

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

July 15, 2017

1. MEETING CONVENED:

- a. At the Clearwood Community Association (CCA) office located at 21603 N. Clearlake Blvd SE, Yelm WA 98597

2. QUORUM:

- a. The quorum for meetings of the Board of Directors is four. Six Directors were in attendance throughout the meeting and therefore the quorum was met.

3. IN ATTENDANCE:

- a. Directors: President Laura Drybread, Vice President Em Seymore, Secretary Yvonne Moore, Director Jim Landon and Director Valerie Cawley. Treasurer Syndi Martin was present via Video Cam
- b. Managers: Accountant Dolanna Burnett
- c. Member(s) and/or Guest(s), in the order they signed in: Tom Drybread (497), Walter White (21), Harold Jones (7/100) Nancy Payne (8/26), Emily Martine, Richard Kendell, Herb Schaff (15/5), John H Moore (19/11) Brian Gerrish (9/43), Jason Lane (13/004), Rob Hung (19/20), Racheal Paige (14/76)

4. ABSENT:

- a. Director Richard Hill

5. REGULAR PRESIDING OFFICER AND SECRETARY:

- a. President Laura Drybread and Secretary Yvonne Moore.

6. MEETING CALLED TO ORDER: At 9:00 am.

7. APPROVE THE AGENDA:

- a. A motion was made by President Drybread and seconded by Secretary Moore to approve the agenda. The motion passed unanimously

8. APPROVAL AND ACCEPTANCE OF BOARD AND COMMITTEE MINUTES

- a. A motion was made by Secretary Moore and Seconded by Director Cawley to approve the following Board Minutes. The motion passed unanimously.
 - i. Regular Board Meeting Minutes dated 17 June 2017
- b. A motion was made by Secretary Moore and seconded by Director Cawley to acknowledge receipt of the following approved committee minutes. The motion passed unanimously:
 - i. Accept receipt of Approved Violation Minutes - 08 June 2017
 - ii. Accept receipt of Approved Violation Minutes – 08 June 2017
 - iii. Accept receipt of Approved CPC Minutes – 08 April 2017
 - iv. Accept receipt of Approved Patrol/Emergency Services Minutes – 21 June 2017
 - v. Accept receipt of Approved Patrol/Emergency Services Minutes – 05 July 2017

9. RESIDENTS' AGENDA QUESTIONS

- a. There were no questions presented.

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10. OFFICE MANAGER REPORT

- a. Written report was provided by Office Manager Elaine Sparkman and read by Secretary Moore as follows:
 - i. Previous Office Receptionist hired did not work out. A new receptionist has been hired and is doing well.
 - ii. List of Accounts
 - iii. Paid in full with zero balance 390
(The above number is lower due to quarterly water billing going out. Residents have until July 31 to pay)
Residents on Prom Notes 332
Residents on Online Payments 106
For a total of 818
 - iv. The office is working closely with Secretary Moore to ensure that ballots get out to members on time for the August 2017 Membership Election.

11. ACCOUNTANT / BOOKKEEPER REPORT

- a. Written report was provided and read by Accountant Dolanna Burnett as follows:
 - i. We are currently at 50% of the year and are at 96% of our Budgeted Income.
 - ii. **ADMINISTRATIVE**
We are under our Annual Budget by approximately 10% within the Admin Dept. With the changes in salaries this year, as well as the under budgeted line items this surplus will be reduced as we move forward in the year. But these additional expenses will be off-set in part by the Water System allocated expenses.
 - iii. **MAINTENANCE**
We are currently over budget by approximately 8% for the year. This deficit is a result of specific line items not having a budgeted amount (i.e., Other Supplies, Gate Expense) although historically these line items have annual expenses. The deficit could be off-set by controlled spending in this department for the remainder of the year or savings in other operational departments.
 - iv. **OTHER/MISCELLANEOUS**
We are currently over budget by approximately 21% for the year. There are a few line items that were not budgeted for (i.e., Vandalism) as well as costs that occur once during the year and were posted in June (i.e., Lakes).
 - v. **POOL**
We are currently under budget for the year by 13%. This surplus will be reduced as we move forward in the summer season. Salary increases will have a significant impact on the budget, but could be off-set by other line items (i.e., Training, Structural Repairs) that can be controlled for the remainder of the year.

