

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON WEDNESDAY, JANUARY 24, 2024, AT 4:30 PM VIA ZOOM VIDEO CONFERENCE.**

PRESENT: Brenda Peterson, Chair
Bob Steele, Vice Chair
Forrest Gist, Secretary
Cynthia Bianchini, Director
Jay Sickler, Commercial Director

ABSENT: Otto Riesenber, Director
Bob Garsha, Director

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

Vern Newcomb, ABI Insurance

OWNERS: Denise Ambrosio, Tom Barnett, Reed & Shelley Drew, Jeff Ghitelman, Michelle Heckman, Marjorie Myers, Art Reich, Carole Rhoadarmer, Larry Rosenblum, Barbara Shimek, Stu Stark, Christine Steele, Ray & Patricia Straughan

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 Vern Newcomb from ABI Insurance would be joining the meeting at 5:00 PM to present the 2024-25 insurance proposals.

III. APPROVAL OF MINUTES

AGREED: Bob Steele moved to approve the minutes of the Board organizational meeting held December 6, 2023. Cynthia Bianchini seconded the motion, which carried unanimously.

IV. BUILDING MAINTENANCE REPORT

Tim Simmons reported:

- The door and window survey results have been compiled into one list. Tim will begin coordinating a plan for repairs with Benson Industries.

- Storage unit door handle replacement – One of the key players at Locks on Wheels has been facing some health issues which have caused delays in obtaining pricing and other information.
- Victaulic leaks – There was one leak in unit 705 and another in units 712 and 713. The couplings have been repaired but work on the impacted units is still underway. The repairs required a building-wide water shut-off, which was slightly delayed when one of the couplers leaked when the system was brought back online. Water service was restored around 8:15 PM instead of the projected 7:00 PM timeline.
- Front door repairs will be scheduled once better weather is here since the doors will have to remain open during the repair.
- JH Kelly was sent a work order to investigate why the HVAC in the lobby is not working consistently.
- Now that the Victaulic valves have been replaced, the shower valve replacement project can resume to resolve the crossflow issue that is causing water temperature fluctuations. Bob said that he thinks this project could extend to the rest of the building.
- Camera upgrades – High Pipe internet has a system for security cameras and they would like to discuss it further with Tim and Bob. Brenda requested they keep the Security Committee in the loop.
- Tim ordered more (pet-safe) weed killer for Paul to treat the plaza. More bids are needed for an overhaul of the plaza.
- Brenda thinks there are still two units left on the commercial side for angle-stop valve replacements. Tim has a phone number for the new owner of the former bank space so he will proceed with contacting them. Brenda and Bob would like to move forward with phases 3-4.
- The Board reviewed a proposal from Engineered Monitoring Systems (EMS) for a once annual inspection of the seismic recording system and battery replacement.

AGREED: Bob Steele moved to accept the proposal for seismic monitor inspection by EMS at a cost of \$1,415 per year for three years and battery replacement costs of \$425 and \$405 in 2024 and 2026. Forrest Gist seconded the motion, which carried unanimously.

- Metal panels damage – Brenda Peterson and Bob Steele have been working on this issue. The Association's attorney, Pat Foran, recommended that the Association consider hiring Rob Wilkinson, an attorney who specializes in construction law. Wilkinson has been retained, and he has recommended that the Association obtain a second opinion on whether the metal panels can be repaired versus replaced.
- The backflow replacement project is complete, and it passed inspection with the City of Portland.
- The waste stack jetting clean-outs have been installed. The garage jetting will take place next week on Monday, Tuesday, and Wednesday.
- Bob Steele noted that the cooling tower needs to be closely monitored. Some cooling units die from lack of chemicals so it is important to stay on top of this as replacement is very costly.
- Tim is working with JH Kelly to resolve the staff toilet issue.

V. ARCHITECTURAL REVIEW APPLICATIONS

Bob Steele reported that recent applications have involved straightforward appliance installations.

