

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS HELD ON TUESDAY, OCTOBER 3, 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
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: Trish Adams, Jean Akin, Denise Ambrosio, Tom Barnett, Reed & Shelley Drew, Bob Garsha, Jeff Ghitelman, Bill Gumpenberger, Michelle Heckman, Lucy Karter, Roberta Margolis, Marjorie Myers, Art & Beth Reich, Sheldon Renan, Carol Rhoadarmer, Larry Rosenblum, Barbara Shimek, Stu Stark, George Wolodzko, Peter Zuber

I. CALL TO ORDER

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

II. APPROVAL OR AMENDMENT OF THE AGENDA

Brenda asked that the Board rearrange the agenda to put the security report after the building maintenance report so that Tim Simmons would be available to provide input. She also noted that the agenda item related to emergency contact information for emails and text alerts also should be part of the security report.

Brenda advised owners that the Board would be having a separate meeting on building and maintenance issues on November 7 before the regular Board meeting.

The agenda was accepted unanimously as amended.

III. APPROVAL OF MINUTES

AGREED: Otto Riesenber moved to approve the minutes of the meeting held September 5, 2023, as presented. Steve Rose seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT

Tim Simmons reported:

- The elevator technicians have found a damaged chain that needs to be replaced. The cost is covered under contract.
- Tim will be drafting language for the owner door and window survey. Unit 1404 still needs to have a water test. The work order was sent out but the vendor missed it so now they are trying to get it scheduled. Brenda noted that this work needs to be prioritized.
- The wooden lobby doors can be repaired. Doorworks provided a bid in the amount of \$1,200 but it needs more detail. They are trying to determine whether the door needs to come off the hinges and what the scope of work entails.
- Plaza Maintenance – Tim reported that the emails and phone calls he has left with the vendor for this work have not been returned. The Board discussed cancelling the work order. Steve Rose suggested giving the vendor an ultimatum of December 1 to complete the work or the Association will cancel the contract/work order. Board members agreed.
- Tim and the Board thanked Paul for all of the work he did to clean up the plaza before the fall party.
- The clean and seal project is complete, except that Kathleen from RDH needs to double check some final details.
- Phase two of the angle stop project is almost complete. Echo Natural Beauty and the old bank space are the only two commercial units that still need to be completed. changed their hours and weren't available and the keys on hand for the old bank that used to be in the space do not work. All other commercial units have been completed.
- The proposal for the floor scrubber has been received. It was approved at the last meeting but the formal proposal was not in the Board packet. Brenda will sign it so the work order can be issued.
- Tim has obtained the video of the staff bathroom from Charter Mechanical to show Baron from JH Kelly for the warranty repairs.
- The work order has been issued for the vines on the roof of Life of Riley.
- SavaTree did not issue a report for the assessment of the health of The Elizabeth trees, but advised CMI that the trees just need to be pruned and fertilized and were otherwise in good shape. The work order for the tree replacement has been issued.
- The shower valve replacement work cannot be done until the Victaulic valve replacements are done. The proposal was signed at the last meeting and the parts are on order.
- The CO fan in the parking garage had a blown fuse on the sensor which is why it kept turning on. USA Mechanical has completed the repair.
- The new backflow device failed the test. The cost of repair is being covered under warrant. The fire side of the backflow system was installed two weeks ago. The City of Portland will be onsite tomorrow to inspect it and sign-off on the final approval.
- Unit 414 has reported a recurring issue with the toilet backing up. Tim will follow up on this.

AGREED: Steve Rose moved to approve the Hughes Electrical bid for Fire-Life-Safety testing at a cost of \$4,493. Bob Steele seconded the motion, which carried unanimously.

- The Board reviewed a proposal from Clean Services Northwest for window washing at a cost of \$16,525. Tim suggested that the Association may want to switch vendors considering the damage done by the prior vendor and recent reports regarding the quality of service. The Board discussed the proposal and would like Tim to get more detail about the pricing as there is some confusion about the cost per cleaning.

AGREED: Bob Steele moved to accept the Doorworks contract in the amount of \$1200 for the repair of the lobby doors pending Tim's approval after clarification with the vendor regarding the scope of work. Jay Sickler seconded the motion, which carried unanimously.

