



Community Management, Inc.

**ANNUAL OWNER'S MEETING FOR
IRVING STREET TOWERS CONDOMINIUMS OWNERS' ASSOCIATION**

All owners are hereby advised that the Annual Meeting of Irving Street Towers Condominium Association is called as follows:

DATE: December 3, 2024
TIME: 5:30 pm
PLACE: VIA REMOTE ATTENDANCE ONLY.
ZOOM LINK: <https://us06web.zoom.us/j/87079697286>
MEETING ID: 870-7969-7286
PASSCODE: 177
PHONE #: 971-247-1195

Please return the enclosed Proxy form to the offices of CMI WHETHER OR NOT YOU PLAN TO ATTEND. This is in order to ensure we have a quorum before the meeting. Please remember if the Meeting cannot be held because of a lack of quorum, the costs incurred by the Association for printing, mailing, etc., will have been wasted. If you do attend the Meeting, the Proxy will be voided.

We have included a Nomination Form for you to nominate the candidate of your choice for the Board of Directors. There will be two (2), two-year terms available on the Board of Directors. The terms of David Cox and Hannah Hartman will expire upon adjournment of the meeting.

A G E N D A

- I. CALL TO ORDER
- II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE
- III. APPROVAL OF PREVIOUS MEETING MINUTES
- IV. REPORTS OF OFFICERS
- V. ELECTION OF DIRECTORS
- VI. UNFINISHED BUSINESS
- VII. NEW BUSINESS
 - i. TAX RESOLUTION 70-604
- VIII. OWNERS FORUM
- IX. ADJOURNMENT

NOTE: There will be a short Board Meeting following the Annual Meeting.

A G E N D A

- I. CALL TO ORDER
- II. APPOINTMENT OF OFFICERS
- III. SCHEDULE NEXT BOARD MEETING
- IV. ADJOURNMENT

The Board Meeting Agenda is subject to change at any time.



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ANNUAL HOMEOWNERS MEETING
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MINUTES OF THE ANNUAL MEETING FOR IRVING STREET TOWER CONDOMINIUM OWNERS ASSOCIATION HELD AT 6:00 PM ON JANUARY 29, 2024 HELD VIA REMOTE ATTENDANCE ONLY.

BY INVITATION: Sydney Castilla, Community Manager
COMMUNITY MANAGEMENT, INC., AAMC

OWNERS: As indicated on the sign-in sheet.

CALL TO ORDER

Board President, Mark Boling, called the 2023 Annual Meeting to order at 6:04 PM.

QUORUM REPORT

Community Manager, Sydney Castilla, reported that a quorum of 27.8% of homeowners were represented in person or by proxy.

PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

Community Manager, Sydney Castilla, certified that a meeting notice and proxy form for the Annual Meeting was emailed and mailed to all owners of record by CMI on or around January 11, 2024.

APPROVAL OF PREVIOUS MEETING MINUTES

Mark Boling moved to approve the 2022 Annual Meeting minutes dated November 17, 2022. The motion was seconded by David Cox and unanimously carried.

REPORTS OF OFFICERS

CHAIR REPORT

Board President, Mark Boling, reported that the brick work was completed in the building along with several additional repairs. The damage caused by the water leaks is now also patched up. The replacement wood will be installed within the coming weeks. The Board is currently looking at upgrading the security measures and possibly contracting a porter service to pick up trash around the community.

ELECTION OF DIRECTORS

The term of Hannah Hartman expired at this meeting. Hannah graciously volunteered to serve for an additional one-year term. Due to no other nominations being received, Hannah Hartman was appointed to the Board of Directors by acclamation.

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NEW BUSINESS

TAX RESOLUTION 70-604

Mark Boiling moved to approve the Tax Resolution 70-604 for the year ending December 31, 2023. The motion was seconded by David Cox and unanimously carried.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:31 PM.

Approved: _____ Date: _____

Irving Street Towers Condominiums

Proxy Form

(Please be sure to fill in your unit numbers)

I/We the undersigned do hereby attest I/we are the owner(s) of unit number(s) _____ and I/we do hereby appoint the following Proxy valid only for the Irvington Place Condominiums Annual Homeowners Meeting to be held on December 3, 2024 and any lawful adjournments thereof.

I/We understand if I/we present myself/ourselves at the registration desk at the Meeting and sign the roster, this Proxy shall be rendered null and void and will be returned to me/us. I/We further understand this Proxy is not transferable.

I/We also understand if I/we return this Proxy signed and dated but do not check any of the boxes below my/our Proxy will be used for establishment of quorum only.

CHECK ONE BOX ONLY

[] The Chairperson of the Board of Directors, with the power of substitution if the Chairperson is not present to another Director present in alphabetical order, as my/our Proxy for the purpose of establishing a quorum ONLY.

[] The Chairperson of the Board of Directors, with the power of substitution if the Chairperson is not present to another Director present in alphabetical order, as my/our true and lawful attorney to act as my/our Proxy. I/We understand all Proxies received shall be distributed as equally as possible among all Board of Directors members present.

[] _____ to act as my/our proxy. (The person appointed must be present at the meeting in order to vote.)

IN WITNESS WHEREOF, I/we have executed this Proxy on this _____ day of _____, 2024.

(PLEASE PRINT OWNER'S NAME)

(PLEASE PRINT OWNER'S NAME)

(SIGNATURE OF OWNER)

(SIGNATURE OF OWNER)

Please return this Proxy to CMI whether you plan to attend the Meeting or not. If you do attend the Meeting, your Proxy will be returned to you. Proxies are kept on file for a period of 1 year from date of Meeting & will be destroyed after that time.

Return to: CMI, 2105 SE 9th Ave, Portland, OR 97214 or Sydneyc@communitymgt.com.



Community Management, Inc.

**Irving Street Towers Condominiums
Nomination Form for Election of Directors**

I/We would like to place the following names into nomination for election to the Board of Directors. In accordance with the Association documents, each nominee must be a legal owner reflected on the title deed at Irvington Place Condominiums.

NAME OF OWNER	ADDRESS AND TELEPHONE NUMBER(S)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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NOTE:

1. You may use this form to nominate someone to the Board and/or to place your own name into nomination.
2. Please return this completed form to CMI either via mail at 2105 SE 9th Ave, Portland, OR, 97214 or via email to Sydneyc@communitymgt.com.

