

APPROVED

MCNARY HIGHLANDS CONDOMINIUM
BOARD OF DIRECTORS MEETING
July 25, 2013
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MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS MEETING HELD ON JULY 25, 2013, 6:30P.M., AT MOUNTAIN PARK RECREATION CENTER, 2 MOUNTAIN JEFFERSON TERRACE, LAKE OSWEGO, OREGON 97035

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

BY INVITATION: None

OWNERS PRESENT: As indicated on the sign-in sheet

I. CALL TO ORDER

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

II. APPROVAL OF MEETING AGENDA

The agenda was approved as amended with the addition of the following under New Business: (1) status reporting on water submeter proposals, manhole covers, general construction work, and stair-tread repair (per 07-25-2013 11:48a email from Joel), (2) landscaping and repair issues, (3) establishing a better way of documenting landscaping and repair issues; and (4) confirming Joel McDonell's plans for attendance at future meetings.

III. APPROVAL OF MEETING MINUTES JUNE 27, 2013

The Board discussed approval of the minutes from the meeting of June 27, 2013. The motion was seconded and carried without objection. The board also mentioned a problem with the minutes of the February meeting and reported the problem had been resolved.

AGREED: Ann Condon moved approval of the meeting minutes from the June 27, 2013, meeting.

IV. NEW BUSINESS

a. Commercial Vehicle Parking – Unit 705

After much discussion the Board agreed that Gille Wilbanks will draft a letter to the owner whose tenant is parking a commercial vehicle in public space, with copies also sent to the rental-management company and the tenant. In that letter, Gil will enumerate three violations: (1) subletting, (2) failure to submit change-of-residence and new-tenant forms, and (3) parking of the commercial vehicle. The letter, which will include a "drop dead" date by which the violations must be remedied or fines will ensue, will be submitted to the Board for approval before being sent by CMI on CMI letterhead.

AGREED: Martha Maroney moved approval of this approach. The motion was seconded and carried without objection.

b. Summer Picnic

The Board announced that our insurance company has agreed to fund a summer picnic up to the amount of \$300. plans for a summer picnic to be held Sunday, September 15, starting at 4:00 p.m. Gille and Connie Wilbanks agreed to create and distribute notices.

AGREED: Ken Sutton moved approval of this approach. The motion was seconded and carried without objection.

c. Landscaping

The Board discussed watering problems in front of building 4, the repair of a leaky valve, Mugo-pines problems and dying grass at the entrance to the property, erosion in front of buildings 2 and 3, the need for a landscape plan for the tree area south of buildings 1-4, and Ivy growing in the stairwell near unit 308. Ken Sutton reported that DeSantis Landscape had fixed the broken valve. The Board agreed that the Mugo pines could be severely trimmed or removed.

Regarding the other items, Gille Wilbanks agreed to inform DeSantis after the next walk-through of what needs to be addressed (including the Mugo pines); he will schedule a landscape walk-through with Trey; and he will solicit a landscape plan for the tree area south of buildings 1-4. He will then inform Ken of the scheduling. Ken agreed to obtain a map of current irrigation zones from DeSantis.

AGREED: Ann Condon moved approval of this approach. The motion was seconded and carried without objection.

d. Unit 704 Repairs

Ken Sutton reported that 704 owner Shawn Howard reported problems with roof-eave end-cap tiles and Ken agreed to ask Joel about this. Ken also agreed to ask Joel for exterior inventory files and photos for each unit.

e. Window Washing

The Board discussed scheduling a visit from Kelly's Heroes, probably in August, and informing owners of this so they can arrange for washing as they choose. It was understood that this was a volunteer project for the owners as this expense is not covered by the Association. Ann Condon will ask Joel to schedule the visit and email the notice; Martha Maroney will post it.

AGREED: Ann Condon moved approval of this approach. The motion was seconded and carried without objection.

f. Documenting Landscaping and Repair Issues

Ken agreed to set up a Picasa web album for displaying photos to document landscaping and repair issues.

g. Joel McDonell Attendance

Gille Wilbanks will confirm that Joel will be in attendance at the following Board meetings, per Gil's 02/01/13 email to Joel: August 22, Dogwood Room, MPRC; September 26, Lupine Room, MPRC; October 24, Dogwood Room, MPRC.

V. OLD BUSINESS

a. **Diseased-Tree Status, Budget, Potential Costs, and Future Plan**

The Board understood that the suggestion of brown rot from the private arborist's report was corroborated by public studies, precluding the need for large-scale changes. Instead, Gille Wilbanks volunteered that in exchange for his own services a landscape architecture has agreed to provide a plan, free of charge. The Board will take no action on this matter until after that plan is presented.

AGREED: Martha Maroney moved approval of this approach. The motion was seconded and carried without objection.

b. **Local Erosion**

Geoffrey Day described the details of erosion surrounding unattached gutter-drain pipes. Ken Sutton agreed to examine the problem at the next walk-through and ask CMI to address it.

AGREED: Martha Maroney moved approval of this approach. The motion was seconded and carried without objection.

c. **Leak Investigation**

Ken Sutton said we still don't know what's causing this, but our water usage decreased starting in March, a good thing as rates have gone up. He suggested offering owners water-conservation kits (free from the City); there was informal agreement that we could discuss this with owners at the summer picnic. Gille Wilbanks agreed to send out a letter informing owners of the rate rise. We also discussed proposals for the sub-metering that Ken had procured, and he agreed to ask Joel to obtain additional proposals. Ken also agreed to obtain samples of new monthly coupons/statements that would delineate the portion of monthly dues that goes to water costs.

AGREED: Martha Maroney moved approval of this approach. The motion was seconded and carried without objection.

d. **Dog Bags and Sign**

Connie Wilbanks reported that the dog-waste-bag dispenser and sign had been ordered and were on their way.

e. **General Construction Work**

Ken Sutton recommended that the Board approve a bid from Charter Construction for general construction work, to begin August 16.

AGREED: Ann Condon moved approval of this recommendation. The motion was seconded and carried without objection.

f. **Stair Treads**

Charter also agreed to replace stair treads in several locations, but the Board has not yet accepted its bid on that part of the work. Ken will compare it with the pricing of a prior stair-tread replacement done by a third party contracted by CMI and report back at the next meeting.

g. **Manhole Covers**

Gille Wilbanks reported that the concern over color/appearance is a non-issue, as the job is done and no further action is needed.

h. Barrier Plants

The Board agreed for Gille and Ken to discuss with Trey the idea of installing barrier plants in front of the dividing line between the McNary Highlands and Oswego Summit properties.

VI. FINANCIALS

Ken Sutton reported that our reserve fund totaled \$145,000 as of July 17. Ken Sutton said he would investigate the matter in preparation for our fall budgeting and report back at that time, with recommendations based on his analysis of the reserve study.

VII. MANAGER'S REPORT

CMI provided the Manager's report via the written report document.

VIII. NEXT MEETING

The next meeting is scheduled for August 22, 2013, Mountain Park Recreation Center, Dogwood Room.

IX. ADJOURNMENT

The meeting was adjourned at 8:15 p.m.