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vi. **SECURITY**

We are currently under budget for the year by 17%. Security System Expenses are expected to be over budget by year-end, but will be off-set by Utilities and Mileage that are expected to be under budget for the year.

vii. **WATER SYSTEM**

We are currently at 78% of our Annual Budgeted Income for Water Operations. The overall expenses are under budget by 2% and there are no significant factors to detail within this department at this time.

viii. **RECEIVABLES**

- i. Invoice total \$614,076.69 for Assessments and Water Usage year-to-date
- ii. The remaining balance due for 2017 Assessments and Water Usage is \$111,342.30 (18% of total billed).
- iii. There has been \$494.98 in bad debt because of Trustee Sales and Bankruptcies in 2017. This figure will increase at year-end as a result of the historical properties that are identified as uncollectible.
- iv. We have collected 82% of our current year billed Assessments and Water Usage.
- v. We have collected approximately \$41,400 for prior periods in 2017.
- vi. We have collected approximately \$2,150 for prior period bad debt accounts.

- d. A motion was made by Secretary Moore and seconded by Director Cawley to acknowledge receipt of June 2017 Financials. The motion passed unanimously.

12. MAINTENANCE / WATER MANAGER REPORT

- a. Written report was provided by Manager Darrow and read by President Drybread as follows:

i. **MAJOR PROJECT UPDATES**

- i. Well #5, The step was done on 7/6/2017 the results look promising. But we won't know the full extent until the engineering is done on it. The 24-hour test is scheduled for 7/11/2017. The well will be shooting for 500 gpm.
- ii. Otter Beach and Reichel Project. Still waiting on the permits. Department of ecology has commented on the project. (please see attached).
- iii. Manager Darrow is currently looking into bids to upgrade the gate systems. He currently has one bid and is looking for other bids. The hope is to have 1 or 2 others in a few weeks
- iv. No major equipment failures to report

ii. **WATER**

- a. Overall Condition: The water system is doing good. The samples have been coming back clean and within safe drinking water standards. Even with well 1&2 supplying water for the whole community the aquifer level has been holding relatively steady with normal seasonal fluctuations. Once well #5 has been brought online we will have to take this site down for a bit for some maintenance. You can now access the Consumer confidence report at

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<http://www.clearwood-yelm.com/meetingminutes/CCR%202016-1.pdf>. Postcards will be sent out soon to consumers with this address.

- b. Pending Issues: Replacement of Caustic system out valve. For the time being it's not too much of an issue. This and some other maintenance will be done once well #5 is online.
- c. Major Issues: 17% water loss. Manager Darrow is currently getting bids to have a leak detection company come in and locate the leak. He has reached out to 2 companies only 1 has responded so far

iii. VANDALISM REPORT

- a. Vandalism report read. President Drybread stated a lot of vandalisms are occurring in the bathrooms.
- b. President Drybread stated that due process for every vandalism must be followed and a log is to be created in Bugzilla. Look at including approximate time and date of vandalism if possible.
- c. It was suggested that the Board revisit the resolution regarding the \$1000 reward for reported and prosecuted violators. Question was asked what incentive is there to turn in a vandalism if the board decides not to prosecute.

13. POOL MANAGER REPORT

- a. Written report was provided by Manager Dotson and read by President Drybread.
- b. Pool capacity the week of 25 June 2017 to 01 July 2017 was 839. Capacity each day stayed between 70-117

14. PRESIDENTS COMMENTS

- a. There is a continual problem with overweight vehicles going over the Meadow Road and Question has been asked why vehicles cannot use Commercial Vehicle Access. President Drybread stated in cannot be used as it is locked. It was also explained that there is a sharp bend which could be the cause of accidents.
- b. Special Meeting for vote on Assessment Increase
Dependent on the outcome of the Mail In Vote Resolution at the August 2017 membership meeting, this will determine how we will proceed with the special election. If the Assessment increase fails at the Special Meeting, we will revert to last approved assessment amount
- c. It was noted that the board will not respond to social media questions unless on the official Clearwood sites. If members wish to have a response, please send emails to info@clearwood.org

15. VICE PRESIDENTS COMMENTS

- a. No Comments

16. TREASURERS COMMENTS

- a. Treasurer Martin gave updates on Well 5. We are Still on track to complete by Fall but this is dependent on treatment

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- b. The Auditor began his audit on 10 July 2017. Will take approximately 2 weeks to complete and another week to complete the report for board review. SM Recommended a special meeting be called to discuss the audit as this is not typically reviewed at the August 2017 meeting.
- c. SM has put together a spreadsheet of the reserve projects for 2017 and their current status. Waiting for Albert to give estimated start/end dates for some projects
- d. The Reichel and Otter Bulkhead and Otter Beach dock project has started. There are only 6400 thus far in expenses. **Action Item – SM to get from Albert a breakdown of the remaining expenses**

17. SECRETARY COMMENTS

- a. Secretary Moore reminded the board and members of the Annual Membership Meeting to be held on 19 August 2017 at Reichel Beach. YM stated it will be advertised on flyers, social media and the website.
- b. Secretary Moore informed the board that voters' pamphlets have been printed and will be mailed to membership within the next week
- c. Ethics Policy still required by Director Cawley, Director Hill and Director Seymour. Director Cawley stated she is contemplating whether or not she will be signing the new ethics policy and would advise the board at the August 2017 Membership Meeting.

