

DRAFT

ELIZABETH LOFTS CONDOMINIUM
ANNUAL MEETING MINUTES
DECEMBER 6, 2016
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MINUTES OF THE ANNUAL MEETING OF THE ELIZABETH LOFTS CONDOMINIUM HELD AT 6:30 P.M. ON
DECEMBER 6, 2016 IN THE ECOTRUST BUILDING, 721 NW 9th Avenue, Portland, OR 97209

PRESENT: Jim Kennedy, Chairman/Treasurer
Paul Mollomo, Secretary
Jill McAlpine-Andre, Director
Paul Roelofs, Director
Brenda Peterson, Director
Andreas Anderson, Director
Tina Tsai, Commercial Director

BY INVITATION: Tom La Voie, CMCA, CAMP, Community Manager
Laura Broughan, Community Manager
Thomas Tooker, Community Administrator
Lisa DeMinco, Lead Concierge
COMMUNITY MANAGEMENT, INC., AAMC

OWNERS: As indicated on the sign-in sheet attached to the original minutes.

I. CALL TO ORDER, ROLL CALL, AND CERTIFICATION OF PROXIES

The Annual Meeting was called to order by Community Manager Tom La Voie at 6:30 PM.

Community Manager Tom La Voie reported that the roll call had been taken by way of the sign-in sheet, proxies had been certified, and a quorum for the meeting had been established as follows:

Present:	39
Proxy:	58
Total:	97 or 54%

II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

La Voie certified that the meeting notice had been mailed from the offices of CMI on or about November 2, 2016.

III. READING OF THE MINUTES OF DECEMBER 7, 2015 ANNUAL MEETING

AGREED: Sheldon Shieger moved to waive the reading of the minutes of the December 7, 2015 Annual Meeting. Carol Hayden seconded the motion, which carried without opposition.

AGREED: Sheldon Shieger moved to approve the minutes of the December 7, 2015 Annual Meeting as previously circulated. Janice Cooper seconded the motion, which carried without opposition.

IV. REPORTS OF OFFICERS

CHAIRMAN'S REPORT

Jim Kennedy gave a brief Chairman's Report in combination with the Treasurer's Report.

NOTE: This is a draft of the December 6, 2016 Annual Meeting. This draft will be presented to the ownership for approval at the 2017 Annual Meeting.

TREASURER'S REPORT

Kennedy stated that the Association is in good financial shape, mentioning that the reserves are funded at 68%, which is at the high end of the industry standard. In regards to the operating budget, Kennedy stressed that the hardest items to budget for are water and sewer, and that some things, such as drainage, are out of our control. Kennedy mentioned that the building operates like a commercial building. Owners and residents should be as conscious as possible of their water usage, because that is the one thing they can control. Kennedy also mentioned the Victaulic plumbing settlement, and all the work and effort past Chairman Rod Brokenshire put into negotiating a settlement for the Association.

Paul Mollomo reinforced Kennedy's statements regarding Brokenshire's work on the settlement, and added that Brokenshire had put in an inordinant amount of time, and that the Board is still extremely grateful. Other associations with similar issues have not been as insightful, and they are now facing large assessments.

Manager La Voie asked the owners to review the Treasurer's Report that was distributed at sign-in. The average dues increase since the building opened is 3.42%, and the average increase over the past three years is 1.18%. No other association can come anywhere near this average. Considering the huge increase in the earthquake insurance this past year, this is a major achievement.

COMMERCIAL DIRECTOR

Tina Tsai gave the Commercial Director's report. All except one of the commercial spaces are occupied. Golf in The Pearl vacated its space in November, and it looks like another commercial entity is lined up to lease that unit. Tsai stated that overall the safety and security of the commercial units has been good, with the exception of one minor break in. Work is still in progress on the hotel across the street, which continues to impact parking for commercial spaces. Tsai also noted that three other commercial owners were present at the meeting, and she expressed her thanks to them for attending.

