

APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
MARCH 5, 2024
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**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON TUESDAY, MARCH 5, 2024, AT 4:30 PM VIA ZOOM VIDEO CONFERENCE FORMAT**

PRESENT: Brenda Peterson, Chair/Treasurer
Bob Steele, Vice Chair
Forrest Gist, Secretary
Cynthia Bianchini, 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: Jean Akin, Denise Ambrosio, Tom Barnett, Reed Drew, Shelley Drew, Bob Garsha, Patti Garsha, Jeff Ghitelman, Carol Hayden, Michelle Heckman, Teresa Jankus, Lucy Karter, Matt Kirby, Roberta Margolis, Art Reich, Barbara Shimek, Dana Stark, 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 meetings held January 24, 2024, January 29, 2024, and February 6, 2024. Otto Riesenberg seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT

Tim Simmons reported:

- Tim is working on scheduling a meeting with Gagliasso Plumbing to begin planning the next phase of the angle-stop project.
- Dryer vent cleaning – Tim is working with Willard Power Vac to put together a plan. They have a camera that can be used to scope the lines and review their condition. 15-18 volunteers will be needed as sample units.
- The garage waste stack jetting is complete.

- Tim and Bob Steele are meeting with Derek at High Pipe to review High Pipe's proposal for security cameras.
- The repair of the cracked front door is still pending. The door will need to be removed so the vendor is waiting for warmer weather.
- The shower valve replacement is complete so hopefully that will resolve the crossflow issues that were impacting water temperatures in some units. Two additional units have now reported water temperature issues. From the 7th floor down, temperatures seem to be dropping 5 degrees per floor. Tim has asked Charter Mechanical and JH Kelly to prepare bids on what it would cost to do shower valve replacements for all units on the lower floors and what it would cost to change out the valves in the entire building. Performing repetitive drain downs on the plumbing stacks can tax the system.
- ValleyScapes has submitted two bids involving the plaza. The first bid is to clean and then seal the existing pavers at a cost of \$38,290. The work would take approximately one month. Another option is to replace the existing pavers, which would cost \$133,000. The Reserve Study currently has \$50,000 earmarked in the year 2030 for replacement of the pavers and \$4,000 every two years for plaza upkeep. Tim and Bob will discuss these funding issues with RDH. The Board decided to defer taking any action on this proposal until the next meeting to give Board members time to meet with ValleyScapes to review its proposals in more detail. Tim will schedule a meeting.
- Tim is working with Benson Industries to schedule time to visit the building to inspect those units reporting issues with windows and exterior doors. He is hoping Benson may be able to do some repairs while they are onsite.
- Arc flash study – Tim informed the Board that it is now recommended that an arc flash study be performed and soon it will become a code requirement. Having this work done will reduce the risk of someone being injured by opening an electrical panel.

AGREED: Forrest Gist moved to approve the proposal from Hughes Electric for \$14,193 for arc flash testing. Otto Riesenbergs seconded the motion, which carried unanimously.

- The Board reviewed a proposal from Snyder Roofing for roof inspection and maintenance.

AGREED: Bob Steele moved to approve the proposal from Snyder Roofing for roof maintenance and inspection at a cost of \$2,787.88. Forrest Gist seconded the motion, which carried unanimously.

V. UPDATE ON SECURITY BREACHES

A woman accessed the Everett Street garage as a vehicle was leaving the garage. The resident involved responded by reporting it to CMI. A security guard also was stationed overnight at the Everett Street garage when it was determined that the gates were not closing properly. The next day, Metro dispatched a welder to make repairs to the gate.

VI. ARCHITECTURAL REVIEW APPLICATIONS

Nothing to report.

VII. REPORT OF THE COMMUNITY MANAGER

Karina Haley reviewed the January 2024 financial statement with the Board. She reported that the Association is approximately \$32,000 over budget, largely due to utilities and building maintenance expenses.

There have been some recent garage gate violations. The Board discussed whether to issue formal violation letters with fines or to send an informational email. Because these were first offenses, the Board decided to send warning notices that will include language informing the residents that future instances of non-compliance will result in a \$250 fine.

Karina also reported that a woman exited the building near the front lobby doors via a stairwell door and didn't wait for the door to fully close before walking away. A delivery driver who was attempting to enter the building grabbed the door thinking it would provide lobby access. Once he realized it wasn't the front door, he let it close and entered through the correct door. The woman who left the stairwell without waiting for the door to close has not been identified yet.

