

APPROVED

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

PRESENT: Brenda Peterson, Chair/Treasurer
Bob Steele, Vice Chair
Jay Sickler, Commercial Director
Forrest Gist, Secretary (joined at 5:20 PM)
Cynthia Bianchini, Director (joined at 4:35 PM)
Bob Garsha, Director (joined at 4:36 PM)

ABSENT: Otto Riesenber, Director

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

OWNERS: Denise Ambrosio, Richard Baumann, Dianne Derse, Shelley Drew, Jeff Ghitelman, Bill Gumpenberger, Nuria Hansen, Carol Hayden, Michelle Heckman, Teresa Jankus, Lucy Karter, Matt Kirby, Roberta Margolis, Marjorie Myers, Art Reich, Larry Rosenblum, Barbara Shimek, Dana Stark, Nancy Stoutenberg

I. CALL TO ORDER

Chair Brenda Peterson called the meeting to order at 4:33 PM but pointed out that only three Board members were present. Cynthia Bianchini and Bob Garsha joined the meeting a few minutes later. Brenda noted that a quorum was now present.

II. APPROVAL OR AMENDMENT OF THE AGENDA

Brenda reported that the agenda had mistakenly omitted three standing agenda items: Report of the Treasurer/Finance Committee, Report of the Chair, and Report of the Commercial Director. She noted that these items would be taken up after the Report of the Community Manager. With these additions, the agenda was approved by consensus with five Board members in attendance.

III. APPROVAL OF MINUTES

AGREED: Bob Steele moved to approve the minutes of the meetings held April 19, 2024, and May 7, 2024. Jay Sickler seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT**Tim Simmons reported:**

- Angle-stops: Tim is working on scheduling with Bob Gagliasso to get started on phases 3-4.
- Balcony door/windows: The repair project will be done once parts are received; he is hopeful that will happen later this month.
- Dryer vents: Tim needs to put together a list of 15 to 18 volunteers to determine if it is time to clean the vents.
- Security camera installation: Phase 1 is complete; all of the original cameras inside the building have been upgraded, with the exception of the driveway/garage cameras on the ramps. Phase 2 is now starting, which involves the installation of the exterior cameras. Tim hopes the entire project will be wrapped up by the end of July.
- Front door: Doorworks will be out on June 18, 2024, to make repairs to the wood lobby door.
- Paver installation is underway. The roof membrane inspection will be done before the installation is complete.

AGREED: Bob Steele moved to approve the proposal from Peterson Cat for a three-year maintenance agreement at a cost of \$7,205. Cynthia Bianchini seconded the motion, which carried unanimously.

AGREED: Bob Steele moved to approve the proposal from Peterson Cat for the three-year cooling system service at a cost of \$4,312.05. Jay Sickler seconded the motion, which carried unanimously.

- Brenda inquired about the dryer vent work. Tim noted that the '03 stack is potentially in the worst shape; that stack has more opportunity for debris build-up as it has the longest run. Cynthia Bianchini and Teresa Jankus volunteered to have their vents inspected.
- Tim will call Herb at Locks on Wheels on pricing requests for storage unit handle replacements.
- Window washing: Tim is waiting for a new bid from Sound Cleaning. Karina will follow up on that.

Bob Steele provided the following additional comments regarding building issues:

- A request was received from a unit for reimbursement of the cost for replacement of a windowpane from a prior year. The Board still needs to respond to this request.
- Another unit also reported some window issues but did not fill out the recent survey. Tim will make sure the unit is included on his list.
- A unit on the 15th floor had a water leak that damaged two units below. The leak was the result of a deck hose bib that was damaged during freezing temperatures.
- The staff bathroom toilet issues are still on hold.

- Morrison Hershfield is reviewing the sheet metal coping on the roof and will be making a recommendation for repair.
- The 12/13 stacks on floors 4-7 need shower valve replacements to resolve the crossflow issues causing water temperature fluctuations. Tim is waiting for a few more parts. The work is expected to move forward around June 14, 2024.
- The cooling tower needs to be cleaned.
- The FLS testing was completed successfully.
- The clear-out installs and line jetting for the horizontal waste pipes on the 3rd floor and basement have been completed.
- The inspection of the building's vertical waste lines is being planned.
- There was a water leak in two units on the 7th floor. One of the units will be temporarily moving to another unit in the building while work is completed. The owners of the other unit expressed frustration around the delays in scheduling the repair work to their unit as a result of the leak. Tim will have Scott Bade at Charter Construction call Brenda directly to discuss the matter tomorrow.
- The new contract for HVAC maintenance has been signed.
- The arc flash study is in the process of being scheduled.

V. UPDATE ON GARAGE AND SECURITY ISSUES

Tim Simmons updated the Board and owners on a recent security incident that involved an intruder gaining access through the back door. The intruder was able to put enough pressure on the door to disengage the mag lock, even though the door is designed to sustain a significant amount of pressure.

Tim also noted that Metro has been on site recently to make sure the Everett Street garage gate doors are securely closing.

