

**MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS
MEETING HELD AT 6:00 PM AT 3433 MCNARY PARKWAY #108, LAKE OSWEGO,
OREGON 97035.**

PRESENT: Beth Erlendson, Chair
Bill Barnes, Treasurer
Ann Condon, Secretary
Christine Sutton, Director

ABSENT: Brandon Hall, Director

BY INVITATION: Nancy La Voie, Community Manager
Cheryl Brendle, Senior Vice President
Community Management, Inc., AAMC
Del Starr
JR Johnson, Inc.

I. CALL TO ORDER

The meeting was called to order at 6:30 PM by Chair Beth Erlendson.

II. BUILDING REPAIR UPDATE

The Board reviewed the changes orders for Buildings 1 and 2 presented by Del Starr of JR Johnson, Inc. The change order for Building 1 is to repair two (2) rotted beams at the entry of Units 106 and 107 for a cost of \$5,461.78. The change order for Building 2 is to repair interior wall damage on the east end of the building for a cost of \$14,641.47. Chris Sutton expressed interest in having the Board establish a process for future change order approval.

A discussion followed regarding the urgency of the repairs for Building 1 and whether they could be put off until the following year.

Agreed: Bill Barnes made a motion to approve the change order for Building 2 for a total of \$14,641.47. The motion was seconded by Ann Condon and carried unanimously.

Agreed: Bill Barnes made a motion to approve the change order for Building 1 for a total of \$5,461.78. The motion was seconded by Ann Condon and carried unanimously.

Starr reported that he should have the total costs for the change orders on Buildings 3 and 4 by the end of the week.

III. APPROVAL OF PREVIOUS MEETING MINUTES

Agreed: Bill Barnes made a motion to approve the previous meeting minutes as written. The motion was seconded by Ann Condon and carried unanimously.

IV. OWNER'S FORUM

Owner Glen Miller requested clarification of the contract with JR Johnson. He recommended that the Board require time sheets on change order billings.

V. TREASURER'S REPORT

Treasurer Bill Barnes presented the financial report. The Board reviewed the delinquent account status update provided by CMI.

Cheryl Brendle reviewed a cash flow analysis spreadsheet and recommended that several expenses that had been classified as operating expenses should be re-classified as reserve expenses.

Agreed: Bill Barnes made a motion to reimburse the tree pruning expense, the building inspection expense, and the irrigation controller replacement from the reserve funds. The motion was seconded by Beth Erlendson and carried unanimously.

VI. MANAGER'S STATUS REPORT

Nancy La Voie gave an overview of the call log report from Full Focus.

VII. OLD BUSINESS

- A. Deck Replacement Discussion** – The Board agreed that deck redesign and replacement should be postponed until after the JR Johnson work is complete and the total cost is determined.
- B. Exterior Lighting** – Beth Erlendson reported that the Energy Trust of Oregon had completed their final inspection of the lighting upgrade. Owner Ken Sutton requested the Board consider a tall pole light at the entrance of the driveway, and offered to obtain a bid for such from Jarmer Electric.
- C. Landscape Enhancements** – A discussion began regarding whether to move forward with the landscape renovations in lieu of deck replacements at this time.

Agreed: Chris Sutton made a motion to accept the proposal from Pacific Landscape for entry way enhancement at a cost of up to \$1,500. The motion was seconded by Bill Barnes and carried unanimously.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:11 PM.