

# **CLEARWOOD COMMUNITY ASSOCIATION**

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

November 18, 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, Vice President Seymour left early and therefore the quorum was met.

### **3. IN ATTENDANCE:**

- a. Directors: Laura Drybread (President), Em Seymour (Vice President), Yvonne Moore (Secretary), Syndi Martin (Treasurer), Linda Azzarella (Director), Richard Hill (Director) and Val Cawley (Director)
- b. Managers: Bookeeper Dolanna Burnett, Manager Albert Darrow
- c. Member(s) and/or Guest(s), in the order they signed in: Tom Drybread, Rob Hung, Robert Owen, Doug Skelly, Margaret Skelly, Greg Marshall.

### **4. REGULAR PRESIDING OFFICER AND SECRETARY:**

- a. President Laura Drybread and Secretary Yvonne Moore.

### **5. MEETING CALLED TO ORDER:** At 09:00am.

### **6. APPROVE THE AGENDA:**

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

### **7. APPROVAL AND ACCEPTANCE OF BOARD AND COMMITTEE MINUTES**

- a. A motion was made by Treasurer Martin and Seconded by President Drybread to approve the following Board Minutes. The motion passed unanimously.
  - i. Regular Board Meeting Minutes dated 28 October 2017
  - ii. Special Board Meeting Minutes dated 04 November 2017
- b. A motion was made by President Drybread and Seconded by Treasurer Martin to acknowledge receipt of the following approved committee minutes. The motion passed unanimously:
  - i. Acknowledge Receipt of Member Meeting Minutes – 28 October 2017
  - ii. Acknowledge Receipt of Approved Violation Minutes – 26 October 2017
  - iii. Acknowledge Receipt of CPC Minutes – 12 October 2017
  - iv. Acknowledge Receipt of Roads and Water Minutes – 11 November 2017
  - v. Acknowledge Receipt of ACC Minutes – 02 November 2017
  - vi. Acknowledge Receipt of MAC Minutes – 24 October 2017

# **CLEARWOOD COMMUNITY ASSOCIATION**

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

November 18, 2017

- c. A motion was made by President Drybread and Seconded by Treasurer Martin return meeting minutes from Roads and Water Committee to the committee for review on the section of Echologics. The motion passed unanimously:

### **8. RATIFYING OF BOARD POLLS**

- a. A motion was made by President Drybread and Seconded by Director Hill to ratify the following board polls. President Drybread, Vice President Seymour, Secretary Moore, Treasurer Martin and Director Hill voted in favor, Directors Azzarella and Cawley abstained. By majority vote the motion passed.

- i. Close of Restrooms 01 November 2017 – 01 April 2018

### **9. CERTIFY 28 OCTOBER 2017 SPECIAL MEMBER MEETING RESULTS**

A motion was made by President Drybread and Seconded by Secretary Moore to Certify the 28 October 2017 Special Member Meeting Results. The motion passed unanimously.

### **10. RESIDENTS AGENDA QUESTIONS**

- a. There were no Residents Agenda Questions

### **11. ACCOUNTANT / BOOKKEEPER REPORT**

- a. A motion was made by President Drybread and Seconded by Secretary Moore to acknowledge receipt of October 2017 Financials. The motion passed unanimously.
- b. Written report was provided and read by Accountant Dolanna Burnett as follows:

- i. We are currently at 83% of the year and are at 104% of our Annual Budgeted Income (accrual basis).

- ii. **ADMINISTRATIVE**

- We are under our Annual Budget by approximately 7% within the Admin Dept. I expect this trend to continue through year-end, although bad debt may decrease the surplus.

- 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.

# CLEARWOOD COMMUNITY ASSOCIATION

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

November 18, 2017

iv. **OTHER/MISCELLANEOUS**

We are currently over budget by approximately 4% for the year. The deficit will be off-set by decreased expenses in Lakes and Leases/Rent Expense. These are lower than anticipated and I do not expect to see a significant change in this area for the remainder of the year.

v. **POOL**

We are currently over budget for the year by 13%. I expect the deficit to continue to decrease over the next couple of months, although not completely. We may end the year with an approximate \$1k deficit for the year with the monthly expenses staying consistent as the previous two months.

vi. **SECURITY**

We are currently over budget for the year by 11%. This deficit will continue to increase over the next couple of months, with an anticipated \$5k deficit by year-end.

vii. **WATER SYSTEM**

We are currently at 145% of our Annual Budgeted Income for Water Operations (accrual basis). The overall expenses are over budget by 4% and there are no significant factors to detail within this department at this time.

viii. **RECEIVABLES**

- a. Invoices total \$764,754.68 for Assessments and Water Usage year-to-date.
- b. The remaining balance due for 2017 Assessments and Water Usage is \$102,281.41 (13% of total billed).
- c. There has been \$1054.96 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.
- d. We have collected 87% of our current year billed Assessments and Water Usage.
- e. We have collected approximately \$9,900 for prior period bad debt accounts.

