

APPROVED

MCNARY HIGHLANDS CONDOMINIUM
BOARD OF DIRECTORS MEETING
MARCH 27, 2014
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MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS MEETING HELD ON MARCH 27, 2014, 6:30 P.M., AT MOUNTAIN PARK RECREATION CENTER, LAKE OSWEGO, OREGON 97035

PRESENT: Gille Wilbanks, Chairperson
Ken Sutton, Treasurer
Geoffrey Day, Director
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 6:33 p.m.

II. APPROVAL OR AMENDMENT OF AGENDA

The Board discussed the agenda.

AGREED: The agenda was approved as submitted.

III. APPROVAL OF THE FEBRUARY 27, 2014 MINUTES

The Board discussed approval of the February 27, 2014 meeting minutes.

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

IV. NEW BUSINESS

a. Pet Relief Area

The Board discussed the pet relief area by building 4 as pets are using the bushes for the restroom instead of the designated pet area.

AGREED: Ken Sutton moved to purchase metal fencing for the pet relief area. The motion was seconded and carried without objection.

b. Pet Area Lighting

The Board discussed a proposal from Jarmer Electric for lighting for the pet relief area.

AGREED: Ken Sutton moved for approval of option 1 for \$735 to place a flood light on building 4 aimed at the pet area. The motion was seconded and carried without objection.

c. Buildings 1, 2, 3 and 4 Roof Moss Removal

The Board discussed roof moss removal and reviewed proposals from Inspectek and NW Clean Source.

TABLED: Will be discussed at the May meeting. Awaiting roof inspection by Inspectek.

d. Bird Deterrent's on Chimney Chases

The Board discussed bird deterrents on chimney chases and reviewed several proposals.

AGREED: Ken Sutton moved to put a hardware cloth wire mesh box over the chimney to keep birds from pecking the chimney chase covers. The motion was seconded and carried without objection.

e. Dryer Vent Cleaning

The Board discussed a proposals for dryer vent cleaning.

AGREED: Ann Condon moved to approve the proposal from NW Clean Source. The motion was seconded and carried without objection. To be scheduled after April 21st.

f. Collection Addendum.

The Board discussed the collection addendum prepared by the HOA's attorney.

AGREED: Gille Wilbanks moved approval of the collection addendum pending the addition of language that the Management Company must inform the Board prior to any cost increase. The motion was seconded and carried.

g. Catch Basin Cleaning

The Board discussed cleaning the catch basins in the parking lot.

TABLED: Geoffrey Day will inspect catch basins and report back to the Board.

h. Window Washing

The Board discussed the schedule for the approved window washing.

AGREED: Awaiting roof inspection before scheduling for May 15th.

i. DeSantis Proposals

The Board discussed various proposals from DeSantis Landscapes.

AGREED: Ann Condon moved to replace a maple tree by Unit 102. The motion was seconded and carried without objection.

j. Car Break-In by Building 1

The Board discussed a prior car break-in by building 1.

AGREED: A notice was already posted on site and it will be discussed at the annual meeting. Any suspicious activity should be sent to Lake Oswego Police.

k. Repair Items from Property Inspection

The Board discussed a proposal from Apex for gutter downspout splash blocks.

AGREED: Ann Condon moved to approve the Apex splash block proposal. The motion was seconded and carried without objection.

l. Unit Plumbing Inspection

The Board discussed a plumbing inspection regarding water heaters and shut off valves in each unit to verify if they are in good working order.

TABLED: The issue will be addressed at the annual meeting and a letter may be sent to owners.

m. Roof Inspection by Inpectek

The Board discussed a roof inspection by Inpectek.

AGREED: Ken Sutton moved to approve the Inpectek proposal including a close examination of the moss on the roofs. The motion was seconded and carried without objection.

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n. Mandatory Occupancy Survey

The Board discussed mandatory occupancy surveys.

TABLED: The language for performing the survey will be presented at the next meeting.

V. OLD BUSINESS

a. Tree Removal Plan

Gille Willbanks presented a map and layout of the trees below buildings 1-4. The Board will provide the plan at the annual meeting for owners to review.

VI. ADJOURNMENT

The regular Board Meeting was adjourned at 8:30 pm.

VII. EXECUTIVE SESSION

An Executive Session was held to discuss accounts receivable.

VIII. CALL TO ORDER

The meeting was called to order at 8:37 pm.

IX. ADJOURNMENT

The Executive Session was adjourned at 8:44 pm.