V. COMMITTEE REPORTS

Manager Tom La Voie pointed out that, at the present time, there are no current active committees. La Voie stated that there was no real need for a finance committee, as Chairman/Treasurer Kennedy was keeping owners well informed on the state of the finances, and the entire Board assists in the preparation and approval of the annual budget. La Voie also noted that the demand for events on the plaza has diminished; as a result, there is no pressing need for a committee to organize and facilitate these events.

VI. ELECTION OF DIRECTORS

Residential Directorships: There are three Residential positions open on the Board as the terms for Andreas Anderson, Jill McAlpine-Andre, and Brenda Peterson expired at the Annual Meeting. All three directors had been nominated to run again. One owner was nominated, but did not wish to run for the Board at this time. La Voie opened the floor for additional nominations to the Board of Directors. Hearing no further nominations from the floor, La Voie requested a motion to close the nominations.

AGREED: Paula Casey moved that the nominations for Residential Director be closed at this time. Kathryn Layman seconded the motion, which passed without opposition.

La Voie stated that he would entertain a motion to elect the current slate of candidates by acclamation.

AGREED: Ray Straughan moved to elect Andres Anderson, Jill McAlpine-Andre, and Brenda Peterson to the Board of Directors by acclamation. Sharon Durant seconded the motion, which carried without opposition.

Anderson, McAlpine-Andre, and Peterson will serve two-year terms, which will expire at the Annual Meeting in 2018.

Commercial Directorship: The Commercial Director position is open as the term for Tina Tsai expired at the Annual Meeting. La Voie opened the floor for nominations. Hearing no further nominations, La Voie requested a motion to close the nominations.

AGREED: Jami Sherman moved to close the nominations and to elect Tina Tsai to the Board of Directors by acclamation. Ky Hopwood seconded the motion, which carried without opposition.

VII. OLD BUSINESS

Electric Vehicle Charging Stations: La Voie reported that a proposal has been received to run the necessary wiring to install EV charging stations on all parking floors. The estimated expense is \$30,000. The potential for tax incentives was discussed, but it is unknown at this time whether there are any tax incentives available for this type of project. It was also mentioned that the installation of the EV charging stations would help to retain the value of the property in the future. It was decided that more information and research was needed before putting forth any resolutions.

Website: The current website, which is hosted and maintained by CMI, can be difficult to use, especially when accessing documents. Eliminating 'Option One' when searching for documents on the website might help. Also, an interim solution for the website shortcomings might be to use the hosting site 'Weebly' while a final solution is found. The general consensus among owners is that a website similar to the one that is used at the Vaux Condominiums would be the best option. That particular site is hosted and managed by a unit owner in that building. CMI will reach out to that owner to see if he would be willing to host the new website for The Elizabeth. More information will be forthcoming.

Door Codes: The idea of changing over to 5-digit door codes has been discussed as a means to maintain high security protocols for the building, but it is not a cost effective proposition for the building. The best option would be to erase all codes from the system memory, and issue new codes to all owners/residents. The Board also emphasized that everyone should continue to be mindful of people following residents in through the gates, both pedestrian and vehicular, and wait for the gates to close before proceeding. A decision for a definite resolution regarding the codes will be finalized at the January Board of Director's meeting.

VIII. NEW BUSINESS

Tax Resolution: La Voie presented the Resolution for Revenue Ruling 70-604 and explained its benefit to the Association. Although the Association is considered a non-profit organization, the IRS has specific tax forms exclusive to HOAs where taxes are paid on interest earned, but not on HOA fees accrued throughout the year. The proposed Resolution would allow the Association to file its taxes at a lower tax rate by agreeing that any profit(s) earned at the end of the current fiscal year would be rolled into the following year's operating funds.

AGREED: Patricia Raley moved to approve the Resolution for Revenue Ruling 70-604 as stated above. Sharon Durant seconded the motion, which carried without opposition.

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IX. NEXT REGULAR MEETING OF THE BOARD

The next meeting of the Board is scheduled for January 10, 2017 at 5:00 PM.

X. ADJOURNMENT

AGREED: Mary Ann McDowell moved to adjourn the Annual Meeting at 8:02 PM. Sheldon Shieger seconded the motion, which passed unanimously.

Minutes approved at the December 2017 Annual Meeting.

Approved: _____
Paul Mollomo, Secretary

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