

APPROVED

MCNARY HIGHLANDS CONDOMINIUM
BOARD OF DIRECTORS MEETING
September 26, 2013
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MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS MEETING HELD ON
SEPTEMBER 26, 2013, 6:30 P.M., AT MOUNTAIN PARK RECREATION CENTER, LAKE OSWEGO, OREGON 97035

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

ABSENT: Ann Condon, Director

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

OWNERS PRESENT: As indicated on the sign-in sheet.

I. CALL TO ORDER

The meeting was called to order at 6:31 p.m.

II. APPROVAL OR AMENDMENT OF AGENDA

Under the 'Minutes' section, the September 6, 2013 Minutes were added for approval. Under 'New Business', Recycling Bins and Diapers were added.

AGREED: Gille Wilbanks made a motion to approve the agenda as amended. The motion was seconded and carried unanimously.

III. APPROVAL OF THE AUGUST 22, 2013 AND SEPTEMBER 6, 2013 MINUTES

The Board discussed approval of the August 22 and September 6, 2013 meeting minutes.

AGREED: Ken Sutton moved to approve both sets of minutes as presented. The motion was seconded and carried unanimously.

IV. NEW BUSINESS

a. 2014 Budget

The Board discussed the proposed 2014 Budget.

TABLED: Approval of the 2014 Budget was tabled until the appropriate changes can be made to the 2014 Reserve Study.

b. 2014 Reserve Study

The Board discussed the approval of the 2014 reserve study drafted by Schwindt & Co.

TABLED: Approval of the 2014 Reserve Study was tabled until the appropriate changes can be made.

c. Fire Lane Painting Proposals

The Board discussed the fire lane painting proposals.

AGREED: Martha Maroney moved to approve the proposal from Pavement Maintenance for pressure washing, curb painting, and stenciling. The motion was seconded and carried unanimously.

d. Chimney Inspection Proposal

The Board discussed the proposal from Oregon Chimney to inspect and repair chimneys.

AGREED: Ken Sutton moved for approval of the proposal. It was seconded and a carried unanimously.

e. Gutter Cleaning Proposal

The Board discussed proposals for Gutter Cleaning.

AGREED: Ken Sutton moved for approval of the Rudmar proposal. The motion was seconded and carried unanimously.

f. Pressure Washing Proposal

The Board discussed the pressure washing proposal from Rudmar but back decks were not included.

TABLED: Approval of the proposal was postponed to include the back decks of the lower buildings.

g. Unit 504 Architectural Modification Request

The Board discussed the Architectural Application from unit 504.

AGREED: Ken moved for approval of the application, pending submittal of the appropriate form and documentation such as schematic of the new floor plan and cut sheets for the soundproofing system contingent on the changes not affecting the existing structure. The motion was seconded and carried unanimously.

h. Building Repair Project

1. Unit 211 Front Entry

The Board discussed a proposal for putting stair tread on the upper landing, and drilling multiple holes and put pipe in the holes to drain standing water.

AGREED: Martha Maroney moved for approval. The motion was seconded and carried unanimously.

2. Deck Staining

The Board discussed a request for deck staining.

AGREED: As per the legal documents the Board agreed deck staining is owner-responsibility.

3. Stair Treads

The Board discussed adding treading to the stairs. 151 treads are needed.

TABLED: The stair treads were tabled until next meeting.

i. Recycling Bins

The Board discussed recycling bins. Units 103, 202, 205, 212, 306, 307, 401, 402, 408 have no bins.

AGREED: CMI will call Republic Waste and ask that bins be delivered to the property for these units.

V. OLD BUSINESS

a. Tree Removal Status

Tabled: Gille Wilbanks will provide an update at the October Meeting.

b. Landscape Concerns Update

Ken Sutton addressed landscaping concerns and response from DeSantis Landscaping. There is a tree down north of 502 and if the cost is less than \$500, the Board approves of its removal.

c. CMI Billing Template

TABLED: CMI will change it to 'Water and Sewer' instead of 'Water'. The cost will be discussed at the October Meeting.

d. Window Washing

The Board discussed window washing bids.

AGREED: Ken moved for approval of the Rudmar proposal, pending inclusion of removal of window screens. The motion was seconded and carried unanimously.

e. Pipeline Plumbing Update and Concrete Repair

Pipeline has ordered the meters; they are 4 weeks out. They can start the job on October 21, 2013 and they will cut and re-pour the concrete.

VI. EXECUTIVE SESSION

Gille Wilbanks moved to adjourn into Executive Session to discuss Accounts Receivables. The motion was seconded and carried unanimously. The Board adjourned at 8:30 p.m.

VII. CALL TO ORDER

Gille Wilbanks made a motion to reconvene the Board Meeting. The motion was seconded and carried unanimously. The Board reconvened at 8:36 p.m.

VIII. ADJOURNMENT

The meeting was adjourned at 7:36 p.m.