VI. REPORT OF THE COMMUNITY MANAGER

Karina Haley reported that the Association is \$14,000+ over budget through the end of December. There is currently \$150,000 in the insurance account available for the upcoming insurance renewal bill.

VII. INSURANCE RENEWAL

Vern Newcomb from ABI presented the 2024-2025 insurance renewal proposals. The new policy will go into effect February 1, 2024. Vern presented three options for the Board's review. He noted that the fact that he was able to present multiple options suggests that the market has loosened up a bit despite some carriers leaving the condo market. The Association's coverage is currently provided by QBE. QBE offered a quote for the 2024-25 policy year, although QBE plans to exit the condo market at some point. Philadelphia and Allianz also provided quotes. Vern recommended focusing on the Allianz bid for a number of reasons: They have insured the building before, and he has had a good experience with the claims process with this insurer. Additionally, Allianz is willing to keep the deductible at \$25,000 (the amount owners are responsible for), including a per unit water damage deductible at \$25,000. The quotes from the other carriers involved higher deductible amounts. A deductible greater than \$25,000 may have lending implications.

Earthquake insurance rates continue to increase. For a number of years, The Elizabeth Lofts has insured to 100% of the building value. Board members discussed this year's pricing and whether a lesser amount of coverage should be considered to reduce costs. Jay suggested that we should figure out a way to obtain owner input on this important issue.

Earthquake pricing for 2024-25:

100MM - \$266,274.30

75MM - \$232,054.30

50MM - \$189,878.80

The Board also discussed changing the renewal date to better align with the Association's fiscal year. Vern suggested obtaining a 15-month policy for the earthquake coverage and a 12-month term for the package policy. At the next renewal, the Association can request a three-month term from Allianz, which will then allow the policies to sync their dates in 2025.

AGREED: Jay Sickler moved to accept the Allianz insurance bid and earthquake coverage at 100% of the building value at a total cost of \$375,667.30. Bob Steele seconded the motion, which carried unanimously.

VIII. ELECTION OF TREASURER/REPORT OF THE CHAIR

Brenda noted that she would be combining the next two agenda items: Election of a Treasurer and Report of the Chair. No one on the Board has agreed to assume the role of treasurer. As a result, Brenda will step into the role of treasurer in the short-term while another candidate can be identified and trained to assume the role. Cynthia volunteered to help out in any way she can even though her background is not in finance. Bob Steele suggested hiring an outside party to review the financial statements each month. Karina noted that Schwindt reviews the financial statements during the annual audit. Jay Sickler suggested reaching out to owners to see who has relevant experience and solicit participation, perhaps on a Finance Committee.

IX. REPORT OF THE COMMERCIAL DIRECTOR

Jay Sickler had no updates. He will email the commercial owners to see if there is anything of which the Board should be aware.

X. COMMITTEE REPORTS

Committee reports were tabled until the February board meeting.

XI. UNFINISHED BUSINESS

Unfinished business was tabled until the February Board meeting.

XII. NEW BUSINESS

None.

XIII. OWNERS' FORUM

An owner who was unable to be present, Cathy Tuttle, requested that the Board consider making the Community Room accessible even if the Concierge is not on shift. Michelle Heckman informed the Board that the Community Room was originally keyed to the Common Area Key but people were accessing the room in the middle of the night and having social events. After discussion, it was agreed that CMI should look into having a fob reader added to the door for tracking purposes and adding a camera to that part of the hall that will display the Community Room door and the back door. The fob reader would allow the room to be locked down during quiet hours.


Tom Barnett requested that the Board develop a snow/ice response protocol. The porters, Paul and Imelda, are responsible for putting down ice melt but, during the recent storm, there were times when they were not able to get to the building. CMI will look into storing additional ice melt in the building.

APPROVED

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XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:31 PM.

APPROVED: 
Forrest Gist, Secretary