

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

September 16, 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, Treasurer Martin and Director Jim Landon.
- b. Managers: None
- c. Member(s) and/or Guest(s), in the order they signed in: John Moore, Tom Drybread, Nancy Payne, Emily Martin, Harold Jones, Ken Bumgarner, Robert Hung.

4. ABSENT:

- a. Director Richard Hill, Director Valerie Cawley

5. REGULAR PRESIDING OFFICER AND SECRETARY:

- a. President Laura Drybread and Secretary Yvonne Moore.

6. MEETING CALLED TO ORDER: At 08:27 am.

7. APPROVE THE AGENDA:

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

8. EXECUTIVE SESSION

- a. A motion was made by President Drybread and seconded by Director Seymour to go into Executive Session for Legal Issue at 08:27am. The motion passed unanimously
- b. A motion was made by President Drybread and seconded by Secretary Moore to exit Executive Session at 08:57. The motion passed unanimously.

9. APPROVAL AND ACCEPTANCE OF BOARD AND COMMITTEE MINUTES

- a. A motion was made by Treasurer Martin and Seconded by Secretary Moore to approve the following Board Minutes. The motion passed unanimously.
 - i. Regular Board Meeting Minutes dated 15 June 2017
 - ii. Regular Board Meeting Minutes dated 19 August 2017
- b. A motion was made by Treasurer Martin and seconded by Secretary Moore to acknowledge receipt of the following approved committee minutes. The motion passed unanimously:
 - i. Accept Receipt of Approved Violation Minutes – 13 July 2017
 - ii. Accept Receipt of Approved Violation Minutes – 03 August 2017
 - iii. Accept Receipt of Approved Violation Minutes – 08 August 2017
 - iv. Accept Receipt of Approved CPC Minutes – 13 July 2017

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- v. Accept Receipt of Approved CPC Minutes – 10 August 2017
- vi. Accept Receipt of Approved ACC Minutes – 06 July 2017
- vii. Accept Receipt of Approved Patrol/Emergency Services Minutes – 02 August 2017
- viii. Accept Receipt of Approved MRC Minutes – 20 March 2017
- ix. Accept Receipt of Approved MRC Minutes – 27 June 2017
- x. Accept Receipt of Approved MRC Minutes – 08 July 2017
- xi. Accept Receipt of Approved MRC Minutes – 22 August 2017

10. RATIFYING OF BOARD POLLS

- a. A motion was made by President Drybread and Seconded by Treasurer Martin to ratify the following board polls. The motion passed unanimously.
 - i. Renewal of Sheriff Patrol Contract
 - ii. Temporarily Rescind RV Resolution 2017-03-07

11. CERTIFY AUGUST 2017 ELECTION RESULTS

- a. A motion was made by President Drybread and Seconded by Secretary Moore to close the 2017 election to challenges and the certify the 2017 election results. The motion passed unanimously.

12. RESIDENTS AGENDA QUESTIONS

- a. There were no Residents Agenda Questions

13. OFFICE MANAGER REPORT

- a. A written report was provided by Office Manager Sparkman and read by Secretary Moore as follows:
 - i. List of Accounts
 - Paid in full with zero balance 799
 - Residents on Prom Notes 230
 - Residents on Line Pmts 113
 - For total of 1142**
 - ii. The water billing and statements will be mailed out the 1st week in October so the office will be very busy the first 3 weeks of October.

14. MAINTENANCE / WATER MANAGER REPORT

- a. Written report was provided by Manager Darrow and read by President Drybread as follows
 - i. **MAJOR PROJECT UPDATES**
 - 1. Otter Beach and Reichel Project. It has been found out that the wall as designed was not legal. Manager Darrow is looking into setting a meeting with the interested parties so we can come to an agreement and a plan that will be within the law.

