

APPROVED

MCNARY HIGHLANDS CONDOMINIUM  
BOARD OF DIRECTORS MEETING  
September 6, 2013  
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MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS MEETING HELD ON  
SEPTEMBER 6, 2013, 7:00 P.M., AT 3433 MCNARY PKWY #108, LAKE OSWEGO, OREGON 97035

**PRESENT:** Martha Maroney, Secretary  
Geoffrey Day, Director  
Ken Sutton, Treasurer

**ABSENT:** Gille Wilbanks, Chairperson  
Ann Condon, Director

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

**OWNERS PRESENT:** None

**I. CALL TO ORDER**

The meeting was called to order at 7:05pm.

**II. NEW BUSINESS**

**a. General Construction Work**

The three McNary Highlands board members present briefly discussed the details of the following repair proposal bids from Charter Construction: Unit #301/302 entrance-way horizontal beam - **\$1,222.56**; Unit #405 entrance-way horizontal beam & posts - **\$2,975.09**; Unit #502 exterior-wall sheathing & roof water diverter - **\$1,375.00**; Unit #405 window-trim painting - **\$490.00**. **AGREED:** Geoffrey Day moved approval of the four bids. The motion was seconded and carried unanimously without objection.

**b. "Express" Bid-Approval Process**

The board members present briefly discussed authorizing Gille Wilbanks and Ken Sutton to approve future bids from Charter Construction, subject to a maximum dollar amount and full disclosure of all details, without requiring the vote of a board quorum. Board members decided to defer a decision on the matter until it can be presented to the full board.

**c. Retriever Towing Form**

The board members reviewed the current form, which authorizes any current board member, but only a board member, to order the towing of a vehicle as indicated by prior board approval. Ken Sutton agreed to deliver the form to C.M.I.

**III. ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.