

**MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING OF MILLRIDGE HOMEOWNERS ASSOCIATION
HELD DECEMBER 8, 2015 AT 5:30 P.M. AT THE MILLRIDGE TOWNHOMES CLUBHOUSE LOCATED AT 1610 ½
NW 143rd PORTLAND OR 97229.**

PRESENT: Isaac McGuire, President
Ursula Locke, Vice President
Sue Seaver, Treasurer
Christine Prince, Secretary

ABSENT:

BY INVITATION: Steve Meyer, CAMP, CMCA, AMS
Vice President / Community Manager
COMMUNITY MANAGEMENT INC., AAMC

I. Call to Order

Isaac McGuire called the meeting to order at 5:30 p.m.

II. Introduction

Introductions commenced throughout the room

III. Acceptance of the Agenda

Sue Seaver moved to accept the agenda as presented. The motion was seconded and carried without objection.

IV. New Business

1. Board Member Roles and Responsibilities

Steve Meyer introduced himself as the new/returning community manager. Steve spoke to the Board and HOA members about the roles and responsibilities of the Board members and Management. Steve brought a copy of the CAI Board Members Toolkit document and Roberts Rules of Order quick guides.

2. CMI Roles and Responsibilities

Steve Meyer spoke about the roles and responsibilities of CMI and management.

V. Adjourn

Christine Prince moved to adjourn at 6:31 p.m.