

APPROVED

MCNARY HIGHLANDS CONDOMINIUM
BOARD OF DIRECTORS MEETING
JUNE 26, 2014
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MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS MEETING HELD ON JUNE 26, 2014, 6:30 P.M., AT MOUNTAIN PARK RECREATION CENTER, LAKE OSWEGO, OREGON 97035

PRESENT: Martha Maroney, Secretary
Ken Sutton, Treasurer
Mitchell Neriah, Director

ABSENT: Gille Wilbanks, Chairperson
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 6:32 p.m.

II. APPROVAL OR AMENDMENT OF AGENDA

The Board discussed the agenda and moved Changes to Collection Procedures to item "O" under New Business.

AGREED: The agenda was approved as amended.

III. APPROVAL OF THE MAY 22, 2014 MINUTES

The Board discussed approval of the May 22, 2014 meeting minutes.

AGREED: Ken Sutton moved to approve the minutes as presented. The motion was seconded and carried without objection.

IV. NEW BUSINESS

a. Cost Overrun Permission

The Board discussed granting cost overrun permission to Board Members.

AGREED: Ken Sutton moved to approve permissions for two Board members to approve repairs that exceed the scope up to \$8,000 under two conditions: Ken Sutton or Gille Wilbanks is one of the two and the entire Board is notified. The motion was seconded and carried without objection.

b. Building 3 and 5 Water Leaks

The Board discussed water leaks at building 3 and 5. Ken Sutton will purchase a gauge for testing.

c. 2013 Deck Edges

The Board discussed the seam along the outside edge of the deck at unit 505. The Board will re-investigate the issue with Charter Construction.

d. Unit 201 Investigation and Repair

The Board discussed the dry rot area that was found on unit 201. Charter Construction is still uncovering more dry rot that will need to be repaired.

e. Flushing Downspouts

The Board discussed the discovery of a downspout on unit 201 that did not appear to be flushed during the last gutter cleaning as it was packed with decaying needles. Rudmar Proclean will be asked to flush the downspouts per the original contract from January 2014.

f. Bird Deterrent Cages

The Board discussed a proposal for bird deterrent cages.

TABLED: Will be discussed at the July meeting.

g. Storage Locker Roofs

The Board discussed a proposal for storage locker roof repairs in carports 1-4.

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

h. Roof Inspection Report

The Board discussed the roof inspection report provided by Inspectek. Proposals for repairs will be presented at the July meeting.

i. Moss Removal

The Board discussed a proposal for moss removal on all buildings and carports.

AGREED: Mitchell Neriah moved to approve a proposal from NW Clean Source to remove the moss from all 8 buildings for \$1,840. The motion was seconded and carried.

j. Buildings 4 and 5 Hill Paving

The Board was updated on the status of the hill paving project between buildings 4 and 5. A proposal will be provided at the July meeting.

k. Touch – Up Painting

The Board discussed a proposal for touch up painting.

TABLED: Will be discussed at the July meeting and two more proposals will be provided.

l. DeSantis Proposals

The Board discussed proposals from DeSantis for tree trimming and mugho pines.

TABLED: Tree work will be discussed at the meeting following the completion of Building Inspection Repairs

AGREED: Mitchell Neriah moved to approve the proposal for removing the mugho pines along the entrance of the property. The motion was seconded and carried without objection.

m. Mandatory Occupancy Record Update

The Board discussed the Mandatory Occupancy Record Update and will make changes to the pet section to add the weight of the pet.

AGREED: Ken Sutton moved to approve pending the requested changes. The motion was seconded and carried without objection.

n. Unit 206 Architectural Modification Request

The Board discussed an Architectural Modification Request from unit 206 to remodel their kitchen.

AGREED: Martha Maroney moved to approve the request. The motion was seconded and carried without objection.

o. Changes to Collection Procedures

The Board discussed changes to the Collection Policy as proposed by Ken Sutton. The proposed changes included adding a late fee to violation charges, the addition of water shut off to accounts that are in collections and payment plan approval procedures.

AGREED: Mitchell Neriah moved to approve the changes to the pending collection policy changes contingent upon review of the language by Martha Maroney. The motion was seconded and carried without objection.

V. ADJOURNMENT

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

VI. EXECUTIVE SESSION – ACCOUNTS RECEIVABLE

VII. CALL TO ORDER

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

VIII. ADJOURNMENT

The Executive Session was adjourned at 8:58 pm.