

DRAFT

BOD/27/MRHAO #205
MILLRIDGE TOWNHOME OWNERS ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
NOVEMBER 21, 2011

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING OF MILLRIDGE TOWNHOME OWNERS ASSOCIATION HELD NOVEMBER 21, 2011 AT 3:00 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½ NW 143rd PORTLAND OR 97229.

PRESENT: Rich Leflar, President
Ursula Locke, Treasurer
Kathy Shaffer-Tamblyn, Secretary
Nadine Moore, Director

BY INVITATION: Steve Meyer, Community Manager
COMMUNITY MANAGEMENT INC.,

OWNERS AS INDICATED ON THE SIGN IN SHEET KEPT IN THE MILLRIDGE CLUBHOUSE OFFICE.

I. Call to Order

Rich Leflar called the meeting to order at 3:00 p.m.

II. Introductions

Introductions commenced throughout the room.

III. Financial Report

Steve Meyer presented the financial report. Steve reviewed the account balances with the Board.

ACTION ITEM: CMI to move the amount needed that was attributed to reserves to the negative balanced operating contingency fund and work to zero out this fund.

IV. Approval of November 15, 2011 Board of Directors meeting minutes.

AGREED: Ursula Locke moved to approve the November 15, 2011 Board of Directors meeting minutes as presented. The motion was seconded and carried without objection.

V. **New Business**

A. **Updated Collection Policy Resolution**

The Board reviewed the updated collection policy resolution. The association and Board discussed at length. Many opinions were noted.

AGREED: Kathy Shaffer-Tamblyn moved to table this motion until a further time. The motion was seconded and carried without objection.

B. **Collection Matters**

ACTION ITEM: CMI to inform the collection attorney to not do anything on the account discussed.

C. **CMI Website**

The Board discussed the CMI website.

ACTION ITEM: CMI to mail out the year end newsletter, along with signed resolution and include information in the newsletter about the new CMI website.

ACTION ITEM: CMI to find out if there are any transaction fees and if so, who pays. Also find out if there is any delay.

AGREED: Kathy Shaffer-Tamblyn moved to approve the CMI website agreement. The motion was seconded and carried without objection.

VI. **Next Meeting Date**

The next meeting date will be December 22, 2011 at 6:30 p.m.

VII. **Adjourn**

The meeting was adjourned at 4:25 p.m.