



Community Management, Inc.

# Important Memo

To: Elizabeth Lofts Owners and Residents  
From: Tom La Voie, CMCA, CCM, PCAM, Community Manager  
Date: July 22, 2019  
Re: Safety & Security Our Ref: CMI24/ELIZ176

Dear Elizabeth Lofts Residents:

Please be aware that there was a security breach at the Elizabeth this past Monday evening. A resident was using the smoker bbq outside the Community Room and evidently propped open the exterior door to the enclosed barbecue area. The resident left the Community Room unattended for a short period of time, and even though the exterior gates were closed, a transient entered the Community Room through the propped open door. Although nothing other than some refundable cans and bottles appears to have been stolen, the man was able to make quite a mess in the room.

**Please be aware that building security is your responsibility at all times.** No exterior door is to be propped open at any time, for any reason. If you witness a stranger enter the building, do not hesitate to call 911 immediately. Please also program these emergency numbers into your phone, including:

Concierge Desk (503-288-2836)

CMI After-Hours (503-233-0300)

Pacific Patrol (503-595-3440)

Portland Police non-emergency number (503-823-3333).

