

APPROVED

ELIZABETH LOFTS CONDOMINIUM  
ANNUAL MEETING MINUTES  
DECEMBER 6, 2016  
PAGE 1 OF 4

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 9<sup>th</sup> 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:	<u>58</u>
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 Shiager 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 Shiager 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. 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 re-enforced Kennedy's statements regarding Brokenshire's work on the settlement, and added that Brokenshire had put in an inordinate 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 Andreas 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.

#### 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

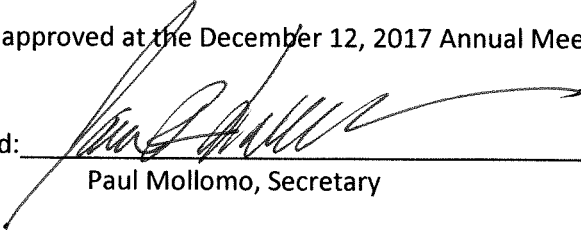
**AGREED**: Mary Ann McDowell moved to adjourn the Annual Meeting at 8:02 PM. Sheldon Shiager seconded the motion, which passed unanimously.

**APPROVED**


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Minutes approved at the December 12, 2017 Annual Meeting.





Approved: \_\_\_\_\_

  
Paul Mollomo, Secretary

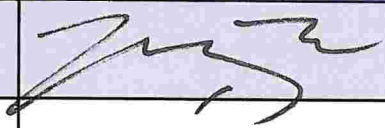

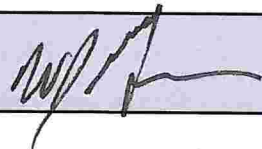
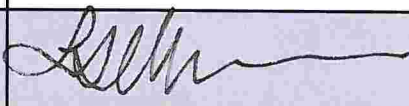
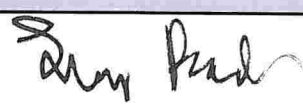
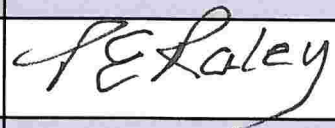
Elizabeth Loft  
Annual Meeting Sign-In  
December 7, 2015

Unit No	Name	Rec'd	Count	Proxy	Signature
101	JT Precision Properties LLC				
102	Timespace LLC				
103	Judy Jacobson				
104	Rich Land Co LLC				
105	West Tenth LLC,			Shannon West w/Wyse Real Estate Advisors	Shannon West
106	West Tenth LLC,			Managing Agent for Empire Properties	
108	Jay Sickler				
109	935 The Elizabeth LLC				
110	Marian and Henry Hsu				
111	HKYP LLC				
112	Sherman Family Trust & Dianne Sherman				
113	William Clough and Bradley Hallock				
114	John Sheu				
115	Quescaling Holding LLC				
116	Billy Tosheff				

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December 7, 2015

Unit No	Name	Rec'd	Count	Proxy	Signature
401	Tommie Corona and William Otto	1	2		
402	Alicia Bonnington		1		
403	Teresa Jankus	1	2		
404	Vernon Baker and Georgia Hughes	1	2		
405	Eric Lipanovich				
406	Bitar Bros Limited Ptnrshp				
407	Michael and Barbara Hall				
408	Lehiwa and Ian Stewart				
409	Patrick Martin				
410	Teresa Tong	1	2		
411	Kanoe Ramones				
412	Ann Kelleher				
414	Mary Ann McDowell	1	2		
415	Regina and Jonathan Hall	1	1		
416	Robert and Marian Monroe	1	2		
417	Winston Pavitt				

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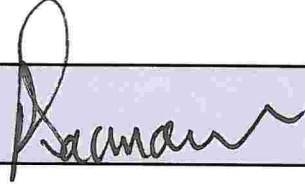

Unit No	Name	Rec'd	Count	Proxy	Signature
501	Jessica Belknap and Jesse Buss	1	1		
502	Lavita Wai				
503	Brian and Blaine Bolton				
504	Edith and Alfred Pepin				
505	Ray and Patricia Straughan	1	2		
506	Robert Damico				
507	Mary and William Gumpenberger				
508	Krysta Fellman				
509	Linda and Mark Sellheim				
510	Scott Davis				
511	Adam Wyatt				
512	Larry Rosenblum		1		
513	Billy Hall				
514	Ryan Robinson				
515	Lisa and Julie Peters				
516	Patricia E Raley		1		
517	Mark Brubaker & Kristina Lockwood				

