

approved

**BOARD OF DIRECTORS MEETING  
MCNARY HIGHLANDS CONDOMINIUM  
FEBRUARY 25, 2008  
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**THE MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUMS BOARD OF DIRECTORS MEETING  
HELD ON FEBRUARY 25, 2008, AT 6:30 PM AT 3433 MCNARY PARKWAY #108, LAKE OSWEGO,  
OREGON**

**Present:** Molly French, Treasurer  
Beth Erlendson, Secretary  
Christine Sutton, Director  
Brandon Hall, Director

**Absent:** Bill Barnes, Chairman

**By Invitation:** Vern Newcomb  
**American Benefits, Inc**  
Nancy L. La Voie, Community Manager  
**Community Management, Inc**

**I. Call to Order**

The meeting was called to order at 6:30 pm by Secretary Beth Erlendson.

**II. Insurance Review**

Vern Newcomb of American Benefits, Inc. was introduced. Newcomb reviewed the Association's current insurance policy.

**III. Owners Forum**

The owner of Unit 408 presented concerns about a recent leak repair in his unit.

**IV. Approval of December Meeting Minutes**

**AGREED:**

Brandon Hall made a motion to accept the January meeting minutes as submitted. The motion was seconded by Chris Sutton and was carried unanimously.

**V. Financial Report**

**AGREED:**

The January Financial Statement was accepted by unanimous consent.

**VI. Unfinished Business**

**A. Lighting Upgrade** - Beth Erlendson reported that the light manufacturers have extended an additional \$800 discount due to a delay in shipping. Erlendson also reported that the Oregon Energy Trust has increased a rebate incentive from \$10 per light fixture to \$25 per fixture.

**AGREED:**

Beth Erlendson made a motion to accept the proposal from Jarmer Electric to replace four light poles for \$2,525 and thirty-two (32) flood lights for \$3,120. The motion was seconded by Brandon Hall and was carried unanimously.

**B. Gutter Repairs** – Chris Sutton reported that she had called regarding a problem with the gutters on Building 4. The Board authorized up to \$400 for repairs of these gutters.

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- C. Deck Replacement** – Ken Sutton presented four bids for deck replacement. Those presented were from Creative Fences and Decks, Adrian’s Fencing and Decks, American Classic Decks and Fences, and Northwest Deckscapes. A discussion followed regarding what type of rail would be installed around the decks

**ACTION:**

The Board will continue to look at railing options.

- D. Other Maintenance** – Brandon Hall reported that he has been talking with companies regarding the washing of the buildings and sidewalks. Chris Sutton reported that she had prepared bid specifications for various carpentry repairs, and had submitted bid requests to JR Johnson Construction and Keizer Construction.
- E. Carport Cleanup** – Ken Sutton reported that he had uploaded of pictures of carports with unlawful items in them onto the Association website. The Board authorized CMI to send Rules Enforcement Letters to all owners of the offending carports per the website photos.

**VII. Adjournment**

There being no further business, the meeting was adjourned at 9:15 PM.