

APPROVED

MCNARY HIGHLANDS CONDOMINIUM  
BOARD OF DIRECTORS MEETING  
OCTOBER 24, 2011  
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MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS  
MEETING HELD ON MONDAY, OCTOBER 24, 2011 AT 6:30 P.M. AT 3433 MCNARY  
PARKWAY #108, LAKE OSWEGO, OREGON 97035.

**PRESENT:** Chris Sutton, Chairperson  
Bill Barnes, Treasurer  
Ann Condon, Secretary  
Glen Miller, Director  
Gille Wilbanks, Director

**BY INVITATION:** Joel McDonell, Community Manager  
**Community Management, Inc.**

**OWNERS PRESENT:** AS INDICATED ON SIGN IN SHEET

**I. CALL TO ORDER**

The meeting was called to order at 6:30 PM.

**II. APPROVAL/AMENDMENT OF AGENDA**

The agenda was approved as presented.

**III. APPROVAL OF SEPTEMBER 26, 2011 MINUTES**

**AGREED:** Ann Condon moved approval of the September 26, 2011 minutes. The motion was seconded and carried without objection.

**IV. COMMITTEE REPORTS**

**A. House Rules**

The Board discussed the House Rules updates. No decisions were made.

**V. NEW BUSINESS**

**a. 2012 Budget**

The Board discussed the 2012 budget.

**AGREED:** Bill Barnes moved approval of the 2012 budget with a 2.99% increase. The motion was seconded and carried without objection.

**b. 2012 Reserve Study**

The Board discussed the 2012 Reserve Study.

**AGREED:** Bill Barnes moved approval of the 2012 Reserve Study. The motion was seconded and carried without objection.

**C. Schwindt Engagement Letter**

The Board discussed the Schwindt Engagement Letter for the yearly financial review and tax submittal.

**AGREED:** Gille Wilbanks moved approval of the 3 Year Engagement with Schwindt. The motion was seconded and carried without objection.

**d. DeSantis Proposal**

The Board discussed the DeSantis Proposal.

**AGREED:** Gille Wilbanks moved approval of the DeSantis proposal contingent upon adding the sapling and brush removal for all Buildings 1 - 4. The motion was seconded and carried without objection.

**e. Virtue Proposal**

The Board discussed the Virtue Gutter Repair Proposal.

**AGREED:** Chris Sutton moved approval of the Virtue Proposal. The motion was seconded and carried without objection.

**f. Storm Drain Cleaning**

The Board discussed the storm drain cleaning proposal from River City.

**AGREED:** Gille Wilbanks moved approval of the River City storm drain cleaning proposal. The motion was seconded and carried without objection.

**g. Unit 805 Modification Form**

The Board discussed the Unit 805 Modification Form.

**AGREED:** Bill Barnes moved approval of the Unit 805 Modification Request contingent upon the owner being aware they are responsible for any leaks or damage associated with this modification. The motion was seconded and carried without objection.

**VI. REVIEW OF ACTION ITEMS/DECISIONS**

Community Manager Joel McDonell reviewed the list of items to be completed and decisions made during the meeting.

CMI:

- Schedule gutter cleaning after the leaves fall.
- Schedule catch basin cleaning in December.
- Send letter to 805 informing them of their responsibility
- Send new rental cap ballot to those that have not responded. Contact via phone and email as well.
- Send violation to the owners in building 8 who are parking outside their garages.

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**VII. ADJOURNMENT FOR EXECUTIVE SESSION**

The regular Board meeting was adjourned at 8:07PM so the Board could hold an Executive Session.

**VIII. CALL TO ORDER FOR EXECUTIVE SESSION**

The Chair called the Executive Session to order at 8:12PM.

**IX. ACCOUNT RECIEVABLE**

**AGREED:** Chris Sutton moved approval of item 2 of attorney's recommendation. The motion was seconded and carried without objection.

**X. CONFIRM NEXT MEETING DATE/PLACE**

The next meeting will take place on December 5, 2011.

**XI. ADJOURNMENT**

There being no further business, the Board adjourned at 8:26 p.m.