

DRAFT

**AO/27/MRHAO #205
MILLRIDGE TOWNHOME OWNERS ASSOCIATION
ANNUAL MEETING
June 28, 2012
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**MINUTES OF THE ANNUAL HOMEOWNERS MEETING OF MILLRIDGE
TOWNHOME OWNERS ASSOCIATION HELD JUNE 28, 2012 AT 6:34 P.M.
AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 1/2
NW 143rd PORTLAND OR 97229.**

PRESENT: Rich Leflar, President
Kathy Shaffer-Tamblyn, Secretary
Ursula Locke, Treasurer
Tim Jackson, Director
Marcia Policar, Director

BY INVITATION: Steve Meyer, Community Manager
Jenna Mitchell, Community Administrator
COMMUNITY MANAGEMENT INC., AAMC

**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 6:36 p.m.

II. Calling Of The Roll And Certifying Of The Proxies

Steve Meyer certified that a quorum of unit owners were present in person. 20 owners present were required to meet the quorum requirement.

24 - owners present
39 - owners by proxy
63 - TOTAL OWNERS PRESENT

A quorum was met.

III. Proof Of Notice Of Meeting Or Waiver Of Notice

Steve Meyer presented the proof of notice of meeting.

IV. Discuss / Accept Minutes Of Preceding Meeting

AGREED: David Clark moved to approve the June 23, 2011 Annual

Meeting minutes as presented. The motion was seconded and carried without objection.

V. Reports Of Officers

A. Treasurers Report

Ursula Locke presented the Treasurer's report. ~~Ursula noted the total assets as listed on the community manager's report.~~ Ursula noted total assets as listed on the Community Manager's Remarks page (5/31/12 closing) did not match the total as stated on the Assets page "Designated Capital and Undesignated Operating Funds. There was a difference of \$9,795.'

VI. Reports Of Committees, If Any

A. Landscaping

This committee report will be given at the post annual Board of Directors meeting.

B. Architecture

This committee report will be given at the post annual Board of Directors meeting.

C. Pool Committee

This committee report will be given at the post annual Board of Directors meeting.

D. Maintenance

This committee report will be given at the post annual Board of Directors meeting.

E. Clubhouse Committee

This committee report will be given at the post annual Board of Directors meeting.

F. Neighborhood watch

This committee report will be given at the post annual Board of Directors meeting.

VII. Election Of Officers

Steve Meyer explained the nomination and voting process as well as the staggered terms. 4 owners ran for 4 open seats. The elections commenced and the following 4 directors were elected to the following terms:

Tim Jackson - 3 year term
Chris Scheiff - 3 year term
Kathy Shaffer-Tamblyn - 1 year term
Sue Seaver - 2 year term.

VIII. Unfinished Business

No unfinished business was presented.

IX. New Business

A. 70-604 Tax Resolution

Steve Meyer presented the 70-604 tax resolution for signatures.

AGREED: Patty Jackson move to approve the 70-604 tax resolution as presented. The motion was seconded and carried without objection.

B. US Bank Signature Card

Steve Meyer presented the US Bank signature card. Since there are no changes of positions, no update is needed on the signature card.

C. Update Annual Report

Steve Meyer presented the annual report update. Since there are no changes of positions, no update is needed

ACTION ITEM: CMI to have US Bank send a bank statement to the Treasurer's home address.

X. Next Meeting Date

TBD

XI. Adjournment

AGREED: David Clark moved to adjourn the meeting at 7:11 p.m. The motion was seconded and carried without objection.