

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

January 20, 2018

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, therefore the quorum was met.

3. IN ATTENDANCE:

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

4. DIRECTORS NOT PRESENT

- a. Valerie Cawley (Director)

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 Treasurer Martin to approve the agenda. The motion passed unanimously

8. RESIDENTS AGENDA QUESTIONS

- a. There were no Residents Agenda Questions

9. ACCOUNTANT / BOOKKEEPER REPORT

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to acknowledge receipt of December 2017 Financials. The motion passed unanimously.*
- b. Written report was provided and read by Accountant Dolanna Burnett as follows:
We ended our year at 107% of our Annual Budgeted Income (accrual basis). We have collected approximately \$117k more than was budgeted for 2017.
 - General Operations came in at 1% below budget. With an overall surplus of approximately \$35k. This is a result of the additional funds received in income during the year, along with Admin and Other/Misc Departments being under budget.
 - The Water System Department came in 9% over budget. This was due to the allocated expenses for Admin and was offset by a 45% increase in water revenues for the year. Overall there is a surplus of approximately \$61k within the department.

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RECEIVABLES

- Invoices total \$784,161.38 for Assessments and Water Usage for the year.
- The remaining balance due for 2017 Assessments and Water Usage is \$33,662.24 (4% of total billed). Only 1% of total billed was written off as bad debt during the year.
- There has been \$5,729.24 in bad debt written off during the year. This is only 1% of the total billed and is a decrease from the average 2-3% in previous years.
- We have collected 95% of our current year billed Assessments and Water Usage.
- We have collected approximately \$16k for prior period bad debt accounts in 2017.

10. OFFICE MANAGER REPORT

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

- i. List of Accounts as of 01/15/2018

Accounts with credit balances	32
Paid in full with zero balance	229
Residents on Prom Notes	117
Residents on Line Pmts	119
New Owners for the month of January	8
Clearwood owned lots	19
For total of	524

- b. The board was informed of the resignation of Office Manager Sparkman due to retirement. Her replacement was discussed.

A motion made by Treasurer Martin and Seconded by Director Hill that the board moves to hire an operations manager to replace the office manager that oversees the entire community and reports directly to the board and that finance committee be tasked to find the money necessary for difference in salary between office manager and operations manager. The motion passed unanimously

11. MAINTENANCE / WATER MANAGER REPORT

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

Top 5 Areas Where Time was Spent

1. Grounds 335.75
2. Water 226.5
3. Time Off 134.25
4. Roads 106.5
5. Custodial 86

- i. **MAJOR PROJECT UPDATES**

- Well #5, There has 4 bids received at this time for the filtration/pilot testing for well #5. After

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reviewing the bids, talking with experts and operators it is my recommendation that the board accept the bid from Atec. What lead me to this recommendation is that they have been in business for many years, almost every one I have talked to is very pleased not only the operation of it but the minimal maintenance that is required and the cost was the final factor. The Atec bid is one of the lower of the cost bids. We will still have to source a company to install temporary pumps for the pilot testing but tis was the same with all the bids.

- 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 50 yards of sand on hand. I have ordered 1 more transfers of sand (24 yards) . I am just waiting on delivery of this. It should happen before the board meeting.

ii. **EQUIPMENT FAILURE**

- No new issues this month

iii. **WATER**

Testing Results: Coliform samples came back clean

Water Usage: 2017 total 68.9 million

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 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 begining 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.

b. VANDALISM REPORT

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1. Report Attached

c. OTTER BEACH DOCK

A motion is made by Secretary Moore and seconded by Treasurer Martin that the motion stated in April 16, 2016 minutes item f.ii regarding Otter Beach dock be revoked and that further investigation be done. The motion passed unanimously.

12. 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 16 December 2017

13. NEW BUSINESS

a. BOARD RESOLUTIONS

- i. A motion was made by President Drybread and Seconded by Secretary Moore to adopt Board Resolution 2018-03-01. A Resolution to Approve Annual Audit.
- ii. A motion was made by President Drybread and Seconded by Secretary Moore to adopt Board Resolution 2018-03-02. A Resolution to Approve August 2017 Annual Membership Meeting Minutes and October 2017 Special Membership Meeting Minutes.
- iii. The board was informed that Resolution 2017-11-18. A Resolution to Amend Section G2 Animal Control in the Rules and Regulations which was adopted by the board will be included in the August 2018 membership vote.
- v. The board was informed that Resolution 2017-11-01. A Resolution to Amend the policy for the use of Operational Contingency Fund which was adopted by the board will be included in the August 2018 membership vote.
- vi. It was noted that Resolution 2018-03-03 A Resolution to Ratify 2019 Budget is still outstanding.

It was noted that after March 2018 Meeting resolutions will be sent to the attorney for review prior to including in voters pamphlet.

b. BOARD POSITIONS UP FOR RE-ELECTION IN 2018

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There are 2 board positions up for re-election this year. Em Seymour and Linda Azzarella. Intent to run for the board is to be done by the March 2018 meeting.

c. STAFF WAGE CHARTS FOR 2018, 2019 AND 2020

A motion was made by President Drybread and Seconded by Director Azzarella to accept the employee hand book and wage staff charts and that wage charts be included as addendums in the employee manual and be included in the minutes. The motion passed unanimously.

d. OFFICE AND MAINTENANCE SUMMER HOURS

Office and maintenance summer hours were discussed. It was recommended that the following hours would be worked.

Office will be open on Saturdays for 4 hours. Starting date to be determined.

Maintenance will work on Sundays. Starting date to be determined Albert to finalize schedules with his crew.

e. ACC

i. A motion was made by Secretary Moore and Seconded by President Drybread to seat Patti Frost to ACC subject to retraining period of 3 months and attending Wednesday work meetings. LD, YM, RH, ES and SM voted in favor. LA abstained from voting. The motion passes.

ii. An incorrectly permit which was issued was discussed. A motion was made by Secretary Moore and Seconded by President Drybread to revoke the permit issued for RV Screening for Div 19 Lot 13 dated 15 June 2013 and to notify owner of decision. LD, YM, RH, ES and SM voted in favor. LA abstained from voting. The motion passes.

iii. A motion was made by President Drybread and Seconded by Secretary Moore that all board liaisons go back to their committees to establish written guidelines as to the membership requirements to be seated on the committee. The motion passed unanimously

14. OLD BUSINESS

a. COMMUNICATIONS

A motion was made by Secretary Moore and Seconded by President Drybread that the new website address www.clearwood-yelm.com be implement effective 01 February 2018. The motion passed unanimously

15. TOP 5 PRIORITIES FOR UPCOMING YEAR

a. Software for HOA management – LEAD YM

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Secretary Moore informed the board that they are still looking at potential HOA Software companies. Nothing further to report.

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

President Drybread and Director Hill informed the board that Manager Darrow is looking into getting ballpark quotes for a new gate system. It has been narrowed down to a roller gate or hinged gate system. They are also looking at a Driver Recognition System. It was suggested by a member to look into moving back gate back as only 2 cars can line up at the gate at a time and causes traffic congestion. Committee member John Moore informed members that the committee is looking at a time frame of 60 days.

16. OPEN FORUM

- a. Member Bomgardner addressed the board regarding his water bill. He requested the water billing be looked at and water meter readings be checked for inconsistency. President Drybread informed the member that they will take a look at the water bill and get back to member within 2 weeks subject to policy.

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