

**BOARD OF DIRECTORS MEETING
MCNARY HIGHLANDS CONDOMINIUM
SEPTEMBER 24, 2007
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**THE MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUMS BOARD OF DIRECTORS MEETING
HELD AT 6:30 PM ON SEPTEMBER 24, 2007 AT 3433 MCNARY PARKWAY, #108, LAKE OSWEGO
OREGON.**

Present: Bill Barnes, Chairman
Molly French, Treasurer
Beth Erlendson, Secretary
Christine Sutton, Director
Brandon Hall, Director

By Invitation: Nancy Reed, Community Manager
COMMUNITY MANAGEMENT, INC

I. CALL TO ORDER

The meeting was called to order at 6:35 pm.

II. OWNER'S FORUM

The owner of unit #302 asked about the previously identified window leak. It was reported that the owner of #303 has had the television on twenty-four hours per day, despite the fact that the unit is vacant. The Board agreed that a letter would be sent to the owner.

III. APPROVAL OF PREVIOUS MEETING MINUTES

AGREED:

Beth Erlendson moved approval of the August 2007 meeting minutes as corrected. The motion was seconded and carried without objection.

IV. TREASURER'S REPORT

Molly French reviewed the Accounts Receivable for the Board of Directors. French reported that through August 31st, the variations in the budget were within a normal range. French reported that the Association was currently \$4,000 over the annual budget.

V. 2008 BUDGET

Molly French reported that CMI prepared a draft 2008 budget with a 5% increase in operating expenses and a 2.4% overall increase.

VI. COMMUNITY MANAGER'S STATUS REPORT

Nancy Reed reported on the status of the interior repairs at unit #602, and that there is a meeting with the unit owner and HPS Inc. tomorrow to discuss the finer points.

Reed reported on the Western Architectural Proposal. The Board discussed the pricing of the proposal and agreed that it was too high. Bill Barnes suggested inviting Eric back to fine tune the proposal. Barnes also suggested meeting with another consultant to discuss options.

VII. NEW BUSINESS

- A. Asphalt Work** – The Board authorized Nancy Reed to have Greg Clemmons propose a plan of action for asphalt repair.
- B. Annual Review** – Nancy Reed presented the Annual Review and tax statements for signature to the Board. Bill Barnes signed both documents for the Board.

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- C. Comcast Bulk Cable Agreement** – Bill Barnes signed the Comcast Bulk Cable Agreement.
- D. Insurance Review – AGREED:**
Brandon Hall moved approval of engaging Kipp Co. for the insurance policy review. The motion was seconded and unanimously approved.
- E. Lighting Inspection** – Beth Erlendson reported that there would be a lighting inspection this week, which could result in rebates and incentives from PGE.
- F. Catch Basin Cleaning – AGREED:**
Bill Barnes moved approval of accepting the low bid for catch basin cleaning. The motion was unanimously approved.
- G. Deck Cleaning** – The Board came to a consensus to not power wash the decks. The Board said that the deck recommendations should be included in the building envelope inspection.
- H. Carport Sweeping** – Christine Suttor said that she would like the Association to increase the amount of janitorial service to help keep the Association property cleaner. Chris will prepare a scope of work in order to get bids.

VIII. ADJOURNMENT

The meeting was adjourned at 8:45 PM.