

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

December 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. Five Directors were in attendance throughout the meeting, therefore the quorum was met.

3. IN ATTENDANCE:

- a. Directors: Laura Drybread (President), Yvonne Moore (Secretary), Linda Azzarella (Director), Richard Hill (Director) and Val Cawley (Director)
- b. Member(s) and/or Guest(s), in the order they signed in: Tom Drybread, Rob Hung,

4. DIRECTORS NOT PRESENT

- a. Em Seymour (Vice President), Syndi Martin (Treasurer),

5. REGULAR PRESIDING OFFICER AND SECRETARY:

- a. President Laura Drybread and Secretary Yvonne Moore.

6. MEETING CALLED TO ORDER: At 09:00am.

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 President Drybread and Seconded by Secretary Moore to approve the following Board Minutes. The motion passed unanimously.*
 - i. Regular Board Meeting Minutes dated 18 November 2017
- b. *A motion was made by President Drybread and Seconded by Secretary Moore to acknowledge receipt of the following approved committee minutes. The motion passed unanimously:*
 - i. Acknowledge Receipt of Violations Meeting Minutes – 09 November 2017
 - ii. Acknowledge Receipt of MAC Minutes – 14 November 2017
 - iii. Acknowledge Receipt of Patrol Minutes – 01 November 2017
 - iv. Acknowledge Receipt of Patrol Minutes – 15 November 2017

9. RESIDENTS AGENDA QUESTIONS

- a. There were no Residents Agenda Questions

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

December 16, 2017

10. ACCOUNTANT / BOOKKEEPER REPORT

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to acknowledge receipt of November 2017 Financials. The motion passed unanimously.*
- b. Written report was provided and read by Accountant Dolanna Burnett as follows:
We are currently at 92% of the year and are at 105% of our Annual Budgeted Income (accrual basis).
 - i. I expect that we will end the year at approximately 1% over budget in expenses for all Operational Departments. This will be off-set by the anticipated 7% surplus in Operational Income for the year.
 - ii. The Maintenance and Security Departments have the most significant factors resulting in the overage. These departments have been consistently over budget throughout the year due to budgeting, as well as excessive repairs to the gate system, and vandalism.
 - iii. The Water System Department is remaining a small percentage over budget for expenditures, which is off-set by the surplus in Water System Income. We currently have a 45% surplus in revenue for the year.

RECEIVABLES

- i. Invoices total \$770,491.44 for Assessments and Water Usage year-to-date.
- ii. The remaining balance due for 2017 Assessments and Water Usage is \$64,187.95 (8% of total billed).
- iii. There has been \$1416.72 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 92% of our current year billed Assessments and Water Usage.
- v. We have collected approximately \$9,900 for prior period bad debt accounts.

11. 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	173
Paid in full with zero balance	900
Residents on Prom Notes	116
Residents on Line Pmts	113
For total of	1302
 - ii. We are still doing some cross training. Jackie is learning how to input violations onto the new business spread sheet. Rebecca is learning how to do deposits, release liens. I will also be cross-training her on HOA Demand requests.

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

December 16, 2017

- iii. Director Azzarella Linda requested that Elaine report monthly on the number of rentals that we have in the community.
- iv. Director Azzarella asked why the office report reflects a total of 1302 homes when there are a total of 1355 lots.

12. 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. The Water and Roads Committee has done a site visit to a local A-Tec System and should have a recommendation for the board.
- 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. Will be working with Valery and Herb hopefully in the next few weeks to get the plan done.
- 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. I have been holding off till the new year if possible.

- ii. **EQUIPMENT FAILURE**

- A pin broke on the excavator. Estimated cost is \$150.00

- iii. **WATER**

Testing Results: Coliform samples came back clean

Water Usage: 5.4million

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: There was a major leak with well #2 caustic system. The leak has been repaired but the backing board for the piping might have to be replaced. No health issues arose from this. 17% water loss. U.S.A. came in and did a leak detection survey, they found 5

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

December 16, 2017

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.

Over all Condition: The water system is doing good. Well #2 has been showing signs of losing production from 337 gpm down to 330 gpm. This could be from the impellers wearing or the sensor beginning to slow down. I will keep an eye on this. 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. There was no major vandalism to report.