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3. Manager Darrow is working with the insurance company on getting restitution for the damage done to the gate by a member.
4. Status of snow removal. Currently we have about 60 yards of sand on hand. Manager Darrow will order 1 or 2 more transfers of sand (24-48 yards) depending on room. The board is to decide if they want salt to be used this year or not and if so in what form. Last year the salt we used did rust the back of the f-350. Both trucks are in fair shape. The f-450 plow pump will need to be rebuilt and maintenance has the parts required to do so. The f-350 will need a new bracket made to hold the sander to the truck due to it being damaged last season. Manager Darrow has contacted 10 companies about snow removal. Of those only 1 would do it on a first come first serve basis.
5. Albert to draw up map with Primary, Secondary and Tertiary Roads with how plowing will work. This will be published to members for info.

ii. EQUIPMENT FAILURE

1. Back hoe blew the main hydraulic pump line at a cost of \$1259.74. The Kubota mower deck gear box has had the main shaft and pulley rounded out. The gear box can be replaced for approximately \$1500 or the whole deck can be replaced for approximately \$3300.00. Manager Darrow get bid and bring them to Finance.
2. Treasurer Martin requested before getting bids to repair Kubota that Finance check to where it is lying on the reserve study

iii. WATER

1. Over all 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 maintenance will have to take the site down for maintenance. You can now access the Consumer confidence report at <http://www.clearwood-yelm.com/meetingminutes/CCR%202016-1.pdf>. Postcards will be sent out soon to consumers with this address.
2. Water Usage: 8.7 million
3. 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.
4. Major Issues: 17% water loss. Manager Darrow is waiting on the board to approve the bid from U.S.A.

iv. VANDALISM REPORT

1. Vandalism report provided and read by President Drybread.

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15. POOL MANAGER REPORT

- a. Written report was provided by Manager Dotson and read by President Drybread
 1. Pool Capacity: For the month of August the pool remained at or near max capacity for the weekends. For the weekdays the pool was between 60-80 people
 2. Health and Sanitation: On Monday September 4, 2017 the pool was 30 minutes late in opening due to a chlorinator issue. Chlorine was hand fed into the pool.
 3. There were no rescues, falls or close calls.

16. PRESIDENTS COMMENTS

- a. Reserve Study – A meeting has been scheduled with maintenance and Associate Reserves on September 29, 2017. Treasurer Martin will be attending the meeting. Treasurer Martin briefed membership on what a Reserve Study Comprises of. It was explained that a Reserve study is used to determine which reserve projects are to be included in the following years budget.
- b. Inclement Weather Plan – Emergency Services & Patrol will be working with Maintenance to Develop a Snow plan. A special communications plan will be put together to keep the community informed. Closure of the office was discussed and President Drybread agreed that the office should not be closed due to inclement weather.
- c. Special Meeting for vote on assessment Increase – President Drybread informed membership that the meeting date has been set for 28 October 2017 at Bald Hill File Department at 09:00. The Special Meeting Package is ready to be submitted to printers and will go out shortly. A Proxy form will be included in the package. The only proxies which can be mailed in are proxies assigned to a board officer.
- d. A motion was made by President Drybread and seconded by Treasurer Martin that Board Resolution 2017-10-01 A resolution to change General Operations Assessment be adopted by the board. The motion passed unanimously

17. VICE PRESIDENTS COMMENTS

- a. No comments were made

18. TREASURERS COMMENTS

- a. Written report was provided by Accountant Dolanna Burnett and read by Treasurer Martin as follows:
 - i. We are currently at 67% of the year and are at 100% of our Annual Budgeted Income (accrual basis).
 - ii. **ADMINISTRATIVE**

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We are under our Annual Budget by approximately 5% 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 and I don't anticipate being over budget by year-end within this department.

iii. **MAINTENANCE**

We are currently over budget by approximately 10% for the year. This deficit is a result of budgeting errors on specific line items (i.e., Other Supplies, allocated expenses) although historically these line items have annual expenses or were made obsolete. 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 9% 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). The overage will be reduced as we move forward in the year with controls on spending within this department.

