

**MCNARY HIGHLANDS CONDOMINIUM
BOARD OF DIRECTORS MEETING
JULY 28, 2008
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**MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF
DIRECTORS MEETING HELD ON JULY 28, 2008 AT 6:30 PM AT 3433
MCNARY PARKWAY #108, LAKE OSWEGO, OREGON 97035.**

PRESENT:

Beth Erlendson, Chairman
Ann Condon, Secretary
Bill Barnes, Treasurer
Christine Sutton, Director
Brandon Hall, Director

BY INVITATION:

Debra Leloff, Community Manager
Cheryl Brendle, Senior Vice President
Community Management, Inc.,
Del Starr, Project Manager
JR Johnson, Inc.

I. CALL TO ORDER

The meeting was called to order at 6:36 by Chairman Beth Erlendson.

II. APPROVAL OF JUNE MEETING MINUTES

Agreed: Christine Sutton moved approval of the June meeting minutes as submitted. The motion was seconded and it was carried unanimously.

III. RESERVE STUDY UPDATE

A proposal from WSSC to update the reserve study was reviewed. Options for an on-site update (\$950) versus an off-site update (\$350) are discussed. Development or update of a maintenance plan will cost an additional \$350.

Agreed: Upon motion made by Bill Barnes, seconded and carried without objection, the contract for updating the reserve study is approved. Treasurer Barnes and Director Hall will talk to the consultant to determine which option is to be selected.

IV. FINANCIAL REPORT – TREASURER BILL BARNES

Agreed: Bill Barnes moved ratification of JR Johnson Change Order 3A in the amount of \$11,120. The motion was seconded, and carried without objection.

Agreed: Bill Barnes moved approval of JR Johnson change order 1A in the amount of \$4,964.93. The motion was seconded, and carried without objection.

V. DECK MAINTENANCE & REPAIR ISSUES

- a. A bid from Virtue Professional Property Maintenance Services was reviewed. The bid is for pressure washing the rear decks for buildings 1 through 4 at a price of \$2,259. It was determined that this contract had been approved and signed at the last meeting. Community Manager Leloff said that JR Johnson

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wants to power wash the decks, if they are to perform the repair work. The Board did not rescind its previous decision.

- b.** CMI will obtain a bid for washing and staining the decks in buildings 5-8 from Virtue Maintenance Services.
- c.** JR Johnson's bid for repairing, rather than replacing the lower decks will be considered as soon as it is received. This option will be considered to extend the usable life of the deck, thus giving the Association more time to accumulate funds for the replacement.
- d.** Brandon Hall reported that JR Johnson's work on the deck #603 is inadequate. CMI will talk to the contractor to ask them to complete it correctly.

VI. GUTTER CLEANING

The Board agreed that the 2008 budget for gutter cleaning was unrealistically low. This will be adjusted when the 2009 budget is adopted. The Board determined that Interstate Roofing would not be asked to perform this work in the future due to issues related to the 2007/2008 work.

Agreed: CMI will obtain bids from other vendors for this work.

VII. INSTALLATION OF LIGHT AT MAIN ENTRY

The Board reviewed a proposal from Jarmer Electric for adding lighting to the area near the main entry:

Option 1: 20' pole light to match light on site for \$2,850

Option 2: Add three ground lights for \$1675

Option 3: Add low voltage ground lighting to wash light across the road for \$1275

Agreed: Option 2 is preferred by a majority of the Board. This item will not be funded at this time, but will be reconsidered once the current repairs are completed.

VIII. OTHER BUSINESS

- a.** Director Hall reported that the work being done on the deck of 603 is poor. CMI will follow up with JR Johnson to find out if the work is complete and to discuss the deficiencies.
- b.** The owner of unit 101 reported damage to the walls of her deck. CMI will have JR Johnson inspect this deck and provide the Board with a recommendation on needed repairs.
- c.** Non-skid tread installation – Ken Sutton said these should have been installed earlier this year. CMI will check its records to see if non skid steps were applied and when they were approved by the Board.
- d.** Ken Sutton said that residents in building 2 reported peeling paint of their decks in February or March 2008. CMI will check its records to determine what was done about this.
- e.** Director Hall reported that Pacific Landscape is not operating to standard. He suggested they pay more attention to pruning on the upper side of the upper buildings. CMI will contact Pacific to discuss these areas. Hall reported that the owner of #601 is unsatisfied as well. It was determined that this owner should

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be invited to participate in the landscape committee and should be asked to voice her concerns to CMI rather than to her neighbor/directors.

- f. Registration of vehicles - CMI will gather a list of vehicles currently registered and another registration form will be sent to residents with the next newsletter.
- g. Parking – A lengthy discussion took place on parking issues, existing parking restrictions and whether the open parking spaces could be allocated to certain units. CMI will give the Board samples of how other condominiums handle parking.
- h. CMI will schedule the seal coating and striping work.
- i. Deck #408 – photos of damage and unfinished work on this deck were reviewed. CMI will check with JR Johnson to determine what repairs need to be made to complete this deck.
- j. A newsletter will be drafted to bring unit owners up-to-date on the projects which are underway.

IX. NEXT MEETING DATE

The next regularly scheduled Board meeting will be held on August 25, 2008 in unit #108.

X. MEETING ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 p.m.

XI. EXECUTIVE SESSION

An executive session was convened at 8:35 p.m. to discuss accounts receivable.

XII. MEETING ADJOURNMENT

The executive session was adjourned at 8:50 pm.