## 12. OFFICE MANAGER REPORT

- a. A written report was provided by Office Manager Sparkman and read by Secretary Moore as follows:

i. List of Accounts

Accounts with credit balances	171
Paid in full with zero balance	755
Residents on Prom Notes	204
Residents on Line Pmts	113
<b>For total of</b>	<b>1243</b>

- ii. The office will be decorated for Christmas after the Thanksgiving Holiday.

# **CLEARWOOD COMMUNITY ASSOCIATION**

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

November 18, 2017

### **13. MAINTENANCE / WATER MANAGER REPORT**

- a. Written report was provided and read by Manager Darrow

#### **Top 5 Areas Where Time was Spent**

1. Water, 210.5 hours
2. Custodial, 161.5 hours
3. Grounds/beaches, 144 hours
4. Roads 102.5 hours
5. Admin 66.5 hours

#### **i. MAJOR PROJECT UPDATES**

- Well #5, Lydia has been looking into filter options one of them being an atec system . We will need to decide if we want to go with an atec system or a custom built system.
- Otter Beach and Reichel Project. We have meet with the governmental bodies that had interest with the walls. After talking it though with everyone I believe we have come to an agreement. As long as we keep the hard armoring out of the high water mark and tier the slope back I believe this will make everyone happy. The next step is submitting a new site plan, which might need to be engineered.
- Status of snow removal. Currently we have about 60 yards of sand on hand. I will order 1 or 2 more transfers of sand (24-48 yards) depending on room. The board will have to decide if they want salt to be used this year or not and in what form. See attached estimate.

#### **ii. EQUIPMENT FAILURE**

- 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. Will get bid for Finance to review.

#### **iii. WATER**

**Testing Results:** Coliform samples came back clean

**Water Usage:** 5.7million

**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.

**Major Issues:** 17% water loss. U.S.A. came in and did a leak detection survey, they found 5 leaks. 2 of the leaks were sealed by the leak detection operator. 1 on perimeter has been repaired. The last 2 will be repaired weather permitting.

# **CLEARWOOD COMMUNITY ASSOCIATION**

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

November 18, 2017

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

### **iv. VANDALISM REPORT**

1. Vandalism report provided and read by Manager Darrow

### **14. PRESIDENTS COMMENTS**

- a. President Drybread informed the Board that the Vicious Dog Resolution is to be tabled to the December Board Meeting so the rest of the board can review.

### **15. TREASURERS COMMENTS**

- a. The Finance Meetings have moved to 5:30pm on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month to accommodate members.
- b. Finance will begin working on the 2019 Budget in January. Same budgeting process as this year will be used

### **16. SECRETARY COMMENTS**

- a. Secretary Moore Requested that December 2017 Agenda items be received by 04 December 2017.
- b. Secretary Moore informed the board she would like to look into the options of online voting for 2019 and will be looking into these options with member Timothy Francen.

### **17. OLD BUSINESS**

#### **a. WELL 5**

Treasurer Martin requested that a field trip to be arranged for roads and water committee members along with any other interested parties will be visiting a treatment plant where they have treatment systems similar to those being considered for our water system. This will help them, along with the advice we have received from experts to put the right system into place. Albert to notify committee of time.

# **CLEARWOOD COMMUNITY ASSOCIATION**

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

November 18, 2017

*A Motion was made by President Drybread and Seconded by Secretary Moore that the Road and Water Committee evaluate and make recommendation to the board for water treatment and to bring to the board at a special meeting, date to be advised where a decision will be made. The motion passed unanimously*

### **b. TOP 5 PRIORITIES FOR UPCOMING YEAR**

Top 5 priorities for the year were discussed and established. It was agreed that the following would be the top 5 priorities for the year. It was requested that each lead come up with a broad scope of plan for their projects by the December 2017 board meeting

1. Update admin manual and governing documents – **LEAD : YM and SM**
2. Evaluating and Focusing on Reserve Projects – **LEAD ES**
3. Security, Gate systems, Sheriff – **LEAD LD and RH**
4. Software for HOA management – **LEAD YM and SM**
5. Decide on Roads and Water Pipe project – **LEAD LA and VC**

### **c. COLLECTION POLICY**

A motion was made by President Drybread and Seconded by Director Hill to accept the collection policy as written. The motion passed unanimously.

