

**APPROVED**

**ELIZABETH LOFTS CONDOMINIUMS  
ANNUAL MEETING MINUTES  
DECEMBER 1, 2020  
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MINUTES OF THE ANNUAL MEETING OF THE ELIZABETH LOFTS CONDOMINIUMS HELD AT 6:00 P.M. ON DECEMBER 1, 2020 VIA THE VIRTUAL FORMAT ZOOM

PRESENT: Jim Kennedy, Chairman/Treasurer  
Paul Mollomo, Secretary  
Brenda Peterson, Director  
Bob Steele, Director  
Steve Rose, Director  
Paula McGee, Director  
Tina Tsai, Commercial Director

BY INVITATION: Tom La Voie, CMCA, CAMP, PCAM, Community Manager  
Bobi Brubaker, Community Manager  
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 Chairman Jim Kennedy at 6:00 pm. Board members and CMI staff introduced themselves.

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:	38	
<u>Proxy:</u>	<u>40</u>	
Total:	78	39.8%

**II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE**

Manager La Voie certified that a Notice of Meeting was mailed to all owners of record from the office of CMI on or around November 13, 2020.

**III. ELECTRONIC VOTING**

La Voie explained that because the meeting was being held virtually, the elections would all take place at one time using the polling feature of the Zoom app. Three separate issues will be voted on: (1) the approval of the Minutes from the December 3, 2019 Annual Meeting, (2) the election of Board Members, and (3) the Approval of IRS Tax Resolution 70-604. The results of the voting are as follows:

**IV. MINUTES FROM DECEMBER 3, 2019 ANNUAL MEETING**

AGREED: By unanimous vote: It was agreed to waive the reading of the Minutes from the December 3, 2019 Annual Meeting, and the Minutes from the December 3, 2019 Annual Meeting were approved as previously circulated.

*NOTE: This is a draft of the December 1, 2020 Annual Meeting Minutes.  
This draft will be presented to the ownership for approval at the 2021 Annual Meeting.*

**V. ELECTION OF DIRECTORS**

Residential Directors: Three Residential Director positions were open for election. Current Board members Brenda Peterson, Bob Steele, and Paula McGee had agreed to run for reelection. No further nominations were received prior to the meeting. The Commercial Director position was also open for election, and current Board member Tina Tsai had agreed to run for a new term.

**AGREED: Brenda Peterson, Bob Steele, and Paula McGee were approved by majority vote of the residential owners to serve two-year terms. Tina Tsai was also approved by majority vote of the commercial owners to serve a two-year term.**

There was one write-in vote cast for John Drentlaw, a residential owner, and Mr. Drentlaw was encouraged to join a committee and submit his name for nomination for the Board at the next Annual Meeting.

**VI. TAX RESOLUTION 70-604**

Tax Resolution: La Voie explained IRS Revenue Ruling 70-604 and the requirement of the ownership to approve the resolution on an annual basis.

**AGREED: By majority vote of the owners, the Resolution for Revenue Ruling 70-604 was approved for the current tax year and all amendments thereof.**

**VII. BOARD AND COMMITTEE REPORTS**

Chairman's Report: Kennedy stated that he is proud of the residents of the Elizabeth for working together to ensure the safety of the building and the health of each other as well. Paul Mollomo mentioned his recent cross-country driving trip, noting the regional variations on mask-adherence, and gatherings, and commended the residents of the Elizabeth for their adherence to wearing masks and observing social distancing.

Paula McGee commended the work of the Concierge and Porter staff regarding how well the building is maintained, kept clean, and organized. Steve Rose seconded that commendation and added that the ELEC Committee has also done a herculean task during the pandemic. Brenda Peterson stated that the staff is to be commended for showing up to work each day and facing the coronavirus head on. She stated that this is the strongest staff that we have had during her tenure in the building. Paul Mollomo thanked La Voie and his staff for holding everything together this past year, particularly given health issues; La Voie thanked Bobi Brubaker for her help and noted that Lynn Lindell has stepped up to take on even greater responsibility throughout this time.

Emergency Preparedness Committee: Teresa Jankus appreciated the comments from the Board, and will pass those on to the committee. She stated that the committee had the opportunity this year to transition from emergency planning to emergency response, and have had to call on a lot of people to help them carry out their plans. Since April, the Elizabeth has been represented at the weekly Pearl District Neighborhood Association COVID Meetings. Many of the ideas shared at those meetings have been implemented at The Elizabeth; residents have received emails, and posters have been distributed, with reminders regarding masks, hand washing, and social distancing. Some of the things that we have done in the past had to be cancelled this year, including the hosting of social events to share important information about safety and security and holding emergency supply sales and speaker events. These events will be brought back once it is safe to do so. The committee also focused on developing plans to deal with protest activity in the neighborhood, especially during the November election. ELEC created a

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Resident Safety Plan, which was put into operation during election week. Since then, ELEC has had the opportunity to assess how well things worked. The ability to be able to provide immediate notification of danger to residents is of prime importance at this time. The annunciator that is part of the fire-life-safety system could be used in a situation of imminent danger. A mass-text app is also a possibility; residents would need to either opt in or opt out in order to receive these texts. ELEC acquired the materials to board up the front lobby windows, back lobby windows, and the generator room windows. Janus wrapped up her report asking for volunteers to join the ELEC Committee. Jankus thanked Gordon Wilfong and Eric Lipanovich, who are moving on from the Committee, leaving Bob Garsha, Larry Rosenblum, and herself as the remaining members.

Paul Mollomo reiterated the Board's appreciation for all of the hard work that the committee has provided to ensure the safety of the Elizabeth Community.

**VIII. OLD BUSINESS**

Security Panels: Brian Case reported that the security grate panels have been installed outside the community room.

New Fob and Remote Implementation: The Board discussed a date to cut off the old fobs and remotes and move to the new fob/remote system. December 15 was the date agreed on — this date should give everyone time to pick up new fobs and remotes and order any additional fobs and remotes. Owners also will be advised that the prices will increase for new fobs and remotes after December 15 (\$25 per fob and \$50 per remote).

2021 Board Meetings: Board meetings will generally be the First Tuesday of each month, with maybe the exception of February. The meeting start time will remain at 5:00 pm in 2021, as attendance has not improved with later start times.

**IX. OWNERS' FORUM**

The following issues were brought forward:

Pet owners need to be encouraged to take their pets away from the building to do their business. Perhaps the Association could consider installing a pet zone for owners to relieve their pets in a controlled area.

La Voie stated that the Rules are very clear and that the Orientation process covers that process as well.

**X. NEXT REGULAR MEETING OF THE BOARD**

The next meeting of the Board is scheduled for January 5, 2021.

**XI. ADJOURNMENT**

AGREED: Paul Mollomo moved to adjourn the meeting at 6:47 pm. Bob Steele seconded the motion, which passed without opposition.

Minutes approved at the December 7, 2021 Annual Meeting.

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

(Jim Kennedy)

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