

APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 5, 2023  
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**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, SEPTEMBER 5, 2023, AT 4:30 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING FORMAT.**

**PRESENT:** Brenda Peterson, Chair  
Bob Steele, Vice-Chair  
Jim Kennedy, Treasurer  
Forrest Gist, Secretary  
Steve Rose, Director

**ABSENT:** Otto Riesenber, Director  
Jay Sickler, Commercial Director

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

**OWNERS:** Jean Akin, Tom Barnett, Scott Baumann, Zack Cloyd, Reed & Shelly Drew, Bob Garsha, Jeff Ghitelman, Zeljko Grahovac, Sarah Gregory, Michelle Heckman, Ivan Holeman, Lucy Karter, Marjorie Karter, Matt Kirby, Wayne Liu, Roberta Margolis, Marjorie Myers, Ezra & Marilyn Rabie, Carole Rhoadarmer, Larry Rosenblum, Miguel Sanudo, Barbara Shimek, Stu Stark, Christine Steele, Cathy Tuttle, Nancy

**I. CALL TO ORDER**

Chair Brenda Peterson called the meeting to order at 4:40 PM.

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

Brenda noted that the purchase of a new floor scrubber should be added to the maintenance portion of the agenda.

**AGREED:** The agenda was accepted unanimously as amended.

**III. APPROVAL OF MINUTES**

**AGREED:** Forrest Gist moved to approve the minutes of the meeting held August 12, 2023, as presented. Bob Steele seconded the motion, which carried unanimously.

**IV. MAINTENANCE REPORT**

Tim Simmons reported.

- The existing floor scrubber is not working and needs to be repaired or replaced. Complaints about the condition of the garage floors have been received. Tim noted that the existing scrubber is old and repairing it is not the best option. The estimated cost to replace the existing scrubber is \$7,242, but a formal proposal has not yet been received.

**AGREED: Steve Rose moved to approve replacement of the floor scrubber subject to the acceptance of suitable a proposal. Bob Steele seconded the motion, which carried unanimously.**

- The Board reviewed a proposal for tree replacement on NW 9<sup>th</sup> Ave. The tree was removed by SavaTree and must be replaced per the City of Portland permit that was issued. Teufel has provided a replacement cost of \$1,487.50.

**AGREED: Forrest Gist moved to approve the tree replacement proposal from Teufel at a cost of \$1,487.50. Steve Rose seconded the motion which carried unanimously.**

- Unit 415 had a balcony door with a sagging bolt, that has been repaired. Tim recommended sending out a survey to owners document all current window and door issues so a tracking spreadsheet can be created. The Board agreed with the survey recommendation. There is still a need to make a distinction regarding who is responsible for maintenance and repairs versus replacement. Bob Steele stated that general maintenance should fall to owners, but, if water leakage is involved, then the Association should participate in the resolution of the issues. Exterior doors are the Association's responsibility.
- Doorworks came out last week to review the wooden lobby doors. These doors are difficult to match or replace, but the vendor feels he may be able to repair the door that is damaged. Doorworks will be submitting a bid.
- Paul has sprayed most of courtyard with weed killer; two more bottles have been ordered so he can complete the work. There is still no date certain from the vendor to complete the cleaning and sand replacement.
- The clean and seal project is complete with the exception of the final work at the joint between the sidewalk and building. The vendor said that the repair may not be necessary, but Tim would like a second opinion, so he plans to have Kathleen from RDH review it.
- The final portion of phase two of the angle stop project will be scheduled soon. This only impacts the commercial units.
- The fire side portion of the backflow valve replacement is scheduled for next week, but final scheduling details are still pending.
- USA Mechanical has provided a proposal to clean heat pumps and exhaust fans, repair boilers, and install new contactors for the hallway AC unit that went out. This also includes cleaning boiler intake screen and dampers. This should be a reserve project.



**AGREED:** Bob Steele moved to approve the USA Mechanical proposal at a cost of \$5,590 for boiler and HVAC maintenance. Steve Rose seconded the motion, which carried unanimously.

- The Board reviewed a proposal from Wiley's Marble for annual maintenance including the main floor halls and lobby and the marble on the 14 and 15<sup>th</sup> floors, at a cost of \$4,900.