- Brenda is working with Pat Foran, the Association's attorney, regarding the damages to the metal panels and ProClean's insurance claim.
- In response to recent security breaches, six doors have had latch guards installed to reduce the risk of a crowbar being used to pry open the doors. A modification has also been made to the laser sensor on the back lobby doors. Tim is waiting on pricing for the mullion installation to prevent tampering with the door. He will be working with Locks on Wheels to review the storage doors and other areas of the garage to convert locks to deadbolts. Brenda recommended that owners change handle locks on their storage units. Tim is going to try and get bulk pricing (with a discount) so the Association can contract the work on behalf of the owners and bill it back to the homeowners' accounts.
- The ADA operator at the back door has experienced a failure of the pump/compressor. This is under warranty, and the parts have been ordered. The front door circuits are also having issues and those have been replaced under warranty as well.
- A number of owners expressed concern regarding the recent security issues. Tom Barnett said he believes there should be onsite security all night. Lucy Karter inquired whether victims of burglary in The Elizabeth are filing police reports. Michelle Heckman suggested forming a Security Committee to review security breaches and come up with proposed solutions to safeguard the building. George Wolodzko said a security specialist should be hired. Beth Reich reported that the next Pearl District meeting is on October 18; security issues will be addressed and she encourages owners to attend.
- Brenda encouraged owners who are willing to participate on a security workgroup to let CMI or the Board know before the next Board meeting. Michelle Heckman and Lucy Karter said that they would be willing to participate.

V. ARCHITECTURAL REVIEW APPLICATIONS

There have been a couple of washer/dryer and HVAC installation applications. Two units have replaced the hatches in their ceilings after HVAC installation. There was a question about the fire rating required for the hatch.

VI. REPORT OF THE COMMUNITY MANAGER

- Karina Haley reported that there was a loan from working capital to cover the payment of invoices. The loan can be left outstanding or paid back to the working capital fund. There is no urgent need to move the funds.
- An owner requested waiver of a move-in fee as their tenant moved in with no furniture, just a mattress. The Board discussed the matter; Bob and Jim are opposed to making exceptions to the existing rules. Michelle Heckman suggested requesting more information from Georgia. A decision will be made at a later date pending more information from Georgia Hughes.
- Another owner requested a reduction in late fees for failure to pay the full amount of monthly dues each month; the Board unanimously denied that request.
- Owners are asked to report all security issues and thefts to the police by filing a report through the online system.
- Waste Management has been missing recycling pick-ups. CMI has been communicating with the account rep and has requested credits for missed pick-ups.

VII. REPORT OF THE TREASURER

Jim Kennedy gave a report regarding the investment of reserve funds. The funds held in the Fidelity account are invested in a Spaxx product. This is a money market fund of government securities with a 7-day yield currently at 4.99%. This is an extremely low risk fund with short-term products for optimal liquidity.

VIII. REPORT OF THE CHAIR

- Brenda reported that the Annual Owners Meeting will be held on December 5, 2023. She will work with the Community Committee to arrange refreshments. The plan is to hold the meeting in the Community Room for those who want to attend in person but to also have Zoom as an option. There will be vacancies on the Board as Jim Kennedy and Steve Rose are stepping down.
- The Website Refresh team includes Michelle Heckman, Lucy Karter, Shelley Drew and Teresa Jankus. They will be holding their kick-off meeting next week. Teresa has agreed to chair the group; Bob Steele and Brenda Peterson are the Board representatives for the Committee. The team is hoping to have something to report at the Annual Meeting.

IX. REPORT OF THE COMMERCIAL DIRECTOR

Jay Sickler reported that he continues to receive complaints from the manager of Rich's Cigar shop regarding parking in the loading zone. He will ask Rich's to log usage of the space so the Board can further consider the issue.

X. COMMITTEE REPORTS**a. ELEC**

- Larry Rosenblum reported that the AED unit is scheduled to arrive October 6. It will need to be mounted to the wall. The AED training classes are scheduled for October 19th and 20th. Zeljko Grahovac will follow up with attendees to confirm their attendance. ELEC has developed a procedure for the CPR response team but they will wait to finalize it until the class has been completed.
- Dana Stark joined the ELEC team recently and has reviewed the emergency first aid supplies. She is recommending stocking six additional items. The cost is expected to be under \$200.
- There was a power outage last month and a text alert was sent to notify residents. Larry would like to expand the text alert authorization list.
- In response to a question from an owner, Larry said that emergency supplies are locked up for safekeeping reasons. He also noted that the floor captains have access to the supplies.
- An earthquake drill called the Great Shake Out will be held on October 19.

b. Hospitality

Denise Ambrosio reported that the end of summer party was well attended; 90 people signed up to attend. The music and food were great, and it was a successful event. The Committee is discussing holding a wine night in the lobby with chamber music this winter.

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

No update.

b. Victaulic

No update.

XII. NEW BUSINESS

None.

XIII. OWNERS' FORUM

- Sheldon Renan voiced his support for the Board's desire to not be reactive to repairs. There should always be a higher focus on preventive maintenance.
- Tom Barnett raised concern regarding the bike rack theft. The rack was unbolted from the floor and his e-bikes were stolen. A like-for-like repair was done to the rack and he would like to see an alternate (more secure) solution proposed.

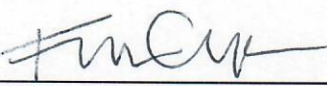
APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
OCTOBER 3, 2023
PAGE 6 OF 6

XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:47 PM.

Minutes approved at the November 7, 2023, Board Meeting

APPROVED: 

Forrest Gist, Secretary