



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

Meeting date: December 30, 2020

Department: Board of Commissioners

Agenda Planning Date: Dec 24, 2020

Time required:

☐ Audio/Visual aids

Contact: Melissa Rounds

Phone: 503-588-5193

Department Head Signature:

### TITLE

Approve a resolution appointing Jan Fritz as the county's representative of the Courthouse Square Condominium Association, and a memorandum of action electing Jan Fritz and Allan Pollock as directors.

Issue, Description & Background

Consider approval of a resolution to designate Jan Fritz as the official representative of the Courthouse Square Condominium Association, and consider approval of a Memorandum of Action electing Jan Fritz and Allan Pollock as Directors. Marion County and Salem Area Mass Transit District are owners and members of the Association, a mutual benefit corporation. Article II, Section 6 of the Bylaws requires the owners designate at least one official representative by formal resolution. Article IV, Section 6.1 requires the owners to annually elect directors from the pool of official representatives for a one-year term, which is done through a Memorandum of Action. State law would allow terms up to five years, but that would require changing the Bylaws. The directors then subsequently elect the officers under Article V, Section 2. Currently each owner only has one representative and director.

Financial Impacts:

none

Impacts to Department & External Agencies

Designation of an official representative and annual election is required for filing state documents.

Options for Consideration:

1. Approve the Resolution appointing Jan Fritz Marion County representative of the Courthouse Square Condominium Association.
2. Approve the Memorandum of Action electing Jan Fritz and Allan Pollock as directors.
3. Do not approve at this time.

Recommendation:

Option 1 is recommended as this is a requirement of the bylaws and needed for state law filings.

List of attachments:

1. Resolution appointing Jan Fritz Marion County representative of the Courthouse Square Condominium Association.
2. Memorandum of Action electing Jan Fritz and Allan Pollock as directors.

Presenter:

Consent calendar requested.

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

---

Copies to:

Melissa Rounds, [mrounds@co.marion.or.us](mailto:mrounds@co.marion.or.us); Joanna Ritchie, [jritchie@co.marion.or.us](mailto:jritchie@co.marion.or.us)

**MEMORANDUM OF ACTION OF  
MEMBERS AND BOARD OF DIRECTORS OF  
COURTHOUSE SQUARE CONDOMINIUM ASSOCIATION**

THIS MEMORANDUM records the action taken by consent, without a meeting of the Members and Board of Directors of Courthouse Square Condominium Association, effective January 1, 2021, pursuant to ORS 65.211 and 65.341.

The following resolution is hereby adopted by the members:

RESOLVED, that Jan Fritz and Allan Pollock are elected as directors, to serve until their successors are duly qualified and elected.

The following resolution is hereby adopted by the directors:

RESOLVED, that Allan Pollock is elected as Secretary and Jan Fritz is elected as President, to serve until their successors are duly qualified and elected.

THIS MEMORANDUM is executed by all of the members and directors of Courthouse Square Condominium Association, to record this Memorandum of Action taken by them without a formal meeting, pursuant to ORS 65.211 and 65.341.

**Members:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Salem Area Mass Transit District

\_\_\_\_\_  
General Manager

**Directors:**

\_\_\_\_\_

\_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the matter of the appointment )  
of the Courthouse Square )  
Condominium representative. )

**RESOLUTION NO.** \_\_\_\_\_

This matter came before the Marion County Board of Commissioners at its scheduled public meeting, December 30, 2020, to consider the appointment of the county's representative for the Courthouse Square Condominium Association.

WHEREAS, the Declaration of the Condominium Ownership, and the bylaws for the Courthouse Square Condominium require that the board appoint an official representative who shall have authority to cast votes on behalf of the county for all purposes regarding the condominium association, and the board finds that Jan Fritz, Chief Administrative Officer, is a person qualified to act as the county's representative; now, therefore,

IT IS HEREBY RESOLVED that Jan Fritz is appointed as the official representative of Marion County for the Courthouse Square Condominium Association, effective January 1, 2021.

DATED this \_\_\_\_\_ day of December, 2020.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner