

APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
FEBRUARY 6, 2024
PAGE 1 OF 5

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON TUESDAY, FEBRUARY 6, 2024, AT 4:30 PM VIA ZOOM VIDEO CONFERENCE FORMAT**

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

OWNERS: Jean Akin, Denise Ambrosio, Reed & Shelley Drew, Michelle Heckman, Teresa Jankus, Lucy Karter, Arthur Reich, Larry Rosenblum, Barbara Shimek, Stu Stark, Nancy Stoutenberg

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: Forrest Gist moved to approve the minutes of the Annual Meeting held December 6, 2023, to be posted in draft form on the web portal. Jay Sickler seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT

Tim Simmons reported:

- He has compiled the owner door/window survey results into a spreadsheet. There were approximately 60 responses from homeowners. Tim is working with Benson industries to begin scheduling inspections. Once the specific issues are documented, they can identify which repairs should be prioritized.
- Locks on Wheels is finalizing pricing for storage door handles.

- Victaulic – The pipe has been repaired and there is some mitigation work moving forward. Brenda, Bob, Tim, Charter representatives, and Pat Foran, the Association’s attorney, will be meeting soon to discuss how to move forward with the next phase of repairs.
- The parts for the Lovejoy lights should arrive soon, which will allow the repair to be completed.
- The sconce lights on the outside of the building are out and need to be retrofitted to LED.
- Tim has identified another vendor to look at the plaza. One bid will be obtained to clean up the area and replace the sand, and a second bid will include replacing the existing pavers with larger blocks.
- The tree wells are looking and smelling bad from animals using them as toilet areas. Tim has found a product that may help. It is a fake spongy turf that filters urine to improve the smell.
- A meeting is being scheduled with RDH to tour the building for the Reserve Study update. Brenda requested that Tim ask RDH who they would recommend to inspect the building’s windows in response to the Reserve Study item in 2045 that calls for replacing all windows.
- Bob Steele commented that the Association is approaching 9 months into the fiscal year and there are still many items that have not been completed. He also believes it is okay to defer projects if they have been evaluated by the appropriate vendor.
- Brenda reported that Pat Foran recommended that the Board retain an attorney with construction law experience to assist in the metal panel damage project. Rob Wilkinson has been retained. Wilkinson recommended that the Board hire a consultant to review the damage and determine whether the panels can be repaired instead of replaced. A bid for this review has been obtained from Morrison Herschfield, a building consultant.

AGREED: Bob Steele moved to accept the proposal from Morrison Herschfield for metal panel review in the amount of \$3,900. Forrest Gist seconded the motion, which carried unanimously.

V. Insurance Renewal for 2024/2025: Update

Brenda informed the owners that the Board voted to move the Association’s main insurance policy from QBE to Allianz. QBE intends to get out of the condominium insurance market, and their policy would have increased the deductible that homeowners are responsible for from \$25,000 to \$75,000, which could potentially cause issues with lending requirements for the sale of units. The Board once again has purchased earthquake insurance to 100% of the building value. This may not be sustainable going forward, and the Board intends to seek owner input on levels of coverage before the next renewal. Another change is that the Board has voted to move to a policy year that better aligns with the Association’s fiscal year. The new earthquake policy will be for a 15-month term instead of the standard 12-month term and will expire on May 1, 2025. At the next renewal on the main insurance package, the Board will seek a 3-month term (February 2025-May 2025) from Allianz with the goal of syncing up the main insurance policy with the earthquake policy. ABI (American Benefits Insurance) has provided a document to share with owners and their insurance agents explaining the Association’s coverage and what owners should carry for their personal policies. This document will be sent to all owners along with an email from the Board summarizing the 2024-25 insurance package.

VI. Report of the Community Manager

- Through December 31, 2023, the Association is \$14,728 over budget.
- Karina provided a brief summary of the invoice approval process. She noted that Brenda is approving all invoices now that Jim Kennedy is no longer on the Board. When CMI receives an invoice, it is reviewed and coded by the management team, approved by the FAM (Facilities Asset Management) department if applicable, and then sent to the Board approver for final release. Invoices are processed twice per month around the 9th and 24th (or next business day if the cutoff date falls on a weekend or holiday). All Board members can see invoices on the Board side of the web portal without having to log into Avid Strongroom.
- Pass-down Notes: Karina asked Board members whether they would like to receive the daily pass-down notes from the Concierge showing the log of activities. The Board agreed it would be helpful to receive them. CMI will begin copying all Board members.
- Fine waiver request: A violation letter was issued to an owner whose tenant was smoking next to the building. The tenant sent a response requesting waiver of the \$500 fine. The Board discussed the request.

