

APPROVED

MCNARY HIGHLANDS CONDOMINIUM  
BOARD OF DIRECTORS MEETING  
MAY 22, 2014  
PAGE 1 OF 1

MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS MEETING HELD ON MAY 22, 2014, 6:30 P.M., AT MOUNTAIN PARK RECREATION CENTER, LAKE OSWEGO, OREGON 97035

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

**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 6:30 p.m.

**II. APPROVAL OR AMENDMENT OF AGENDA**

The Board discussed the agenda.

**AGREED:** The agenda was approved as submitted.

**III. APPROVAL OF THE MARCH 27, 2014 MINUTES**

The Board discussed approval of the March 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. Appointment of Officers**

Mitchell Neriah, unit 602 volunteered for the open Board position.

**AGREED:** Ken Sutton moved to approve Mitchell Neriah for the vacant Board of Directors position to a two year term. The motion was seconded and carried without objection.

**AGREED:**

Chairman: Gille Wilbanks

Treasurer: Ken Sutton

Secretary: Martha Maroney

Director: Ann Condon

Director: Mitchell Neriah

**b. Building Inspection Repairs**

The Board discussed proposals for building repairs as per the Eagle Eye Inspection Report.

**AGREED:** Ken Sutton moved to approve the proposal from Charter Construction. The motion was seconded and carried without objection.

**AGREED:** Ken Sutton moved approval of Gille Wilbanks having authority to authorize repairs during the project up to \$4,000. The motion was seconded and carried without objection.

**c. Building 7 Storage Shed**

The Board discussed proposals to build a storage shed under unit 703.

**AGREED:** Ken moved to approve the proposal from Charter Construction. The motion was seconded and carried without objection.

**d. Garbage Enclosure Pressure Washing**

The Board discussed proposal for pressure washing 6 Garbage Enclosures on site.

**AGREED:** Ann Condon moved to approve the proposal from Rudmar. The motion was seconded and carried without objection.

**e. Asphalt Crack Sealing**

The Board discussed proposals for crack sealing in front of unit 405.

**TABLED:** Awaiting confirmation that crack sealing will be done by Charter Construction along with the building inspection repairs.

**f. Pet Relief Area Sign**

The Board discussed “clean up after your pet” sign options for the pet relief area.

**AGREED:** The Board agreed upon a sign to be ordered and installed by CMISD. The motion was seconded and carried.

**g. Catch Basin Cleaning**

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

**TABLED:** Will revisit in the Fall.

**h. CAI Membership Renewal**

The Board discussed renewing the association’s membership with CAI.

**AGREED:** Ken moved to approve renewal. The motion was seconded and carried without objection.

**i. Storage Shed Roof Repairs**

The Board discussed a proposal from Charter Construction to repair the storage shed roofs.

**TABLED:** The item was tabled until the next meeting.

**j. Bird Deterrent Cages**

The Board discussed proposals to build bird deterrent cages over the chimneys.

**TABLED:** The item was tabled.

**k. DeSantis Insect Spraying and Rain Sensor**

The Board discussed proposals from DeSantis to perform seasonal insect sprayings and installing rain sensors on two irrigation controllers.

**AGREED:** Ann Condon moved to approve the proposal for insect spraying. The motion was seconded and carried without objection.

**AGREED:** Ken Sutton moved to approve the proposal for installing rain sensors. The motion was seconded and carried without objection.

**l. Mandatory Occupancy Surveys**

The Board discussed mandatory occupancy surveys.

**TABLED:** Will be discussed at the next meeting, pending changes to the due dates.

**m. Architectural Modification Requests**

The Board discussed Architectural Modification Requests from units 106 and 602.

**AGREED:** Ann Condon moved to approve the request from unit 106 to install new white blinds. The motion was seconded and carried without objection.

**AGREED:** Ann Condon moved to approve the request from unit 602 to install new windows. The motion was seconded and carried without objection.

**n. Addendum to the Collection Policy**

The Board discussed the Addendum to the Collection Policy.

**AGREED:** Ken Sutton moved to approve the addendum. The motion was seconded and carried without objection.

**V. OLD BUSINESS**

**a. Tree Removal**

Gille Wilbanks will meet with the city to discuss tree trimming and removal.

**b. Mailbox Light**

The Board discussed an updated proposal from Jarmer Electric.

**AGREED:** Ken Sutton moved to approve the proposal from Jarmer Electric. The motion was seconded and carried without objection.

**VI. ADJOURNMENT**

The regular Board Meeting was adjourned at 8:45pm.

**VII. COMMUNITY MANAGER'S REPORT**

**VIII. EXECUTIVE SESSION**

An Executive Session was held to discuss accounts receivable.

**IX. CALL TO ORDER**

The meeting was called to order at 8:58 pm.

**X. ADJOURNMENT**

The Executive Session was adjourned at 8:58 pm.