18. MEMBER / RESIDENT ISSUES

- a. Member Payne enquired about Oversized Motor Homes Parked on the side of the street. It was advised that these motorhomes do get tagged and are removed
- b. Member Payne enquired about treatment at Horshoe Lake for Aquatic Weeds. Also, stated that Blue lake has been taken over by Alethea and toxic week. It was noted that an estimate will be received to treat lakes next year as this was not in the budget to do treatment this year.
- d. Member Payne commented on the substantial amount of dry debree outside the maintenance building. LD stated she would address this with Manager Darrow at the Monday Staff Meeting.
- c. It was recommended by Resident White that the board consider visual presentation as a form of presentation for the 2018 Budget at the August 2017 membership meeting

19. OLD BUSINESS

- a. **Audit of Fairpoint Charges.**
JL briefed the Board and stated there was great possibility that we were being charged for services not being received or used. This project is still under investigation.
- b. **Process guidelines for Forced liens on vacant/foreclosed homes**
JL briefed the board. Different categories of bad debt has been discussed and identified with Dolanna. Each category requires a flow chart and special documented process. JL to get with a community with a process already in place for foreclosures. LD to get with insurance company to get JL authorization on getting information on foreclosure process.
- c. **Report of members falling into >30, >60, >90 >120+ - LD/DB**
LD advised this is to be rolled over to next meeting for further discussion
- d. **Action Plan for members in >120+ balance – LD/DB**
LD advised this item is to be rolled over to the next meeting for further discussion

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e. Bugzilla setup for tracking probable bad debt – JL/DB

JL briefed the board. The system is now properly configured and ready for DB to begin entering bad debt member lot data. Doing so will allow us to track progress as the issue status evolves.

f. Business Process for foreclosures – JL/DB

JL briefed the board. All bad debt and potential bad debt is expected to now be entered into Bugzilla. This will give insight into the severity of these issues. JL was advised to discuss with Nisqually how they mitigated their bad debt issue.

g. Sheriff Report – LD

LD briefed the board. Citations have been issued. Logs are being recorded in the book at the office.

h. Mission / Vision / Value Statement

A Motion was made by LD and seconded by YM to adopt the Mission, Vision and Values Statement as written and to utilize in all Community platforms. The motion passed unanimously

20. NEW BUSINESS:

a. Member Relations Committee

Chairman Emily Martin stated that All future events will be family orientated only. Information was provided on the next event. It will be a Country Fair to be held on 09 September 2017. There will be a chili cook off, dunk tank, vendors and much more. The event will be held at Reichel Beach and more info will be posted shortly.

b. Patrol and Emergency Services

- i. Patrol Liaison John Moore briefed the board on proposed Operating Resolution and Requested that the board delegate authority to patrol. Resolution distributed to board for review.
- ii. LD to find out from Insurance Company if members on Patrol are covered under our policy.
- iii. **A Motion made by LD and seconded VC by to accept resolution 2017-07-01 as amended to be voted via board poll at a later date. The motion passed unanimously**

c. ACC – JARPA Extension

- i. Herb Schaff briefed the board on the status of the project tasked to ACC to identify and address dying and damaged trees in the Community. This was done by a certified arborist, Member Tom Jones, Member Herb Schaff and Manager Darrow. Logging companies were contacted however due to them not being able to generate enough revenue declined to commit to a contract with the Community. It is also noted that our current JARPA for this project has expired.
- ii. A motion was made by Secretary Moore and Seconded by Vice President Seymour to suspend the JARPA until a better plan can be developed. The motion passed unanimously.

d. Community Property

Members of the Community Property Committee will be power washing the fences by the office and the fence by the RV dump this upcoming week

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e. Violations

Violations Committee is actively processing Violations. All violations and updates are being recorded and tracked in Bugzilla

f. Water and Roads Committee

President Drybread requested that Nomination of Board Liaison to be rolled over to the next Board Meeting

g. Youth Committee

President Drybread requested that Nomination of Board Liaison to be rolled over to the next Board Meeting

21. OPEN FORUM

There were no questions presented

22. EXECUTIVE SESSION

- i. A motion was made by President Drybread and seconded by Secretary Moore to go into Executive Session for Legal Issue at 11:10am. The motion passed unanimously.
- ii. A motion was made by President Drybread and seconded by Secretary Moore to come out of Executive Session at 11:22am. The motion passed unanimously.

23. ADJOURNMENT:

- a. A motion was made by President Drybread and seconded by Secretary Moore to adjourn at 11:23 am. The motion was unanimously approved.

YVONNE MOORE,
Secretary