

**BOARD OF DIRECTORS ANNUAL RETREAT MEETING  
MCNARY HIGHLANDS CONDOMINIUM  
FEBRUARY 9, 2008  
Page 1 of 2**

**THE MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUMS BOARD OF DIRECTORS ANNUAL RETREAT HELD FROM 9:00 AM TO 1:00PM ON FEBRUARY 09, 2008 AT THE MOUNTAIN PARK RECREATION CENTER, LAKE OSWEGO OREGON.**

**Present:** Bill Barnes, Chairman  
Beth Erlendson, Secretary  
Christine Sutton, Director  
Brandon Hall, Director

**Absent:** Molly French, Treasurer

**By Invitation:** Ken Sutton, Owner

**I. CALL TO ORDER**

The meeting was called to order at 9:00 am.

**II. Review of Financial Reports and Reserve Fund Status**

The 2002 to 2008 Actual Operating Income and Expenses, 2002 to 2007 Actual Reserve Income and Expenses, 2007 Reserve Student Expense Projects, and the Projected 5 Year Reserve Balance documents were examined.

**AGREED:**

It was moved that a minimum of \$30,000 was to be maintained at all times in the undesignated reserve fund for unforeseen expenses. The motion was seconded and unanimously approved.

**III. Discussion of Building Inspection Report Recommendations**

The Building Inspection Report by Ken Giblin and its recommendations was reviewed.

**AGREED:**

It was agreed that an ongoing property maintenance program needs to be implemented.

The highest priority items were identified as electrical repairs, window and door caulking, eliminating standing water under buildings 1 to 4, replacing the rear decks of buildings 1 to 4, fixing and painting any dry rot problems in buildings 5 to 8 as well as the fronts of buildings 1 to 4, landscaping, asphalt repair, replacing exterior lights, landscaping of trees, and repair of bulletin boards. All of the above should be done with attention to overall building aesthetics such as an attractive paint scheme and low maintenance items such as composite building deck materials and powder aluminum railings.

**IV. Discussion of Property Management Issues, Review of Long Term Contracts, and Service Level Agreements**

The CMI contract and a service level agreement document were reviewed.

**AGREED:**

It was agreed that the CMI contract and a service level agreement document would be discussed with CMI. It was agreed that an annual/bi-annual review of any contracts and solicitation of bids would be done.

**V. Action Items**

The following action items were agreed upon:

1. Acquisition of cost quotations for the replacement of the rear decks of buildings 1 to 4 ó assigned to Ken Sutton
2. Acquisition of cost quotations for the repair and painting of all dry-rot, paint, caulking etc. repair items mentioned in the Building Inspection Report by Ken Giblin ó assigned to Ken and Chris Sutton
3. Acquisition of cost quotations for pressure washing all decks, stairs, and fire escapes ó assigned to Brandon Hall
4. Acquisition of cost quotations for the elimination of standing water underneath buildings 1 to 4 ó assigned to Brandon Hall
5. Acquisition of cost quotations for the cleaning and sealing of the asphalt parking lot ó assigned to Brandon Hall
6. Acquisition of cost quotations for the replacement of the exterior building lights and electrical repair items ó assigned to Beth Erlendson
7. Acquisition of cost quotations for the replacement of trees, landscaping, and water sprinkler system ó assigned to Chris Sutton and Beth Erlendson
8. Review of property management issues and service level agreement with CMI ó assigned to Bill Barnes

**VI. Adjournment**

The meeting was adjourned at 1:00 PM.