

APPROVED

MCNARY HIGHLANDS CONDOMINIUM
BOARD OF DIRECTORS MEETING
AUGUST 28, 2014
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MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS MEETING HELD ON AUGUST 28, 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

ABSENT: 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 6:38 p.m.

II. APPROVAL OR AMENDMENT OF AGENDA

The Board discussed the agenda.

AGREED: The agenda was approved as submitted.

III. APPROVAL OF THE JUNE 26, 2014 MINUTES

The Board discussed approval of the July 24, 2014 meeting minutes.

AGREED: The minutes were approved as submitted.

IV. NEW BUSINESS

A. 2015 Budget Review

The Board reviewed items for the 2015 budget preparation process.

TABLED: The 2015 budget will be discussed at the next meeting.

B. Water Pressure Reduction Valves

The Board discussed a proposal for water pressure reduction valves.

AGREED: Ann Condon moved to approve up to \$6,000 for pressure reduction valves on two buildings pending approval from Ken Sutton and Gille Wilbanks. The motion was seconded and carried without objection.

C. Gutter Cleaning Proposals

The Board discussed proposals for cleaning gutters on the entire property.

AGREED: Ken Sutton moved to approve a proposal from Rudmar/ProClean. The motion was seconded and carried without objection.

D. Roof Inspection Repair Proposal

The Board discussed an updated proposal for roof repairs and chimney cap caulking from CC&L.

AGREED: Ann Condon moved to approve options 3 and 4 from CC&L Roofing which totaled \$7,400. The motion was seconded and carried without objection.

E. Chimney Caps and Caulking

The Board discussed a proposal from Oregon Chimney to replace chimney caps.

TABLED: This item was tabled and repairs will be on a per occurrence basis.

F. Chimney Flue Inspection Proposal

The Board discussed a proposal from Oregon Chimney for a chimney flue inspection.

AGREED: Ken Sutton moved to approve the proposal from Oregon Chimney. The motion was seconded and carried without objection.

G. Water Shut Off Valves

The Board discussed installing water shut off valves for individual units.

AGREED: The discussion item was tabled.

H. Unit 504 Architectural Modification Request

The Board discussed an architectural modification request for window replacements.

AGREED: Gille Wilbanks moved to approve the request from unit 504. The motion was seconded and carried without objection.

I. Unit 105 Fireplace Damage

The Board reviewed photos of damage to unit 105's fireplace and discussed a solution. CMI will draft a letter to 105 stating the fireplace needs to be repaired for the Board to review.

J. Proposed Reserve Study Changes

The Board discussed changes to the 2015 reserve study.

TABLED: This item will be discussed at the September meeting pending information from Charter.

K. DeSantis Proposals

The Board discussed four proposals from DeSantis.

a. 2015 Budget Proposal

The Board discussed a proposal for 2015 landscape maintenance.

TABLED: This item will be discussed at the September meeting.

b. Mole Control

The Board discussed a proposal for mole control.

AGREED: Gille Wilbanks moved to approve the proposal. The motion was seconded and carried without objection.

c. Fall Bulb Planting

The Board discussed a proposal for daffodil planting.

TABLED: This item will be discussed at the September meeting.

d. Tree Work

The Board discussed a proposal for tree trimming.

AGREED: Mitchell Neriah moved approval of a budget of \$8,000 for the tree removal project. Seconded and carried without objection.

V. OLD BUSINESS

A. Window Cleaning

TABLED: Will be discussed in Spring of 2015. The price will be built into the budget for 2015.

B. Mandatory Occupancy Record Update Cost

The Board discussed mailing a mandatory occupancy record update.

AGREED: Ken Sutton moved to approve the cost of the mailing. The motion was seconded and carried without objection.

C. Window Replacements Update

The Board was updated on possible the window replacement policy.

TABLED: The discussion item was tabled.

D. Collection Policy Update

The Board discussed changes to the collection policy and will send to owners with the approved budget.

AGREED: The Board requested CMI to work with attorney to update the collection policy to a 60 day policy for review at the next meeting.

VI. ADJOURNMENT

The regular Board Meeting was adjourned at 8:50 pm.

VII. EXECUTIVE SESSION – ACCOUNTS RECEIVABLE

VIII. CALL TO ORDER

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

IX. ADJOURNMENT

The Executive Session was adjourned at 9:00 pm.