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Unit No	Name	Rec'd	Count	Proxy	Signature
601	Michael Sanudo				
602	Christopher Wright		1		<i>Ch</i>
603	Jessica Kaman	1	2		
604	Kathy and James Gentry	1	2		
605	Howard and Michelle Miracle				
606	Thor Mitchell and Jaime ODell				
607	David Kao				
608	I-Wen Wang				
609	Jocelyn and Scott Baumann	1	2		
610	Kelli and Eugene Tinker				
611	Michelle Hock	1	2		
612	Robert and Christine Steele				<i>Robert Steele</i>
613	Richard Arkell	1	2		
614	Stefano Pellerano and Veronica Verdoliva				
615	Sheldon and Jean Schiager	1	1		<i>Jean P Schiager</i>
616	Rachel Parker				
617	Niall Travers				



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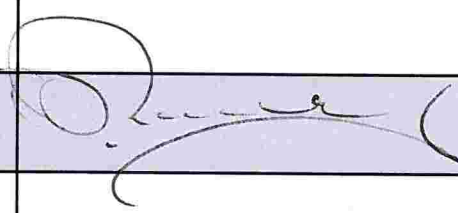

Unit No	Name	Rec'd	Count	Proxy	Signature
701	Nicholas Diamond				
702	Steven and Patricia Souza				
703	Helen Markwell				
704	Sharon and Joseph Durant	1	2		
705	Richard Baumann	1	2		
706	Paula Casey and Nick Handy				
707	Marc Nicoloff				
708	Terry and Mary Meier				
709	Carla Guinasso	1	1		
710	George Wolodzko				
711	Weiner Boys LLC	1	2		
712	Paul and Judith Douglas	1	2		
713	Mark Pauley				
714	Aaron Yu				
715	Steven Rose	1	1		
716	Colleen Scott	1	1		
717	James Dunne				

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Unit No	Name	Rec'd	Count	Proxy	Signature
801	Roger Karraker and Nancy Rappolt	1	2		
802	Josephine Coffey	1	2		
803	Nancy Blair Harvey				
804	Teri and Gregory Frias				
805	Fariba Moghbel				
806	Jessica and Francisco Morales				
807	Susan and Mike Hollern	1	2		
808	Elizapearl, LLC				
809	Marwan Dakroub				
810	JT Precision Properties LLC and Tina Tsai				
811	Yuan Gu				
812	The 812 9th Avenue Trust				
813	Paul Williams	1	2		
814	Yu-Wen and Po-Cheng Chen				
815	Paul and Andrea Roelofs	1	2		<i>Andrea Roelofs</i>
816	Janet and Charles Warden	1	2		
817	Jun Pan and Wei Chen				

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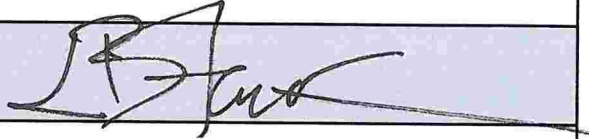

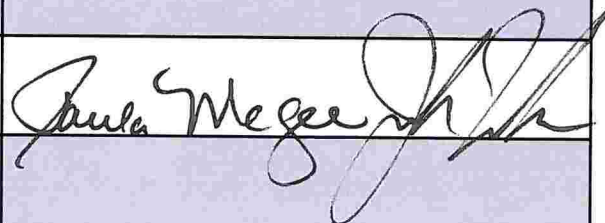
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Unit No	Name	Rec'd	Count	Proxy	Signature
901	Leslie Trim and Iraj Vojdani				
902	Andreas Anderson	1	3	Paul R	
903	Richard & Angela Tooze	1	2		
904	Hsu, Hsiao-Hsiang (Cherie) & Chung-Ching Peng				
906	Jim and Carol Kennedy				
907	Linda Lange				
908	Mike Gemmet	1	2		
909	Janice Cooper and James Salisbury		2		
910	Mary Clare & Gary Ferguson	1	2		
912	Taunya Woo				
913	Alistair and Mary Scriven	1	1		
914	Joanne Fornaca	1	2		
915	Dorrie Dilday				
916	Zachary Litvack				
917	Beverly Rust	1	2		
919	Eve Stern				

