

**APPROVED**

**MCNARY HIGHLANDS CONDOMINIUM  
BOARD OF DIRECTORS MEETING  
JUNE 4, 2009  
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**MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF  
DIRECTORS MEETING HELD ON THURSDAY JUNE 4, 2009 AT 6:30 P.M.  
AT 3433 MCNARY PARKWAY #108, LAKE OSWEGO, OREGON 97035.**

**PRESENT:**

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

**BY INVITATION:**

Joel McDonell, Community Manager  
**Community Management, Inc.**

**I. CALL TO ORDER**

Beth Erlendson called the meeting to order at 6:35 PM.

**II. APPROVAL OF AGENDA**

**AGREED** – Beth Erlendson moved approval of the agenda with the addition of approval of 2009 annual minutes following approval of May 19, 2009 minutes. The motion was seconded and carried without objection.

**III. APPROVAL OF MAY 19, 2009 MINUTES**

**AGREED** – Ann Condon moved approval of the May 19, 2009 minutes as circulated. The motion was seconded and carried without objection.

**IV. APPROVAL OF 2009 ANNUAL MEETING MINUTES DRAFT**

**AGREED** – Beth Erlendson moved approval of the 2009 annual meeting minutes as circulated. The motion was seconded and carried without objection.

**V. PAINTING COMMITTEE REPORT**

Glen Miller presented the painting bids for the paint project after his analysis.

**AGREED** – Chris Sutton moved approval of Precision 1 Coatings for the paint project for \$111,156. The motion was seconded and carried without objection.

**VI. WINDOW COMMITTEE**

The Window Committee had reviewed the garden window in 703. They also sent out a window questionnaire in order to assess how many units

were planning to replace their windows. Further discussion and research was required to make a recommendation for the Association.

**TABLED** – The Window Committee will report its decision at the next meeting.

**VII. DECK REPAIR BIDS**

The Board discussed approval of deck repair bids for the back decks on units 201, 212, 307 and 406. The bidders were JR Johnson and Aspen Siding & Windows and Willco Painting & Construction.

**TABLED** – Glen Miller will work with Precision 1 Coatings to provide a bid for repairing the back decks on the specified units.

**VIII. CHIMNEY CHASE REPAIRS**

The Board discussed approval of chimney chase repairs by JR Johnson or Aspen Siding and Windows.

**TABLED** – Glen Miller will work with Precision 1 Coatings to provide a bid for repairing the chimney chases.

**IX. ROOF WASHING**

The Board discussed two bids for washing the roof tiles. The bidders were CC&L Roofing and Virtue Professional Maintenance.

**AGREED** – Brandon Hall moved approval of the CC&L bid for \$7,246 with the stipulation that they must use a non-toxic chemical to clean roof. The motion was seconded and carried without objection.

**X. HOUSE RULES ENFORCEMENT**

The Board discussed the foundation of a House Rules Committee. They also discussed adding to the parking section of the House Rules.

**AGREED** – The House Rules Committee was formed with Brandon Hall, Beth Erlendson, Ann Condon and Ken Sutton as members.

Chris Sutton moved approval of an amendment to the House Rules. No owner, resident, tenant or guest may park in front of their garage/carport overnight. The carport/garage is primary parking and an additional vehicle should be parked in a designated space in front of the building in which the resident resides. The exception being building 8. Ann Condon seconded the motion. The motion went to a vote with Chris Sutton, Ann Condon, Beth Erlendson and Bill Barnes voting in favor. Brandon Hall voted against the motion. The motion carries.

Brandon Hall moved approval of enforcing the House Rules as set forth by the Association's documents. There was no second for the motion hence the motion was not considered.

**XI. BANK LOAN**

The Board discussed approval of proceeding with a bank loan to fund the paint project. The banks presented to the Board were Ironestone Bank, Community Association Banc, U.S. Bank and Union Bank of California.

**AGREED** – Ann Condon moved authorization for Bill to apply for a loan with each bank. The amount requested for the Association is \$120,000 with a term of 5-6 years. Chris Sutton seconded the motion. The motion went to a vote with Chris Sutton, Ann Condon, Beth Erlendson and Bill Barnes voting in favor. Brandon Hall voted against the motion. The motion carries.

**XII. RESERVE STUDY UPDATE**

**AGREED**– Brandon Hall moved approval of WSSC conducting the reserve study update for 2010. The motion was seconded and carried without objection.

**XIII. ARCHITECTURAL REVIEW**

The Board discussed the approval of the Sutton's kitchen upgrade which included marble countertops.

**AGREED** – Bill Barnes moved approval of the Sutton's kitchen upgrade after reviewing the submitted application. The motion was seconded and carried without objection.

**XIV. EXECUTIVE SESSION**

The Board adjourned to hold an executive session to discuss accounts in collections.

**XV. NEXT MEETING**

The next Board meeting will be held on Monday, June 22, 2009 at 6:30pm in unit #108.

**XVI. ADJOURNEMENT**

There being no further business to consider, the meeting was adjourned at 9:30PM.

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**ACTION ITEMS**

**CMI:**

1. Provide Bill with documents the banks will need in order to process the loan.

**Beth:**

1. Work on a marketing plan tailored to homeowners for an Association loan.
2. Walk the property in anticipation for a house rules discussion.

**Bill:**

1. Fill out bank loan applications within the guidelines agreed upon during the Board meeting.

**Ann:**

1. Walk the property in anticipation for a house rules discussion.