

APPROVED

THE ELIZABETH LOFTS CONDOMINIUMS
BOARD OF DIRECTORS MEETING
APRIL 2, 2024
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**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON TUESDAY, APRIL 2, 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
Bob Garsha, Director

ABSENT: 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: Denise Ambrosio, Reed Drew, Shelley Drew, Michelle Heckman, Georgia Hughes,
Teresa Jankus, Lucy Karter, Nancy Masterson, Marjorie Myers, Art 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

AGREED: The agenda was unanimously approved as presented.

III. APPROVAL OF MINUTES

AGREED: Forrest Gist moved to approve the minutes of the meeting held March 5, 2024. Bob Steele seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT

Tim Simmons reported:

- Tim is scheduled to walk the building with Benson Industries on April 9-11 to review the window and door issues reported by owners who responded to the recent survey. Benson will have some

parts on hand for on-the-spot repairs; Tim and Benson will develop a plan for the remainder of the repairs.

- Storage unit door handle replacements – Tim is waiting to get additional information from Locks on Wheels.
- A latch guard was added to the bike room to prevent intruders from prying the door open.
- The shower valve replacement project was successful; it appears to have resolved the water temperature fluctuations that were being reported. It will cost approximately \$41,000 to switch out all of the shower cartridges on floors 4-7 (84 cartridges). It will cost \$5,832 to replace the cartridges in the 12-13 stacks on floors 4-7 (the other cartridges that need to be replaced now). If the water temperature fluctuations become a widespread issue, we will need to address the issue throughout the building.

AGREED: Bob Steele moved to approve the JH Kelly bid for shower valve cartridge replacement for the 12 and 13 stacks on floors 4 through 7 at a cost of \$5,832. Otto Riesenber seconded the motion, which carried unanimously.

- The Everett Street garage gate is experiencing repeated issues. Tim is working with Metro on a resolution.
- ValleyScapes submitted two plaza proposals: The first proposal was to pressure wash the pavers, replace the joint sand, and then seal the pavers at a cost of \$38,290.20. The second proposal was to replace the existing pavers for \$132,999.94. The replacement pavers would be larger than the existing pavers, which require less sand and less potential for grass intrusion. Members of the Board met with representatives from ValleyScapes twice – at The Elizabeth to discuss the two proposals and at a nearby site to review similar work performed by the vendor. This project will be paid for with reserve funds.

AGREED: Otto Riesenber moved to approve the ValleyScapes proposal for paver replacement at a cost of \$132,999.94. Cynthia Bianchini seconded the motion. Otto Riesenber, Cynthia Bianchini, Brenda Peterson, Bob Garsha, and Forrest Gist voted in favor of the motion. Bob Steele voted against the motion. The motion carried with a vote of 5 in favor and 1 against.

- Tim researched adding a fob reader to the Community Room door. In addition to installing the fob reader, this project would require running conduit to the door. The total project cost would be approximately \$5,000. The Board agreed that the modification was too costly to pursue. The Board may discuss rekeying the Community Room door in the future.
- Bob Steele and Tim Simmons met with HighPipe to review security camera upgrade options. Tim displayed maps showing the areas of coverage, which will be much improved. This system will have 40 days of storage. Forrest requested clarification on the mobilization charges. This project will be paid for with reserve funds.

AGREED: Bob Steele moved to approve the HighPipe proposal for security camera replacements at a cost of \$31,772. Forrest Gist seconded the motion, which carried unanimously.

Bob Steele reported:

- Repair of the cracked front door is still waiting to be scheduled.
- Repair of the employee toilet line is still being investigated.
- HVAC preventive maintenance still has some outstanding items.
- Victaulic repairs to units on the 7th floor are still pending.
- The arc flash study approved at the last meeting is in progress.
- There was a leak in the former bank space off a sprinkler supply line. Fortunately, the floors are concrete and there was no damage.
- Courtyard light repairs are outstanding.
- The waste stack jetting is complete.

V. ARCHITECTURAL REVIEW APPLICATIONS

Bob Steele reported there is nothing significant to note.

VI. REPORT OF THE COMMUNITY MANAGER

Karina Haley reported that the Association is currently \$42,000 over budget largely due to utility and building costs. Contingency funds (\$40,000) have been used to cover the shortfall.

The rules enforcement letters approved by the Board for recent security violations have been sent out.

Budget work sessions are scheduled for April 29 and May 1 at 3:00 PM in the Community Room.

VII. REPORT OF THE TREASURER/FINANCE COMMITTEE

Brenda reported that the Finance Committee agreed to invest \$225,000 in a 9-month CD at 4.75% at First Republic Bank. The balance of the funds at First Republic has been sent to CMI; the Finance Committee is still discussing what to do with these funds. Bob Steele needs to be added as an authorized signer to the accounts at both First Republic and Fidelity. Brenda has amended the signing resolution to include Bob.

AGREED: Bob Garsha moved to approve the Resolution Authorizing Account Signers as presented. Cynthia Bianchini seconded the motion, which carried unanimously.

VIII. REPORT OF THE CHAIR

Brenda attended the quarterly meeting of the Portland and Pearl District Board Chairs. The group discussed capital improvements as well as pet and smoking guidelines.

IX. REPORT OF THE COMMERCIAL DIRECTOR

Jay was not in attendance so no report was given.

X. COMMITTEE REPORTS

a. Website

Teresa Jankus reported that the Website Committee has reconvened since the last Board meeting and is ready to present their recommendations to the Board for approval. Brenda will look for a date for a Board meeting to do that. The Board had a brief discussion of problems with existing Association email addresses; the website team will do more research on those issues.

b. ELEC

- Larry Rosenblum has compiled the list of additional supplies needed for the emergency cabinet. He estimates they will cost \$200-\$300. The Board authorized reimbursement to Larry in an amount up to \$300.
- Larry continues to try and coordinate another AED team meeting.
- The committee is reaching out to the Floor Captains to see who would like to continue to participate and determine whether additional volunteers are needed.

c. Security

Michelle Heckman reported that the Security Committee has broken its project into two phases. As part of phase one, the committee will be making a recommendation to the Board regarding the hiring of a new security service vendor. They also intend to include money in their budget request for new signage in the building and to possibly monitor the security camera footage during the hours when the Concierge is not on duty. Additional projects will be researched and discussed as part of phase two. The group is ready to report to the Board; Brenda will look for a time to do that.

XI. UNFINISHED BUSINESS

a. Isabel's Update

There is a court date scheduled for April 10.

XII. NEW BUSINESS

a. CMI Contract Extension

The CMI contract expires on June 30. Brenda has asked CMI to provide an updated addendum for a one-year extension of the contract.

XIII. OWNERS' FORUM


- A comment was made about removing old owners from the entry callbox. Karina noted that this is done by the Concierge when owners or tenants move out.
- Bob Steele invited owners to a community jam night. It is held the first Friday of each month at the East Creative Collective in a warehouse near the Hawthorne Bridge ramp on the east side.
- Forrest Gist commented on the exterior planters and mentioned the possibility of adding a light behind the blue stained glass on the front of the building on 9th Avenue. He will confer with Jeff Ghitelman.

XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:59 PM.

APPROVED: _____

Forrest Gist, Secretary

 7/17/24