v. **POOL**

We are currently over budget for the year by 13%. This deficit may be reduced as we move forward in the year due to the end of 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. I expect to see this department minimally under budget by year end.

vi. **SECURITY**

We are currently over budget for the year by 10%. Gate Expense and Allocated Expenses are the primary line items that are causing the deficit. This is a result of budgeting errors. Security System Expenses are expected to be over budget by year-end, but could be partially off-set by Utilities and Mileage that are expected to be under budget for the year.

vii. **WATER SYSTEM**

We are currently at 102% of our Annual Budgeted Income for Water Operations (accrual basis). The overall expenses are under budget by 2% and there are no significant factors to detail within this department at this time.

viii. **RECEIVABLES**

- a. Invoices total \$674,420.34 for Assessments and Water Usage year-to-date.
- b. The remaining balance due for 2017 Assessments and Water Usage is \$92,577.56 (14% of total billed).
- c. 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.

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- d. We have collected 86% of our current year billed Assessments and Water Usage.
- e. We have collected approximately \$6,600 for prior period bad debt accounts.

- d. A motion was made by Treasurer Martin and seconded by President Drybread to acknowledge receipt of July 2017 and August 2017 Financials. The motion passed unanimously.
- e. Treasurer Martin briefed the board on the Auditors Report. The Operations Resolution regarding Contingency fund was discussed. Mention was made that controls are needed to determine how the contingency fund will be replenished. Treasurer Martin distributed a drafted version of Resolution 2017-09-01 – Resolution to amend the policy for the use of Operational Contingency Funds to the board for review. Resolution to be tabled to next meeting pending document being sent to the Auditor and Attorney for review.
- f. Treasurer Martin to ask the Auditor what criteria is used to determine bad debt.
- g. Treasurer Martin informed the board that the Finance Committee was in the process of drafting up the following policies for submission to the board for review: Statement of Work, Bidding Policy, Purchasing Authority and Preferred Vendor List.
- h. The Collection Policy was discussed. Treasurer Martin informed the board that she is redoing the policy and will submit to the board for review. Input will be received from Elaine and Dolanna. The goal is to have the collection policy ready for approval by the board at the October 2017 board meeting.
- i. Treasurer Martin informed the board that the Road and Water committee being reinstated. First order of business will be Roads and Water Pipes project.
- j. Treasurer Martin briefed the board on letter received from Evergreen Rural Water of Washington regarding Echologics. Treasurer Martin will take the letter to Roads and Water Committee for review and will give feedback to the board.

19. SECRETARY COMMENTS

- a. Secretary Moore Requested that October 2017 Agenda items be received by Friday 13 October 2017 to go to membership by Friday 20 October 2017. Committee Minutes would be needed by this date as well.
- b. Ethics Policy still required by Director Cawley,

20. OLD BUSINESS

- a. **Audit of Fairpoint Charges.**
JL briefed the Board on the status of Fairpoint. He informed them Fairpoint is requesting a 3 year renewal contract of intranet. This does not include private internet which is required for cameras. If we renew for 3 years we can get service for \$90 a month. Director Landon is in the process of auditing circuits currently billed which is not being used. Meeting to be scheduled with Fairpoint. It was requested that Director Landon find out the status of what the process is to get cameras added to the bathrooms at the beaches.
- b. **Well 5**
Treasurer Martin informed the board that Well 5 is coming along nicely. Most of the tests are back and all is looking really good. There was no Coliform (E-Coli) or other bacteria detected. NWS is putting together the analysis of alternatives for treatment and that should be ready by next board meeting for review.