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Unit No	Name	Rec'd	Count	Proxy	Signature
1001	Jennifer Dunn	1	2		
1002	Stephanie Muse				
1003	Cynthia Bianchini				
1004	Karen (KC) and Glenn Micallef	1	2		
1005	Michelle Heckman				<i>Michelle P. Heckman</i>
1006	Michael McAfee	1	2		
1007	Valerie and Tim Swyers				
1008	Angelika Rochelois				
1009	<del>Gary Gilbert, James Parsons and Katherine Durant</del> <i>Baker</i>		1		<i>Katharine Baker</i>
1010	Gordon Sondland				
1011	The Whitaker Family Limited Partnership	1	2		
1012	Terri Desaro and Craig Nern.		2		<i>Terri Desaro</i>
1013	Zeljko Grahovac and Ana Stefanovic	1	2		
1014	Michael Morgan	1	3	Paul Roelofs	
1015	Kathryn Travnicek				
1016	Lucy Karter	1	3	Michelle Heckman	<i>Michelle P. Heckman</i>
1017	Otto Riesenber and Steven Tangjian	1	2	<del>Otto Riesenber</del> <i>O. Riesenber</i>	<i>O. Riesenber</i>




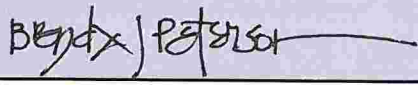
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Unit No	Name	Rec'd	Count	Proxy	Signature
1101	Thom King				
1102	Tanya Kim and Stephen Snow				
1103	Albert Ho				
1104	Ted and Leila Falk	1	1		
1105	Judith Sleavin				
1106	Karter, Marjorie (Margie)	1	3	Michelle Heckman	
1107	Martha and Eric Vandyke	1	1		
1108	Vandana Khurma	1	1		
1109	Scott Lerner				
1110	James and Annette Porcelli	1	2		
1111	Jeremy Montrose				
1112	Julian Niezewski	1	1		
1113	Thomas Freedman				
1114	Robert and Patti Garsha	1	1		
1115	Paula and Joseph McGee	1	2		
1116	Jarrett Klein				
1117	Bates Machinery LLC and Thom King				

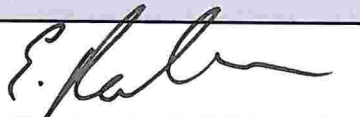
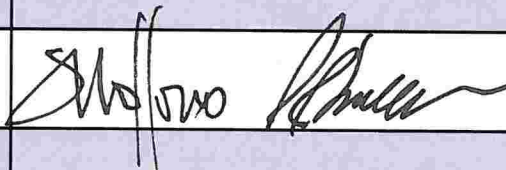
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Unit No	Name	Rec'd	Count	Proxy	Signature
1201	Roberta Rose Palmer	1	2		<i>Roberta R. Palmer</i>
1202	Sema Kirkewoog				
1203	Uwe Knorr				
1204	Megan and Thomas Wuest				
1205	Cynthia Rowe				
1206	Lisa and John Lehman				
1207	Carol Hayden	1	1		
1208	Mike Schill				
1209	Mei-Yi and Joseph Lu	1	2		
1210	Kirsten and Austin Orand				
1211	Dale Burr and Donald Kuzma	1	2		
1212	Mei-Yi and Joseph Lu	1	2		
1213	Ian Carey				
1214	Laurie Clark				
1215	Anne Lazar				
1216	Charles Edwards				
1217	Kevin Christiani				

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1301	Gary Fuqua	1	2		
1302	Julie and John McAllister	1	2		
1303	William and Jody Reed				
1304	Dianne Derse				
1305	Richard Walpole	1	2		R.K. Le
1306	Tim Gardner				
1307	Lee Anne and George Carter	1	1		
1308	Dale Burr and Don Kuzma	1	2		
1309	Nancy Stoutenburg	1	1		
1310	Eduardo and Ivan Holeman				
1311	Glenn Micallef	1	2		
1312	Michael Erickson and Barbara Shimek				
1314	Jeffrey Ghitelman				
1315	Brenda Peterson				
1316	Robert Skronchal				
1317	Juan B. Diaz III				
1323	Helen Robinson	1	2		

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Unit No	Name	Rec'd	Count	Proxy	Signature
1401	Bill Melcher and Scott Shiigi	1	1		
1402	Susan and Oren Posner				
1403	Billy Hall				
1404	Christine and Jeffrey Silna				
1405	Soloman Menashe	1	1		
1406	Ezra and Marilyn Rabie				
1407	Nancy Curcio	1	1		
1501	Sally and Paul Mollomo				
1502	Marc Walters	1	2		
1503	Harold and Elizabeth Delamarter				
1504	Michael Menashe				
1505	Carol Lewis				
				QUORUM REQUIREMENT: 34%	
		63		32.31%	