

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS  
HELD ON TUESDAY, NOVEMBER 7, 2023, AT 4:30 PM VIA ZOOM ELECTRONIC VIDEO CONFERENCING  
FORMAT.**

**PRESENT:** Brenda Peterson, Chair  
Bob Steele, Vice-Chair  
Jim Kennedy, Treasurer  
Steve Rose, Director  
Otto Riesenberg, Director

**ABSENT:** Jay Sickler, Commercial Director  
Forrest Gist, Secretary

**BY INVITATION:** Karina Haley, CCM, CMCA, AMS, Community Manager  
Tim Simmons, Project Coordinator, Facilities Asset Management  
Community Management, Inc., AAMC  
  
Timberly Weaver, Schwindt & Co.  
Certified Public Accountants

**OWNERS:** Tom Barnett, Reed & Shelley Drew, Jeff Ghitelman, Carol Hayden, Michelle Heckman, Roberta Margolis, Marjorie Myers, Larry Rosenblum, Barbara Shimek, Christine Steele, Evelyn Wang

**I. CALL TO ORDER**

Chair Brenda Peterson called the meeting to order at 4:31 PM.

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

The agenda was accepted unanimously as presented. Brenda noted that the Board and CMI had met earlier that day to discuss a number of building maintenance issues. She also noted that the auditor would be making a presentation to the Board at 5:00 PM regarding the 2022 financials.

**III. APPROVAL OF MINUTES**

Steve Rose moved to approve the minutes of the meeting held October 3, 2023, as presented. Bob Steele seconded the motion, which carried unanimously.

**IV. MAINTENANCE REPORT**

Tim Simmons reported the following:



- The door and window survey is ready to be distributed to owners. Bob Steele said he would generate a list from his records of units that have already reported issues. Karina will write a memo requesting participation from all owners, regardless of prior reports. The survey will be due December 5.
- Front lobby doors – The wooden door that is damaged will be removed and repaired. This work is expected to take place over one day. The doors will be guarded while the door is removed.
- Back lobby doors – The laser was moved to a different corner of the door as a security enhancement after an intruder gained entry. CMI also will be installing a bar (mullion) between the two doors as an additional security measure. The hardware for this project is available but the bar has not yet arrived.
- The third-floor storage unit door handle has been repaired. Locks on Wheels has provided bulk pricing for owners to modify their storage door locks. For owners who already have a lever handle and would like a deadbolt added, the cost is \$387 each if five or more owners opt in. The cost is \$467.50 for single, one-off installations. For owners that would like to have the lever handle removed and a deadbolt installed, the cost is \$373 for five or more or \$448 for individual installations. CMI will send out a memo advising owners of these options and prices.
- Bike racks – Tim is trying to find a secure bolt to use in place of what is there now.
- Lovejoy column lights – Curtis from Hughes Electric will be out tomorrow to inspect the lights. He is trying to find a way to seal the lights to prevent tampering and ongoing vandalism.
- Unit 1404 – Tim has obtained a cost for water sealing the door (\$1,575). This will seal the wall and sliding door as water is coming into the channel of the door and needs to be sealed to exclude it. This work will be paid from the reserve fund.

**AGREED: Jim Kennedy moved to approve the Benson Industries proposal for water sealing the sliding door in unit 1404. Bob Steele seconded the motion, which carried unanimously.**

- The new tree has been planted on 9<sup>th</sup> Avenue.
- Charter Mechanical thinks there should be a clean-out on every sanitary sewer drain line. They provided a proposal to install 65 clean-outs in the third-floor parking garage at a cost of \$55,248. JH Kelly also reviewed the project and feels 20 clean-outs would be sufficient so long as they are hydro-jetted. The proposal they provided carries a price of \$43,125.

**AGREED: Bob Steele moved to accept the JH Kelly proposal for adding clean-outs and hydro-jetting the horizontal lines in the third-floor parking garage at a cost of \$43,125, with the project to be paid from the reserve fund. Otto Riesenbergs seconded the motion, which carried unanimously.**

- Should the 20 clean-outs prove to be insufficient, more can be added later. The work will be done at night to minimize impact to residents.
- Bob Steele noted that the Reserve Study is required to ensure the Association is properly maintaining the building. His concern is that he feels the Association is still in a reactive mode rather than taking a proactive approach. The reserve list from RDH has \$200,000-\$300,000 of maintenance/repair/replacement. The Association has a responsibility to perform that maintenance. He would like to identify a better way to deal with maintenance items even if it means significantly increasing the hours by CMI's FAM department. He will ask the Board consider



this during next year's budget process. Steve Rose noted that adequate reserve funding is required under Oregon law.