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21. NEW BUSINESS:

a. Top 5 Priorities for upcoming year

Treasurer Martin requested that board submit their top 5 priorities for the year. The goal is to have the document online and submitted by 30 October 2017. That way a work party can be held and the board can vote on what the top 5 will be.

b. Committee Liaison Assignments

Board Directors were assigned as Liaisons to the following Committees:

- | | | | |
|---|----------------------|---|---|
| • | Violations Committee | - | Secretary Moore |
| • | Patrol & EMS | - | President Drybread |
| • | CPC | - | President Drybread / Vice President Seymour |
| • | ACC | - | Vice President Seymour |
| • | Member Relations | - | President Drybread |
| • | Roads and Water | - | Treasurer Martin |
| • | Youth Committee | - | Director Hill |
| • | Communications | - | Secretary Moore |
| • | Finance Committee | - | Secretary Moore with Treasurer Martin |

22. SEATING OF COMMITTEE MEMBERS

a. A motion was made by President Drybread and Seconded by Secretary Moore to Reseat Members to Patrol and Emergency Services Committee. The motion passed unanimously

- a. Carol Anderson
- b. Dennis Anderson
- c. Linda Doucette
- d. Patrick Drinkard
- e. Tom Drybread
- f. Patti Frist
- g. Brian Gerrish
- h. Tom Jones
- i. Jason Lane
- j. Syndi Martin
- k. John Moore
- l. Josh Quaintance
- m. Herb Schaff
- n. Elaine Shaff
- o. James Skalicky
- p. Patrick Drinkard

b. A motion was made by President Drybread and Seconded by Secretary Moore to reseat members to the Communications Committee. The motion passed unanimously.

- a. Wendi Broden

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- c. A motion was made by President Drybread and Seconded by Treasurer Martin to reseal members to the Violations Committee. The motion passed unanimously.**
- a. Carol Anderson
 - b. Deborah Baker
 - c. Linda Doucette
 - d. Dough Lee
 - e. Tom Drybread
- d. A motion was made by President Drybread and Seconded by Secretary Moore to reseal members to the Finance Committee. The motion passed unanimously.**
- a. Wendi Broden
 - b. Richard Kendall
 - c. Heather Aschenbrenner
 - d. Robert Hung
 - e. Christina Audley
 - f. John Moore
 - g. Syndi Martin
- e. A motion was made by President Drybread and Seconded by Secretary Moore to reseal members to the ACC Committee. The motion passed unanimously.**
- a. Doug Lee
 - b. Herb Schaff
 - c. Brian Gerrish
 - d. Tom Jones
- f. A motion was made by President Drybread and Seconded by Treasurer Martin to reseal members to the Member Relations Committee. The motion passed unanimously.**
- a. Emily Martin
 - b. LaDonna Hockaday
 - c. Judi Thompson
 - d. Linda Azzarella
 - e. Diane Hancock
 - f. Mariel Lindblad
 - g. Michelle Anderson
 - h. Theresa Boos
 - i. Emily Seymore
- g. A motion was made by President Drybread and Seconded by Treasurer Martin to reseal members to the CPC Committee. The motion passed unanimously.**
- a. Linda Doucette

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- b. Herb Schaff
- c. Elaine Schaff
- d. Carol Anderson
- e. Dennis Anderson
- f. Sam Baker
- g. Deborah Baker
- h. Ron Parsons
- i. Karen Parsons
- j. Judy James
- k. Cookie Skelly
- l. Jerry Vosberg
- m. Kathy Vosberg
- n. Henry Risen

- h. A motion was made by President Drybread and Seconded by Secretary Moore to reseal Emily Martin as Volunteer Coordinator. The motion passed unanimously.**

23. OPEN FORUM

- a. Cell Phone Coverage in Clearwood was addressed by a member.

A Motion was made by President Drybread and Director Landon to set up a special project committee to study the feasibility of cell service in the community and to assign Jim Landon as Liaison. The motion passed unanimously

- b. Director Landon left the table and addressed the board as a member regarding protect property values. Member Landon request that anonymous violations be put aside for members interested in sponsoring the violation. President Drybread stated the board will take under consideration and do further investigation.

24. ADJOURNMENT:

- a. A motion was made by President Drybread and seconded by Secretary Moore to adjourn at 12:15am. The motion was unanimously approved.

YVONNE MOORE,
Secretary