

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE ELIZABETH LOFTS CONDOMINIUMS
HELD ON TUESDAY, JULY 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
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: Reed Drew, Shelley Drew, Michelle Heckman, Teresa Jankus, Lucy Karter, Sheila Keilty, Carol Lewis, Roberta Margolis, Brad Miller, Marjorie Myer, Art Reich, Larry Rosenblum, Barbara Shimek, Stu Stark, Christine Steele

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 approved as presented by consensus.

III. APPROVAL OF MINUTES

AGREED: Bob Steele moved to approve the minutes of the meeting held June 4, 2024, as presented. Otto Riesenberg seconded the motion, which carried unanimously.

IV. MAINTENANCE REPORT

Tim Simmons reported:

- Door/Window Repairs: The glass panes have arrived but we are still waiting on some of the crank handles for the operable windows. The membrane under the pavers looks good. Tim will begin scheduling appointments next week.
- Pavers: The paver work continues going well. Forrest Gist noted that, prior to sealing the pavers, the area outside the trash room door needs to be cleaned.

- Security camera installation has been going well. The cameras have very high resolution and Tim hopes to be able to do a demonstration during the next Board meeting.
- The wooden front door repair is complete and the crack has been resolved. The top was shaved slightly where it was rubbing against the door frame. Tim is obtaining a bid for full door replacement so it can be adequately reflected in the reserve study.
- Storage unit door handles: For 5 or more replacements the cost is \$385 + a \$25 service fee (this involves taking the handle off and replacing it with a deadbolt. For less than 5 replacements the cost is \$467.50 + a \$125 service fee. Tim will work with Karina to send out a communication to owners to gauge interest.
- Phase 3 of the angle stop project is starting up. Phase 4 will be the 14-15th floor units. Tim is working on scheduling with Bob Gagliasso.
- The 12-13 stack shower valve replacement project is 95% complete. There are two or three units remaining.
- Sound Cleaning has provided a bid for window cleaning at a cost of \$11,395 and sidewalk pressure washing at a cost of \$3,135. The Board previously reviewed a bid from Clean Services NW that was approximately \$16,000. Sound Cleaning is new to the Portland market and CMI hasn't yet worked with them but has been requesting bids. Brenda suggested tabling the decisions until next month after she has had an opportunity to confer with legal counsel about the metal panel damage; the Board agreed.
- Marble floors: The former vendor retired but a new vendor has been identified and they are offering floor polishing/cleaning at the same price of \$4,950.

AGREED: Forrest Gist moved to accept the proposal from Marble Life at a cost of \$4,900. Bob Steele seconded the motion, which carried unanimously.

- Roof Anchor Tie-Off Inspection: The Board reviewed a proposal from KPFF for the annual roof anchor tie-off inspection.

AGREED: Bob Steele moved to approve the KPFF roof anchor tie-off inspection bid at a cost of \$5,500. Forrest Gist seconded the motion, which carried unanimously.

- Owner Brad Miller is having some maintenance issues related to building electrical and his hot tub installation. Bob and Tim will meet with him this week.

V. ARCHITECTURAL REVIEW APPLICATIONS

A unit on the 10th floor submitted an ARC application that was a bit difficult to process due to the large number of vendors involved with plumbing, electrical, appliance installation and window treatment installations but all is resolved.

VI. REPORT OF THE COMMUNITY MANAGER

- Karina provided a finance report update. Karina and Brenda met with the auditor to review the 2023 audit report. It is being finalized now.
- A recent violation letter has been issued for a smoking violation.

VII. REPORT OF THE TREASURER/FINANCE COMMITTEE

No additional report was given.

VIII. REPORT OF THE CHAIR

Brenda noted that she did not have anything additional to report.

IX. REPORT OF THE COMMERCIAL DIRECTOR

Jay noted that he did not have anything additional to report.

X. COMMITTEE REPORTS

a. WEBSITE

- The committee received 47 responses to the website survey. One owner expressed concern about spending HOA funds on the website redesign. Teresa Jankus explained that almost all website work was being done by volunteers; HOA funds are not being used for the redesign work.
- Design A won with 48% of the votes. In the second vote, Design A received 60% of the votes. Feedback indicated the participants favored the clean, simple, modern design and felt it read well and appeared less busy and cluttered. A request was received for larger font and/or lighter or brighter colors for the final design.

b. SECURITY

Sheila Keilty had King Tran out from the City of Portland to do a security audit of the building. This is offered for free and the committee hopes to have a full presentation at the next meeting. She will send King Tran's card with contact information to Jay and Tim.

c. ELEC

- Larry Rosenblum called for more volunteers for Floor Captains.
- The Pearl District NET Team held an exercise last month. The Elizabeth was not able to participate but another will be taking place this month for a radio drill to test the system.

- Business cards for the PD Emergency Committee are being distributed to local businesses in the neighborhood.

XI. UNFINISHED BUSINESS

a. Victaulic

Nothing new to report. The Association's attorney is continuing to work on this.

b. Isabel

A realtor is getting the unit ready for sale.

XII. NEW BUSINESS

None.

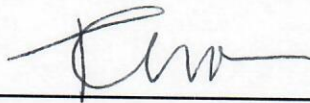
XIII. OWNERS' FORUM

- Brad Miller – confirmed he will meet with Tim and Bob.
- Sheila Keilty inquired about the window washing schedule. The new proposal will be brought to the August board meeting. On the 4th floor there is an extra ridge at the bottom that bumps out and, when it rains, it splashes mud onto it. Tim will investigate and see if it can be added to the scope of work.
- Forrest Gist said he noticed complaints about odors on the Facebook page. Unfortunately, the test painting of the metal panels on the roof was done next to a makeup air intake unit which caused paint fumes to enter the building. Tim is going to meet next week to review the results of test spots and to see what can be done to address the panel damage.

XIV. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:38 PM.

APPROVED: _____

 8/29/24

Forrest Gist, Secretary