13. NEW BUSINESS

- a. There was discussion regarding the enforcement of CCR's. It was mentioned that Brian Cawley has a previously started a database for compliance. Secretary Moore to contact Brian to enquire. Director Azzarella requested that Brian Gerrish from Patrol be tasked to do research into the cost of hiring a compliance contractor to do compliance in the community twice a year. Emily Martin to look into volunteers for a Violations Compliance Committee
- b. *Motion was made by Secretary Moore and Seconded by President Drybread to recommend that Albert Contact NWS proceed with the bid process for the treatment plant to be received within the following 2 weeks as follows:*
 1. *Attempt to Provide a minimum of 3 bids for "turnkey" (such as ATEK) systems suitable for our needs*
 2. *Attempt to Provide a minimum of two, and three if possible, bids for custom systems. *the need for at least two derives from the assumption that NWS builds systems and will likely submit their own bid and to avoid a conflict of interest, the committee asks for at least one other.*
 3. *Once they secure the bids, provide their preference if they have one.**The motion passed unanimously.*
- c. *A motion was made by President Drybread and Seconded by Director Azzarella to seat Debbie Bies to the ACC Committee. The motion passed unanimously.*
- d. President Drybread discussed a Volunteer Recognition Event she is working on with Emily Martin. The event will be held in January 2018. President Drybread requested that Liaisons please send a list of their committee members with email addresses so that invitations can be sent out.
- e. Secretary Moore requested that January 2018 Agenda items be received by 08 January 2018

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

December 16, 2017

- f. Secretary Moore distributed Board Resource Manuals to Directors. It was noted that any additions to the manual will be given to Directors as approved by the board. The Manual remains the property of Clearwood and should a Director leave the board, the manual is to be returned.
- g. Secretary Moore briefed the board on a improved version of the website that Member Broden is working on. Member Broden gave a presentation to the board. The communications committee is looking at going live with the improved website after the January 2018 board meeting. Links to the website will be sent to the board where progress can be followed.
- h. *A motion was made by Director Hill and seconded by President Drybread to remove all Sheriff Reports from the Clearwood Website and Weekly email. President Drybread, Director Cawley, Director Hill and Director Azzarella were in favor. Secretary Moore opposed. By majority vote the motion passed.*

14. OLD BUSINESS

a. VISCIOUS DOG RESOLUTION

A motion was made by President Drybread and Seconded by Secretary Moore to approve the viscous dog resolution as written and to place it for vote by membership at the August 2018 Annual Meeting. The motion passed unanimously.

b. WORK PARTY VOLUNTEER PROGRAM

A motion was made by President Drybread and Seconded by Director Cawley to accept and approve the Work Party Volunteer Program as written. The motion passed unanimously.

15. TOP 5 PRIORITIES FOR UPCOMING YEAR

a. Update admin manual and governing documents – LEAD : YM and SM

Secretary Moore informed the board that they are looking at digitizing all documents and loading it to the cloud for storage. Nothing further to report at this stage.

b. Software for HOA management – LEAD YM and SM

Secretary Moore informed the board that a list of potential HOA Software companies have been selected and are being reviewed by Member Francen for reviews and compatibility with our system. Some requirements for the software company would be tracking, violations, vehicle recognition, work orders, online voting and creating of work orders.

c. Security, Gate Systems, Sheriff – LEAD LD and RH

President Drybread and Director Hill are in the process of setting up a sub committee. Patrol and Emergency Services will be used for this project along with a few members of the community. The purpose, the criteria for consideration, what the scope of policy making will be and what steps are required to get through the project has been discussed. Awaiting on info from the Reserve study.

d. Evaluating and Focusing on Reserve Projects – LEAD ES

Still waiting on Report for Reserve study so nothing to report back on at this stage

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

December 16, 2017

e. Roads and Water Pipe project – LEAD LA and VC

Director Azzarella and Director Cawley informed the board that once Well 5 is up and running that they would focus on the Roads and Water Project.

16. OPEN FORUM

- a. There was nothing for discussion in Open Forum

17. ADJOURNMENT:

- a. A motion was made by President Drybread and seconded by Secretary Moore to adjourn at 11:00am. The motion passed unanimously.

YVONNE MOORE,
Secretary

APPROVED