#### V. REPORT OF THE AUDITOR

Timberly Weaver was present from Schwindt & Co. to present the 2022 audit. Timberly reported that the outcome of the audit was a clean, positive opinion. Specifically, the auditors concluded that the financial statements for the year ended June 30, 2022 "present fairly, in all material respects, the financial position of [the Association] as of June 30, 2022, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America".

She noted that Oregon law requires that reserve funds be both adequate and reasonable and encouraged the Board to continue to discuss funding for the future window replacement issue identified by RDH. She also noted that the Board should continue to maintain its funds in FDIC-insured accounts.

#### VI. ARCHITECTURAL REVIEW APPLICATIONS

Recent ARC applications for HVAC replacements have raised questions about the fire rating for ceiling access hatches. No applications are outstanding.

#### VII. REPORT OF THE COMMUNITY MANAGER

At the last meeting, CMI presented an owner request for a move-in fee waiver. The Board discussed it but agreed that more information should be obtained from Georgia Hughes about the specific incident. Georgia was consulted and supplied additional information.

**AGREED: Bob Steele moved to deny the move fee waiver request. Jim Kennedy seconded the motion, which carried unanimously.**

Karina provided a brief financial update and noted that the Association is running slightly under budget.

A couple of owners have reached out regarding window latching issues; operable window hardware is the owner's responsibility but those owners should still participate in the door and window survey and document the issues they are experiencing.

#### VIII. REPORT OF THE TREASURER

Jim briefly commented on the auditor's note regarding FDIC-insured accounts.

#### IX. REPORT OF THE CHAIR

Brenda thanked Jim Kennedy and Steve Rose for their years of service to the Board. They will both be leaving the Board at the Annual Meeting in December. Steve Rose joined the Board in 2019 and has made

many contributions, including working on the updated Bylaws and House Rules for the Association and getting our electric vehicle protocols in place. Jim Kennedy was nominated to serve on the Board while he was not present at a meeting! He has served continuously on the Board for at least 17 years, in the roles of treasurer and chair. Both members will be missed.

**X. REPORT OF THE COMMERCIAL DIRECTOR**

No report.

**XI. COMMITTEE REPORTS**

**a. ELEC**

- Larry Rosenblum reported that the AED has been installed in the cabinet in the lobby. Two classes of AED training were held with a total of 16 attendees completing the class. A draft procedure has been developed for how to dispatch those people in the event of an emergency. ELEC also has developed some tips for residents based on these procedures and plans to hold a drill with a mock emergency to test the procedures. The draft procedures and tips will be sent to the Board and CMI for review.
- It is once again time to renew the text alert list. Enrollment forms have been placed at the concierge desk and copies will be brought to the Annual Meeting. Once the list is updated all old entries will be removed from the system.
- Dana Stark reviewed the medical supplies stock and would like to add a few items; she is researching where to source the supplies.
- ELEC learned during the AED training that The Elizabeth does not have CPR masks in stock. A sufficient amount can be purchased for less than \$40 dollars. This encourages team members to provide full, safe support in the event of an emergency.

**XII. UNFINISHED BUSINESS**

Brenda noted that she removed the Isabel's and Victaulic updates as there is not any news at this time. She hopes to have an update for the owners at the Annual Meeting.

**XIII. NEW BUSINESS**

**a. Annual Meeting**

The Annual Meeting will be held December 5, 2023, at 6:00 PM. Brenda will edit the agenda and send it to CMI. The meeting will be held via Zoom and in person in the Community Room.



APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
NOVEMBER 7, 2023  
PAGE 5 OF 5

b. Security Workgroup

Six owners have stepped up and volunteered to serve on the Security Workgroup including Jean Akin, Michelle Heckman, Lucy Karter, Marjorie Myers, Beth Reich and Steve Tangjian. Otto Riesenberg has volunteered to serve as the Board Liaison.

c. Fob Audit

Brenda would like to consider performing a fob audit. After the last audit and the issuing of new devices in 2020, she believes some or all of the old fobs were never removed from the system.

**XIV. OWNERS' FORUM**

No comments submitted.

**XV. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:17 PM.

Minutes approved at the December 6, 2023, Board Meeting.

APPROVED: \_\_\_\_\_  
Forrest Gist, Secretary

