

M E M O

Date: August 1, 2011

To: Chair J.J. McCament and Members of the Board

From: Neel Parikh, Executive Director

Subject: University Place Condominium Declaration and Operating Agreement

Last week, Steve Victor, the University Place City Attorney, sent Bill Holt what he hoped were the final drafts of the Condominium Declaration and Operating Agreement. There have not been any substantive changes to the agreements. The survey map and plan will be finalized this week, along with the easements, appropriate references and Exhibit A of the declaration. He hopes to place these documents on the August 15th City Council agenda.

Mariza Craig, City of University Place, Sally Porter Smith and I met to discuss Atrium Use Rules and Procedures. This was a very productive meeting, discussing in great detail the process for reserving the atrium space and managing the use by groups. Sally Porter Smith and Mariza will continue to work on this document. Mariza designed an application form for atrium use and Mary Getchell has developed a flyer that the city and library can give to individuals interested in using the atrium.

Our discussion during the last Board meeting regarding groups eligible to use the atrium helped move the discussion forward significantly. When control of atrium use is limited to the city and the library, it becomes relatively straight-forward. There is one more document that we will need to develop in the atrium rules. Steve Victor added the statement, "The Atrium is a public assembly space within the City's building code, but will be operated by the City and Library as a limited public forum according to an Atrium Limited Public Forum Policy developed by the City and Library. We will need to work with the city to create that document. Currently it is our thought that the only other groups besides the library would we would allow to use the atrium would be the Friends of the Library or the Foundation. The city will need to determine which groups based on a limited public forum policy.

During the Board meeting Sally will bring you up to date regarding Atrium use and I will bring you up to date on the progress of these documents.