### **d. RESOLUTION 2017-11-01 OPERATING RESOLUTION REGARDING CONTINGENCY FUND**

*A motion was made by President Drybread and Seconded by Director Azzarella to accept the Contingency Fund Resolution as written. The motion passed unanimously.*

### **e. WINTER WEATHER PLAN**

*A motion was made by President Drybread and Seconded by Director Azzarella to accept the winter weather plan as written with attached map and to review the use of volunteers for inclement weather. The motion passed unanimously*

There was discussion regarding the use of rubber bits on the plow. Director Hill to look into prices and report back to maintenance.

# **CLEARWOOD COMMUNITY ASSOCIATION**

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

November 18, 2017

*A motion was made by President Drybread and Seconded by Director Cawley to allow Manager Darrow to purchase rubber blades for snow plow not exceeding an amount of \$1000.00. The motion passed unanimously*

It was requested by the board that a separate winter policy be created for volunteers being allowed to assist plowing. Policy to be discussed with maintenance and patrol and brought back to board for December 2017 board meeting.

Director Azzarella briefed the board on the concern the Roads & Water Committee has in the use of salt on the roads this winter. There was discussion into looking into beet juice. Director Hill discussed salt brine. A mixture of salt and water. It can be bought from the county. A storage tank and a truck with a tank would be required. It was recommended that for this year sand be used with rubber bits on the plow.

Member Skelly raised his concerns regarding certain roads should there be an emergency. It was agreed that in the event of an extreme emergency members could call Emergency Services.

### **f. UPDATE ON BULKHEADS**

Director Cawley and Manager Darrow let us know that they were working closely with the State and County officials on the design of the Bulkheads at Reichel and Otter Beaches and that project is moving along well

## **18. NEW BUSINESS:**

### **a. Committee Liaison Issues**

#### **i. ES & Patrol Committee**

##### **a. Vacation Watch Request**

The Emergency Services and Patrol Group introduced a Vacation Check Program where residents who are going to be gone from home for extended periods of time can complete a form at the office and have their house put on a list to be checked whenever our Local Patrol or Sheriff patrols are in the neighborhood. While it is not a daily patrol, it will cover several days of the week and can be very preventative. It is also helpful to let a neighbor whom you trust know to watch your property as well. Additionally, they are continuing to watch vehicles that are parked in no parking zones or blocking street access for fire and ambulance access. They will TOW vehicles that are parked incorrectly. Some situations require notice, and others do not.

# **CLEARWOOD COMMUNITY ASSOCIATION**

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

November 18, 2017

### **b. Towing**

President Drybread informed the board that Contract from B&H has been updated and signed. Per the request of the board members of Patrol and Emergency Services have completed training to tow. Moving forward only trained people are authorized to call and request a vehicle be towed. Towing guidelines has been developed.

### **ii. MAC**

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to seat Director Azzarella as Liaison to MAC. The motion passed unanimously.*
- b. The process for donations was discussed. It was recommended that MAC be tasked into looking into the legalities of becoming a free standing committee.
- c. *A motion was made by President Drybread and Seconded by Director Cawley to task the Finance Committee into drawing up a policy and procedure document for donations made to the community. The motion passed unanimously*

### **iii VILATIONS COMMITTEE**

#### **a. Violation Appeal to the board – 15/015**

*A Motion was made by President Drybread and Seconded by Director Hill to uphold the violation issued to 15/015 as all policies and procedures were upheld. The motion passed unanimously.*

### **iv. ROADS AND WATER COMMITTEE**

- a. **It was discussed and agreed that Director Cawley would sit as liaison with Treasurer Martin on Roads and Water Committee**

## **19. OPEN FORUM**

- a. Member addressed the board regarding her last quarterly water bill and was requesting forgiveness. President Drybread stated the board has received another request for forgiveness from another member. Upon reviewing the Policy on Water Bill forgiveness President Drybread requested that the member complete the necessary form for Water Forgiveness Request form and resubmit to the office.



# **CLEARWOOD COMMUNITY ASSOCIATION**

## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

November 18, 2017

- b. Member Greg Marshall briefed the board on a recommended water treatment plant. President Drybread thanked him for the information and requested that the recommendation to be given to Roads and Water Committee
- c. Member Doug Skelly gave a brief explanation on his opinion of what the process should be regarding how project needs should be handled

### **20. EXECUTIVE SESSION**

- a. **A motion was made by President Drybread and Seconded by Secretary Moore to go into Executive Session for Personnel and Legal Issues at 12:27. The motion passed unanimously.**
- b. **Treasurer Martin and Director Cawley were not present during discussion of Legal Issues.**
- c. **A motion was made by President Drybread and Seconded by Secretary Moore to exit Executive Session at 12:45. The motion passed unanimously.**

### **21. ADJOURNMENT:**

- a. A motion was made by President Drybread and seconded by Director Hill to adjourn at 12:45am. The motion passed unanimously.

YVONNE MOORE,  
Secretary