

**APPROVED**

**MCNARY HIGHLANDS CONDOMINIUM  
BOARD OF DIRECTORS MEETING  
May 16, 2013  
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**MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS MEETING HELD ON  
May 16, 2013 AT 6:30P.M. AT MOUNTAIN PARK RECREATION CENTER 2 MOUNTAIN JEFFERSON  
TERRACE, LAKE OSWEGO, OR 97035**

**PRESENT:** Gille Wilbanks, Chairperson  
Martha Maroney, Secretary  
Ann Condon, Director  
Ken Sutton, Treasurer

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

**OWNERS PRESENT:** Glen Miller, Gwen Anderson, Patsy Lally, Pat  
Segars, Chris Sutton and Connie Willbanks

**I. CALL TO ORDER**

The meeting was called to order at 6:40pm.

**II. APPROVAL OF MEETING AGENDA**

The agenda was approved as amended adding Executive Session as item IX and Dog Bog Valve as an item before item D under New Business.

**III. COMMITTEE REPORT:**

Glen Miller updated the Board on the current tree removal project. The City of Lake Oswego's arborist denied the request as they do not think there is delaminated root rot. The Cities advice is to remove the trees through the traditional process. Glen did not recommend going back through D.D. Hunter Arborist to appeal the decision. Dennis' 7 D's would design a plan for free if they got the overall business for replanting. Glen recommended using them for the project. Glen will meet with the City and Gille Willbanks requested he be included in the meeting.

**TABLED:** The Board tabled discussion until the next meeting.

**IV. NEW BUSINESS**

**a. Planned Meeting Schedule**

The Board discussed the meeting schedule for the rest of the year.

**AGREED:** Ken Sutton moved for approval of meeting the fourth Thursday of each month minus November and December. The motion was seconded and carried without objection.

**b. Fifth Board Position**

The Board discussed the open Board position that was vacated after the annual meeting due to a nominee not being a deeded owner.

**TABLED:** The Board tabled discussion until the next meeting.

c. **2014 Reserve Study Proposal**

The Board discussed the reserve study proposal

**AGREED:** Ann moved approval of using Schwindt & Co. for the drafting the report. The motion was seconded and carried without objection.

d. **Architectural Review Requests**

- **Unit 104 – Hanging Basket Request**

**AGREED:** Ken moved that the one in the beam can stay and CMI remove the other hook. If she wants another hook she can pay for it herself. The motion was seconded and carried without objection.

- **Unit 106 – Carpet Install**

The new owner would like to put new carpet in the unit.

**AGREED:** Ken moved approval of the carpet request. The motion was seconded and carried without objection.

- **Unit 402 – Basket Request**

**AGREED:** Martha moved approval of the request to hang a hanging basket on the back deck. The motion was seconded, Gille abstained while Ken, Martha and Ann approved. The motion carried.

e. **Roof Inspection Proposal**

The Board discussed the roof inspection proposal.

**AGREED:** Ken moved approval of the bid from Inspectek to inspect the roofs at the property. The motion was seconded and carried without objection.

f. **Modification of HOA Billing forms: Inclusion of Utilities:**

The Board discussed what steps would need to be taken to charge separate variable rates for water usage instead of a flat fee.

**TABLED:** The Board tabled discussion until the next meeting.

g. **Construction Contracts Proposals**

The Board discussed the proposals obtained after a walkthrough with I&E Construction, Aspen Exteriors and Charter Construction.

**TABLED:** The Board tabled discussion until the next meeting

h. **CMI Billing Cycle Issues**

The Board discussed CMI's billing cycle and reasons for late payments.

**TABLED:** The Board tabled discussion until the next meeting

i. **Landscaping Plan**

Chris Sutton reported on the landscaping plan. They discussed eliminating the grass in certain areas, they will only eliminate lawn 3 between 2 and 3 and on the north end of building 4 "The Dog Bog".

**AGREED:** Ken moved approval of keeping the other grass areas and replanting the grass in the entry triangle and removing the grass between buildings 2-3. The motion was seconded and carried without objection.

j. **Unit 401 Violation Response**

The Board discussed the violation response sent by the owner of unit 401.

**AGREED:** Ann moved approval of removing the fines and if the bus parks overnight a new fine will be assessed and the old fines will be placed on the account. The motion was seconded and carried without objection.

k. **Lace Bug Infestation**

**TABLED:** The Board tabled discussion until the next meeting.

V. **OLD BUSINESS**

A. **Local Erosion Issues**

**TABLED:** The Board tabled discussion until the next meeting.

B. **Water Conservation Plan**

**TABLED:** The Board tabled discussion until the next meeting.

C. **Low-Flow Toiled Rebates**

**TABLED:** The Board tabled discussion until the next meeting.

D. **Leak Investigation**

Ken Sutton discussed his research into the feasibility of placing water meters on the buildings and the results of the leak detection project.

**TABLED:** The Board tabled discussion until the next meeting.

VI. **NEXT MEETING**

The next meeting is scheduled for June 27, 2013.

VII. **ADJOURNMENT**

The meeting was adjourned for an Executive Session to discuss accounts receivable at 8:40pm

VIII. **CALL TO ORDER**

The meeting was called back to order at 8:50pm

IX. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:50pm.