**AGREED:** Forrest Gist moved to approve the Wiley's Marble contract for semi-annual floor maintenance at a cost of \$4,900. Bob Steele seconded the motion, which carried unanimously.

- Patriot Fire has provided a three-year proposal for fire-life-safety testing and pump runs for the next three years. \$4,515 for 2023 and \$4,565 for 2024 and 2025.

**AGREED:** Steve Rose moved to approve the Patriot Fire proposal at a total cost of \$13,645 for three years of fire life safety testing and pump runs. Bob Steele seconded the motion, which carried unanimously.

- The water cannot be shut off fully for the 04/06 stacks due to the Victaulic valve failure that needs replacement. As such, the water temperature fluctuations persist, and the shower valve replacement is on hold. Tim is waiting for one more price to finalize a plan for resolution. This does not involve O-rings or Victaulic lawsuit related parts. The work will require draining down the entire building.
- The Board reviewed a proposal from Charter Mechanical to replace domestic water isolation valves. Many of the valves do not shut off and this requires the entire building to be shut down in order to make minor plumbing repairs.

**AGREED:** Bob Steele moved to approve the proposal from Charter Mechanical for replacement of domestic water isolation valves at a cost of \$42,057. Bob Steele seconded the motion, which carried unanimously.

- The staff bathroom continues to have issues. There is a proposal from Charter Mechanical for \$3,330 to raise the piping below the bathroom to move the tie-in line, which hopefully will impact the flow of water to prevent future clogs. JH Kelly was previously paid to regrade the pipes that are still having issues. One pipe is still back graded, so it does not allow water to flow properly. Tim will go back to JH Kelly and request a warranty repair.
- There is a vent pipe that goes through a few units to vent the dryer fans; a crack in that pipe caused some sheet rock damage to a unit on the 14<sup>th</sup> floor due to condensation in the line. Kennedy Restoration has provided a repair proposal in the amount of \$6,313.84.

**AGREED:** Bob Steele moved to approve the Kennedy Restoration proposal at a cost of \$6,313.84. Forrest Gist seconded the motion, which carried unanimously.

- Tim informed the Board that recently CMI had a reservation to park in the loading zone parking area and the vendor they were onsite to meet was late. A Rich's employee followed the CMI staffer across the street while he was getting lunch. Tim is concerned about the interaction with Rich's employees and CMI staff. If CMI parks on the street, the parking costs are passed along to the Association. The Board confirmed that CMI may park in the loading zones along with any



owner/resident/vendor with a reservation or in the event of a building maintenance related emergency.

- All of the cables have been replaced in the elevators along with some rollers. Thyssenkrupp plans to place cameras in the shaft to try and diagnose the ongoing shaking issues with the middle elevator. This is not believed to represent a safety issue but can be disarming. Anyone who experiences an issue with the elevators should report it to the Concierge.
- The exit sign on 9<sup>th</sup> Ave has been replaced.
- Michelle Heckman noted that the vines on the Life of Riley building are once again encroaching on the air conditioning unit on the roof. Karina said CMI would take care of it.
- The 2023/2024 reserve study is not yet available.
- The metal panel issue remains outstanding. Brenda will contact Pat Foran, the Association's attorney, to determine whether The Elizabeth should tender this matter to its insurance company and/or retain legal counsel to represent the Association in negotiations with ProClean.

#### V. ARCHITECTURAL REVIEW APPLICATIONS

- There were two recent applications for HVAC replacement. In each case, the guidelines showed that a 1.5-ton unit was sufficient, but photos from the units showed 2-ton units. Bob Steele has updated his notes to reflect that all corner units should be 2-ton HVAC units.
- It was noted that there is a fan unit on the 3<sup>rd</sup> floor parking garage that is continuously running. This is a CO detector fan so either the sensor is going out or it is getting too hot in the room. Tim will investigate.

#### VI. REPORT OF THE COMMUNITY MANAGER

The Association is under budget in the first month of the new fiscal year. Accounts receivable is up a bit but that is not unusual for the first month when owners have forgotten to update their payment amounts.

CMI has received an owner request for waiver of a number of late fees based on the owner's claim that they were not notified of the increase in their dues amounts. CMI has provided the owner with the dates of the communications regarding the increases. A written request for the waiver will be forwarded to the Board.