VIII. REPORT OF THE TREASURER/FINANCE COMMITTEE

- Brenda reported that invoice approval is current. She prepared minutes for the recent Finance Committee meeting on March 1 and distributed them to the Board. The Finance Committee is in the process of working through numerous action items.
- There will be budget work sessions scheduled that will be open to owners and will include the Board and Finance Committee members.
 - April 29, 2024 - 3:00 PM in the Community Room
 - May 1, 2024 - 3:00 PM in the Community Room
- The committee is looking at each financial institution holding Elizabeth funds to ensure funds are protected and to update the signers on each account.
- The CD with First Republic is slightly over the FDIC insured limits and matures 3/21/24. There is a 9-month special rate at 4.75% and a 60-day special at 5%. The Finance Committee suggested placing \$200,000 in a 9-month CD at 4.75% and placing the balance of the funds (\$69,000) in a 60-day special rate, which will allow the committee time to make a plan going forward.

AGREED: Jay Sickler moved to approve the Finance Committee recommendation as discussed. Forrest Gist seconded the motion, which carried unanimously.

- Brenda drafted a resolution to establish signer authority that will be provided to Fidelity and First Republic in order to update the signers on those accounts. First Republic has five prior Board members that need to be removed, and Jim Kennedy also needs to be removed from the Fidelity account.

AGREED: Bob Steele moved to approve the resolution establishing signers as presented. Cindy Bianchini seconded the motion, which carried unanimously.

- A recommendation for the funds at Pacific Premier will be discussed at next Finance Committee meeting.
- Brenda thanked all the volunteers serving on the Finance Committee.

IX. REPORT OF THE CHAIR

Brenda reported that over the past month she has focused on security and finance issues, along with editing the latest issue of EQ.

X. REPORT OF THE COMMERCIAL DIRECTOR

Jay Sickler reported that he did not have anything new to report.

XI. COMMITTEE REPORTS

a. Website Committee

Teresa Jankus reported:

- The committee is considering whether board minutes be posted on a public website.
- Committee members also are working on a recommendation regarding the website's platform.
- The committee has had to pause its work briefly due to personal reasons but plans to resume work toward the end of March or beginning of April.
- They will get any budgetary requests to CMI next month.

b. ELEC

Larry Rosenblum reported:

- The text alert list has been updated. If anyone else wishes to enroll, they will need to complete the form that is posted on the website.
- ELEC forwarded a list of medical supplies to the Board to request that they be added to the first-floor cabinet. Larry thanked Dana Stark for her assistance in inventorying the supplies.
- Larry is working to find time in April for a refresher training and AED drill.

c. Security

Michelle Heckman reported:

- The committee is starting to schedule interviews with security companies.

- The committee was fortunate to have the security survey reviewed by a professional researcher who is related to an Elizabeth Lofts owner. A ten-page report was produced, which included qualitative responses and shared experiences. There were 50+ responses.
- People feel reasonably safe in the building but less so in the neighborhood.
- 56% of the participants responded that things seem to be getting worse.
- The remainder of the analysis was particularly useful as it took open-ended questions and organized them into seven separate topics:
 1. Neighborhood crime
 2. Unauthorized entry/break-ins
 3. Concierge coverage
 4. Effectiveness of current security company
 5. Resident vigilance
 6. Weather hazards
 7. Board transparency
- The committee is cognizant of the budget cycle and plans to have recommendations to the Board in time to include them in the 2024-2025 budget. They plan to implement recommendations in phases.

XII. UNFINISHED BUSINESS

a. Isabel's Update

We are still waiting for the court to take some action on the pending legal case.

XIII. NEW BUSINESS

a. House Rule 15.3 Reminder

There was a comment received in the security survey regarding storage in parking spaces. Anything left out can draw attention and increase risk. It was suggested that a reminder be distributed reminding residents that only motor vehicles may occupy parking spaces. Bikes, household goods, auto accessories, and other items should not be stored in or around parking stalls on either a temporary or a permanent basis.

b. Request to use Community Room

Teresa Jankus has requested to use the Community Room to host a bake sale for an organization supporting the Alzheimer's Association. She will place a flyer on the bulletin board two weeks prior to the bake sale and a flyer in the elevator two to three days prior. The sale is being held in conjunction with National Coffee Cake Day and will take place on April 6 for a couple of hours. The Board approved the request.

XIV. OWNERS' FORUM

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An owner posed a question about the concierge opening door automatically for residents.

XV. ADJOURNMENT

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

APPROVED: _____

Forrest Gist, Secretary