AGREED: Forrest Gist moved to keep the fine as is with no waiver granted. Jay Sickler seconded the motion, which carried unanimously.

- Brenda requested that CMI draft a communication to the owner/resident that clearly states The Elizabeth Lofts is a non-smoking property, regardless of weather or security concerns. Residents cannot smoke outside the doors of the building. There are no longer designated smoking areas on the plaza since the ash tray tower was removed to prevent vandalism.

VII. Report of the Commercial Director

Jay Sickler had nothing new to report.

VIII. Report of the Chair/Treasurer

Brenda thanked Karina for her assistance in getting Brenda up to speed on the invoice approval processes and helping her with some of the invoices. Brenda also thanked the new Finance Committee, which includes Jay Sickler, Cindy Bianchini, Reed Drew, and Shelley Drew. The committee plans to meet monthly before each regularly scheduled Board meeting. They are beginning to work through a list of action items, including updating account signers.

Brenda also noted that an email was sent to all residents about two recent security incidents. All residents should continue to exercise caution when entering and exiting the building and when using the elevators so that unauthorized people do not gain entry into the building. The Concierge staff are doing a great job staying vigilant and firm with intruders.

IX. Committee Reports**a. Website**

Teresa Jankus reported that the committee includes herself, Michelle Heckman, and Lucy Karter. Shelley Drew also provided input early on. They began their efforts in October by reviewing the website and doing research. They are working on compiling their recommendations for the Board. Teresa will be meeting with Brenda and Bob, the Board liaisons, on February 20. The committee hopes to wrap up its research by the end of February and have an update for the Board in March.

b. ELEC

- Larry Rosenblum reported that copies of the text alert form are at the Concierge desk for those who wish to be on the list. There is a hard cut off at the end of the month, at which time he will remove everyone from the list who didn't submit a form and just include the residents who did.
- The AED team had a meeting to review protocols and procedures. At their next meeting, they will discuss drills and trial runs to test the protocols and procedures. CMI also distributed an email regarding the AED protocols but it may be a good idea to distribute it again.
- Larry and Dana Stark have been reviewing the emergency supplies on hand. The cabinets are being inventoried. Larry will follow Dana's recommendations and purchase additional supplies and submit the bill to CMI for reimbursement. An owner inquired about accessing critical supplies in the event of an emergency. Larry noted that, in each trash room, there is a box above the cabinet with a key in it that allows access to the cabinet in an emergency.

c. Security

Michelle Heckman reported that the security survey is due 2/11/24. There has been a good response. The committee is reviewing the capability of our current entry system and whether there are additional features available that aren't being utilized. They are also considering different ways to bring attention to situations as they arise, perhaps by posting incident reports on the website. There is a quarterly meeting of downtown/Pearl District board chairs which may help the committee understand what other buildings are doing in the face of security challenges. The committee also has reached out to NWCC for information about security issues. The next Security Committee meeting is 2/13/24.

d. EQ/Community

- The next issue of EQ will be issued the first part of March.
- The Geezer Gallery cannot continue to install art and host First Thursday events at their own expense. They would like the Elizabeth to pay \$1,200 per exhibit, with an offset if art is purchased. Brenda let them know that the Association does not have the funds to do that. The art currently in place will be removed on Saturday.

X. Unfinished Business**a. Isabel's Update**

Brenda reported that there has not been any recent court action.

APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
FEBRUARY 6, 2024
PAGE 5 OF 5

XI. New Business

a. Smoking Fine Waiver

This topic was covered under the Report of the Community Manager.

XII. Owners' Forum

- CMI was asked to follow up on adding a fob reader to the community room door.
- Lucy Karter asked if she could be copied on security incident reports. Because of confidentiality concerns, only Board members receive the reports.

XIII. ADJOURNMENT

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

APPROVED: _____

Forrest Gist, Secretary