VI. UNFINISHED BUSINESS

a. Isabel's Update

Bradley King of Keller Williams has been hired to put the property on the market. The list date is as yet unknown. This will be a private sale as opposed to a Sheriff's sale. The broken windowpane has been replaced.

b. Victaulic Update

Brenda reported that owners have raised two questions recently about the Victaulic settlement:

1. What is the settlement end date? The agreement was entered into in early 2014 and will expire in early 2026.
2. What is the number of confirmed leaks? Currently, the number of leaks noted by both Victaulic and the Elizabeth Lofts is eight or nine. There is work underway to determine whether there are additional leaks that should be included.

VII. ARCHITECTURAL REVIEW APPLICATIONS

Bob Steele reported that black-out blinds/shades will be approved provided the blinds/shades match the colors currently used in the building. Some of the shades in the building are white; others are dark brown/black. Whatever is used, it must match the surrounding windows.

VIII. REPORT OF THE COMMUNITY MANAGER

a. Finance

The Association is \$8,937.53 under budget as of the April financial statement. CMI will be transferring the balance of the funds in the Pacific Premier insurance holding account to the reserve account to pay back a portion of the insurance loan as required by the Board's borrowing resolution.

The Board needs to decide whether to move forward with Zayo Group (the existing phone provider) or switch to Comcast. The Board reviewed the two agreements and discussed.

AGREED: Bob Steele moved to accept the Zayo agreement for phone services at a cost of \$250 per month plus tax. The motion was seconded by Jay Sickler, which carried unanimously.

Garbage costs are significantly over budget. CMI is working with Waste Management to drill down on the compost costs that appear on the monthly bill. They show two bins serviced three times per week at a cost of \$501.22 per month. There is only one bin in the garbage room so it needs to be determined whether a credit is due to the Association.

b. Garage Cat

A cat has been frequenting the Elizabeth parking garage. Terrin and Paul are trying to catch him so that his owner might be identified and he can be returned to them. No further action needed.

c. CMI Contract Addendum

The CMI contract addendum has been provided to the Board. Brenda has reviewed it and has some minor questions to discuss with Denise Bower, the President of CMI. She recommends that the Board approve the addendum.

AGREED: Jay Sickler moved to accept the contract addendum along with any minor amendments or edits as approved by Brenda Peterson. Forrest Gist seconded the motion, which carried unanimously.

d. Rules Enforcement

- A resident who was fined for a garage gate violation is requesting that the Board waive the fine. The response from the resident addressed the issue regarding piggybacking into the garage but did not address why he didn't wait for the gates to fully close behind him. After discussion, the Board agreed that the fine should stand. The Board asked CMI to respond to the resident, thanking him for his reply but letting him know that the video showed that, after he entered the garage behind another car, he did not stop and wait for the gates to fully close before proceeding up the ramp.
- A resident was observed smoking in the alcove near the entry to Gallo Nero while the restaurant was closed. CMI will draft a reminder letter letting the resident know that he cannot smoke in that area or in any other area that is considered part of the building. The Board agreed that no fine will be imposed for this particular incident.

IX. REPORT OF THE COMMERCIAL DIRECTOR

Jay Sicker reported that the paver replacement project is going smoothly. He has not heard any concerns from the commercial owners.

X. REPORT OF THE CHAIR

Brenda noted that she had nothing additional to report this month.

XI. REPORT OF THE TREASURER/FINANCE COMMITTEE

Shelley Drew, Finance Committee member, asked Karina about the status of the 2023 financial audit. Karina reported that it is being finalized by the CPA.

XII. COMMITTEE REPORTS

a. WEBSITE

Teresa Jankus reported that the original plan to set up new email addresses via Gmail is not going according to plan. There is a limitation on the number of email addresses that can be attached to a recovery phone number and there are issues with google forwarding. The committee has identified another solution that costs only \$20 annually for a forwarding service (forwardemail.com).

The next step is to seek community input about the look and feel of the website. There are three different designs which will be distributed to owners/residents via a survey.

b. SECURITY

Michelle Heckman reported that the committee has met with Vern Newcomb at ABI. They are still working on recommendations but for now they will proceed with updating signage in the building.

c. ELEC

- Larry Rosenblum reported that ELEC has been soliciting new floor captains and, so far, has identified three volunteers.
- The PDNA, in concert with the NET Team, plans to schedule a mock emergency drill via radio/walkie talkies. ELEC will involve all floor captains in this process for training purposes.
- During a recent security incident, the black cabinet was broken into and four radios and a lantern were stolen. He expects replacement costs to total somewhere around \$250.
- Bob Steele suggested moving the cabinet to a slightly less visible area.

XIII. NEW BUSINESS

None.

XIV. OWNERS' FORUM

- Dianne Derse inquired about responsibility for repairs as a result of the recent hose bib leak that impacted lower units. She also asked whether others had heard a recent drag racing incident outside the building.
- Larry Rosenblum reported to the Board that there has been a conversation on Facebook expressing concern about whether the new pavers will be slick when it is wet or icy. Brenda noted that, before the project began, she poured water on a sample area and it was her opinion that the pavers when wet are not slick.
- Forrest Gist requested pressure washing of sidewalks. A bid has been obtained and the work is being planned for 2024. He also suggested that perhaps directional arrows could be added to the parking garage to help direct traffic. Forrest also suggested that the Security Committee consider posting progress notes about their recent activities.
- Bill Gumpenberger inquired about funding for the paver replacement project. Replacing the pavers is included in the Association's reserve study and is being funded with reserve funds.

XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:43 PM.

APPROVED: 
Forrest Gist, Secretary