#### VII. REPORT OF THE TREASURER

Jim expressed concern about not knowing whether expenses are reserve items or not.

Karina will call Jim to walk through the audit questionnaire, which remains outstanding.

#### VIII. REPORT OF THE CHAIR

The annual Pearl District Neighborhood Association party is being held on 13<sup>th</sup> Avenue on Friday, September 8.



**IX. COMMITTEE REPORTS****a. ELEC**

- The AED training sign-up is underway. The training will be put on by the Mount Hood Ski Patrol. There will be two classes of six people each held on a Thursday and/or Friday in October. The cost is \$55 per person. So far, 15 people have signed up. If an extra class is needed to accommodate the additional participants, the Association will cover the cost.
- The AED was originally backordered for three months but that has now been updated it to six months.
- Stu Stark and Dana Vines have joined the Committee.
- The Committee will develop procedures regarding who to call in cases of emergencies when the Concierge is not on duty. They also plan to put out some tips on what to do in a medical emergency; Dana Vines will be reviewing the medical supply list.

**b. Community**

- Bob Garsha reported that a second tent has been donated for plaza events.
- The Geezer Gallery is hosting their third annual Art in the Garden Party on September 9 and has extended an invitation to all Elizabeth residents.
- The end of summer party will be held in the Plaza on September 24. There will be a DJ and the food will be provided by Gallo Nero.
- The walking group is going well and is becoming popular.
- Yoga has been extended to a third date at 10:00 AM.

**X. UNFINISHED BUSINESS****a. Proposed amendments to House Rule 10 regarding bicycles in the lobby**

The proposed changes to House Rule 10 were distributed to owners with the meeting notice. The Board received written testimony from Ben Tribelhorn, who noted that he is opposed to the proposed changes. The Board allowed for owner feedback during the meeting. The general response was against moving forward with any rule changes because so far damage has not been noted and complaints have been minimal. Brenda thanked the owners for their participation in the discussion. House Rule 10 regarding bicycles will remain as written with no changes made.

**b. Isabel's Update**

There is no update, but they did make a recent payment to the Association.

**c. Victaulic**

The attorneys continue working to determine the number of leaks.

**d. Emergency text alerts and emails**

Karina Haley informed the Board that all Concierge staff members use the same log-in credentials for the database software. Board members could potentially be trained in how to send a broadcast email to

all residents in the event of a maintenance or security emergency. Mark Emch and the after-hours receptionists - Katie and Ashley - also can be contacted for assistance in distributing broadcast emails if the Concierge is not on duty. The emergency text alert system can be used but it does cost the Association \$20 per text.

#### XI. NEW BUSINESS

##### a. Proposed resolution to increase fines for smoking violations

A proposed resolution to increase fines for smoking violations was distributed with the meeting notice. The existing fine schedule for smoking violations has not deterred some individuals from smoking. The proposed resolution gives the Board the authority to fine up to \$1,000 for a first offense (instead of \$250). It also gives the Board the authority to increase the fine for repeated violations within twelve months from up to \$5,000 for a second offense and up to \$10,000 for a third and subsequent offense.

The Board heard testimony from owners before taking a vote on the resolution.

**AGREED: Steve Rose moved to approve the resolution increasing the smoking fines as discussed. Bob Steele seconded the motion, which carried unanimously.**

##### b. Elizabeth Lofts Website Committee

Brenda has been discussing making upgrades to the Association's website. So far, she has recruited Bob Steele, Shelley Drew, Michelle Heckman, and Lucy Karter to join an ad-hoc Website Committee to begin working on the project.

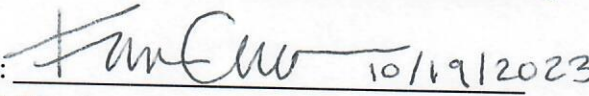
#### XII. OWNERS' FORUM

- Roberta Margolis inquired as to how the reserves are invested. This can be added to the next agenda. The CPA may also be in attendance to present the audit.
- Zeljko Grahovac expressed concern regarding the state of the plaza along with the maintenance of the tree wells.

#### XIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:17 PM.

Minutes approved at the October 3, 2023, Board Meeting.

APPROVED:  10/19/2023  
Forrest Gist, Secretary