riesenberg seconded the motion, which carried unanimously.

- The tree that was removed from 9th Avenue must be replaced per the permit issued by the City. CMI will reach out to a landscaping company for a bid. The tree will not be replaced until it cools down.
- Two gallons of weed killer for the plaza were ordered, but Tim was notified the bottles were punctured and had to be reordered. Once received, Paul can spray the weeds until the paver vendor can come in to do the plaza project.
- The Board approved the shower valve replacement for units in the 04/06 stack, but it now appears that the project will also impact the 05/07 stacks. We are waiting to schedule the work until the drain down can be coordinated with the impacted units. The replacement involves Victaulic ball valves, but does not impact the settlement agreement with Victaulic.
- The elevator cables stretched too far, and the freight elevator slammed down. ThyssenKrupp has concluded that all of the cables need to be tightened and some may need to be replaced. The freight elevator has been taken out of service until the work can be done. ThyssenKrupp is currently scheduled to do the work on August 14. This will impact upcoming HVAC installations and moves; Georgia will coordinate the move schedule with the Concierge.
- The Lovejoy up-light is still damaged. Hughes Electric is searching for a replacement light cover, but they may have to just replace the entire fixture.

- Bob Steele has half a dozen other projects on the horizon including sewage lines that need to be jetted and a fire seal on Tina Tsai's new unit.
- Zeljko Grahovac in unit 1013 has agreed to join the Building Committee.
- Karina noted that an expert has been scheduled for August 17 to inspect the panels damaged by window washers.

V. ARCHITECTURAL REVIEW APPLICATIONS

Bob Steele reported that all applications are being promptly approved. There was a unit that applied for a 1.5-ton HVAC unit, but the size of the condominium needs a two-ton unit, so they were asked to provide photographic proof of the current unit's size. Floor 4-13 corner units should have two-ton units.

VI. REPORT OF THE COMMUNITY MANAGER

The Concierge has requested that a chain be purchased to chain the tables and chairs together so they cannot be moved around the plaza.

The June financial statement showed the Association ended the year 1.2% over budget.

The auditor will be invited to present the financial audit at the September Board meeting, but there are still a few outstanding items for Jim Kennedy to complete in order to finalize the report.

Karina will follow up with Concierge staff on the new loading zone process.

VII. REPORT OF THE TREASURER

No report.

VIII. REPORT OF THE CHAIR

No report.

IX. REPORT OF THE COMMERCIAL DIRECTOR

Jay expressed concern about CMI vehicles being parked in the loading zone spaces for multiple hours at a time. They do make reservations for the loading zones like other vendors but they can also park on the street – the HOA will just get billed for parking expenses. Brenda noted that there should be some flexibility in emergency situations, particularly afterhours. Karina will discuss the situation with Tim.

X. COMMITTEE REPORTS

No reports. Brenda reminded owners that there will be a late summer party held in September.

XI. UNFINISHED BUSINESS**a. Isabel's**

In June, the court approved a chapter 11 bankruptcy plan for Isabel's, which gives Isabel's some flexibility in terms of paying its creditors. However, they are not excused from paying HOA fees. The payment plan was supposed to begin with the July HOA fees, but as of July 27, the Association's attorney had not been made aware of any payment. He plans to follow up on this with the attorney for Isabel's.

b. Victaulic Settlement

The Association's attorney is working on determining the number of O-ring failures. A more comprehensive report should be available at the Annual Meeting in December.

XII. NEW BUSINESS**a. Prohibiting bicycles in the lobby – proposed amendments to House Rule 10**

Bob Steele reported that he has always brought his bikes through the garage. Recently, he saw an owner with a bicycle and a trailer walking through the lobby wearing copper bottomed bike cleats, which raises concerns about safety and damage to the common elements. Bob suggested that the Board consider modifying the House Rules to require bikes to enter and exit the building through the garage. One owner informed the Board they are not comfortable riding their bicycles in the garage. After discussing various options, the Board agreed that Brenda will draft some language to modify the rule – hopefully finding some middle ground – that will satisfy all parties. The Board will bring this issue back for discussion at the next Board meeting. CMI will reach out to Wiley's Marble to find out if copper cleats can damage the lobby floors.

b. Emergency text alerts/emails – Communication with residents regarding emergencies

The Board discussed use of the emergency text alert system and how to improve communication with all residents in the event of emergencies and maintenance issues. Larry Rosenblum pointed out that the Board needs to clarify when the text alert system should be used: Is it for emergencies only or can it be used when there are building-wide maintenance issues? The text alert program costs the Association each time the system is used.

Two recent incidents prompted this discussion: a shooting incident at the hospital in NW Portland and a report by a number of residents that their HVAC systems and hot water were not working. ELEC and the Board sent out a text alert message about the shooting incident. In response to the HVAC/hot water issues, the Concierge asked the Board to send out a building-wide email. Board members are not currently equipped to do that, so Brenda authorized sending out a text alert message.

Board members agreed that, in addition to ELEC members, there should be plenty of people on the Board who are authorized to send emergency text alerts. Larry noted that Terrin also has been recently added to the list of those authorized to send out emergency text alerts. The Board also agreed that, if an alert or an email goes out about an emergency or maintenance situation, a follow-up alert or email should be sent

out when the matter is resolved. Residents should program the text alert number into their phones to identify it as coming from The Elizabeth Lofts.

CMI will find out whether the Concierge has a single log-in for the Vantaca system and whether that can be shared with the Board so that the Board members can send out building-wide emails about maintenance issues. Additional training will be done with Concierge staff to ensure they know how to use the broadcast email feature. CMI will obtain the after-hours schedule and phone numbers to share with the Board so there can be more timely notifications. After this information is obtained, the Board will make a final decision about the use of text messages for non-emergency maintenance issues.

XIII. OWNERS' FORUM

- Georgia Hughes inquired whether there had been any more discussion or any decisions made related to the NW Community Conservancy group. Brenda said no decisions had been made. Speaking for herself, Brenda advised Georgia that she does not believe The Elizabeth should consider joining the group at this time. There are still legal issues that need to be explored; the 2023-2024 budget does not include any funds for the program; owners would need to be polled to determine their interest in participating in this group, knowing that it may increase costs; and she would like to see how the group and its service move forward and impact the community.
- Nuria Hansen reported that Pacific Patrol did not respond to a recent security incident. The Portland Police eventually arrived. She is concerned about the safety of building staff.
- Tom Barnett also expressed concern about aggressive panhandlers and people doing drugs next to the garage gates.
- Matt Kirby inquired about the date of the AED class. Larry will communicate with him once the class is full.

XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:45 PM.

Minutes approved at the September 5, 2023, Board Meeting.

APPROVED: _____

Forrest Gist, Secretary

