



Community Management, Inc.

MCN 44/BOD 27

Meeting Minutes McNary Highlands Condominium dated \_\_\_\_\_  
(Association)

10/22/15 were officially approved on 12/17/15.  
(Meeting Date) (Date of Approval)

Pending Changes: N/A

Signature: *Ken G. Sotton*

Date: 12/17/15



MINUTES OF THE MCNARY HIGHLANDS CONDOMINIUM BOARD OF DIRECTORS MEETING HELD ON  
OCTOBER 22, 2015, 6:30 P.M., AT MOUNTAIN PARK RECREATION CENTER, LAKE OSWEGO, OREGON 97035.

- PRESENT:** Ken Sutton, Chairman  
Martha Maroney, Treasurer  
Mitchell Neriah, Secretary  
Ann Condon, Director
- ABSENT:** Gille Wilbanks, 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 6:35 pm.

**II. OWNER'S FORUM**

Susan Philbeck present and asked questions about general maintenance.

**III. APPROVAL OR AMENDMENT OF AGENDA**

The Board discussed the agenda.

**AGREED:** The agenda was approved unanimously.

**IV. APPROVAL OF OCTOBER 1, 2015 MINUTES**

The Board discussed October 1, 2015 minutes.

**AGREED:** Mitchell Neriah moved to approve the minutes for October 1, 2015. The motion was seconded and carried.

**V. NEW BUSINESS**

**A. 2016 Budget**

The Board reviewed the proposed 2016 budget for McNary Highlands.

**AGREED:** Mitchell Neriah moved to approve the 2016 Budget with a 2% increase. The motion was seconded and carried.

**B. 2016 Reserve Study**

The Board discussed the 2016 Reserve Study for the Association and noted two changes.

**AGREED:** Mitchell Neriah moved to approve the 2016 Reserve Study. The motion was seconded and carried.

**C. DeSantis Update**

The Board discussed the recent work done by DeSantis Landscape in regards to the tree removal at building 4, the fall planting at building 8, and the lawn work behind building 2.

**D. Rental Amendment**

The Board discussed submitting a rental amendment to the owners for approval.

**TABLED:** Martha Maroney agreed to draft a letter to accompany the information sent to owners.

**VI. OLD BUSINESS**

**A. Water Consumption Figures**

The Board discussed the Association water bill and noted that building 5 has returned to normal. They noted that Building 3 needed to be inspected and asked CMI to arrange.

**B. Unit Parking Updates**

The Board discussed parking and asked CMI to provide sticker for parking violations for the Board to use.

**C. Building 2 Unit 205 Eave Repair**

The Board discussed the eave repair to unit 205. CMI was asked to follow up with Charter Construction on the interior repair of the window framing that showed signs of dry rot.

**D. Charter Repairs Update**

The Board discussed the recent work done by Charter Construction and noted that the foundation work in building 4 was complete and the front deck to unit 211 was being scheduled.

**E. Mailbox Light**

The Board discussed the issue of needing a mailbox light.

**TABLED:** The Board will look at it and let CMI know if they want to add a light next to the old one.

**VII. EXECUTIVE SESSION- ACCOUNTS RECEIVABLE**

The Board Meeting was adjourned at 8:08 pm. Concluding the session, the meeting was called to order at 8:29 pm.

**VIII. ADJOURNMENT**

Meeting adjourned 7:50 pm.