



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

December 6, 2023

Meeting date:

Department:

Board of Commissioners

Title

Approve a resolution appointing Jan Fritz as the county's representative for the Courthouse Square Condominium Association, and a Memorandum of Action electing Jan Fritz and Allan Pollock as Directors.

Agenda Planning Date:

11/21/2023

Management Update/Work Session Date:

Audio/Visual aids

Time Required

Contact:

Brenda Koenig

Phone:

503-589-3236

Requested Action:

Consider approval of a resolution to designate Jan Fritz as the official county representative for the Courthouse Square Condominium Association, and consider approval of a Memorandum of Action electing Jan Fritz and Allan Pollock as Directors for 2024.

Issue, Description & Background:

Marion County and the 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 to 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 one director.

Financial Impacts:

None.

Impacts to Department & External Agencies:

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

List of attachments:

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

Presenter:

Department Head Signature:

*Jan Fritz*

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 on December 6, 2023, 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, 2024.

DATED this 6th day of December 2023.

MARION COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**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, 2024, 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.

DATED this 6<sup>th</sup> day of December 2023.

**Members:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**Directors:**

\_\_\_\_\_  
General Manager  
Salem Area Mass Transit District

\_\_\_\_\_  
Chief Administrative Officer  
Marion County