

1           **MINUTES OF THE CLEARWOOD COMMUNITY ASSOCIATION**  
2                           **REGULAR BOARD OF DIRECTORS MEETING**  
3                                   **17 FEBRUARY 2018**

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5   **Location:** The meeting was held at the Association’s office located at 21603 N Clear Lake Blvd  
6   SE, Yelm, WA 98597.

7   **Directors in Attendance:** President Laura Drybread (arrived after the meeting had started),  
8   Vice President Em Seymour, Treasurer Linda Azzarella-Moore, Secretary Yvonne Moore  
9   (arrived after the meeting had started), Director Syndi Martin and newly appointed Director Tim  
10   Francen.

11   **Persons in Attendance (in the order they signed in):** P. Kiehne (15-20), La Donna Hockaday  
12   (4-326), John Moore (19-11/12), Tom Drybread (6-497), Brian Gerrish (9-43), Mariel Lindblad  
13   (4-262), Richard Kendall (8-059), Malinda Poirier (16-119), Rachael Page (13-76), Tom Bies (2-  
14   70), Tom ??ff (2-98), Cynthia Childs (9-012), Shannon Beyart (6-377) and Greg Marshall (4-  
15   357), Jackie Lambert, Debbie Bies, Tom Bies, Justin Denoyer, Chad Seymour, Bob Coffey, Vic  
16   Espinosa, Emily Martin, Tim Francen.

17   **Presiding Chair and Secretary:** Treasurer Azzarella-Moore, followed by Vice President Em  
18   Seymour and finishing with President Drybread chaired this regular meeting of the Board and  
19   member Patty Kiehne served as temporary acting secretary.

20   **Staff in Attendance:** Albert Darrow, Rebecca Kyser, Dolanna Burnett

21   **Introductions:** Were made.

22   **Residents’ Agenda Questions:** None.

23   **Bank Signatories:** Treasurer Azzarella-Moore and Director Cawley are signatories on checks.

24   **Members’ Request for Special Meeting of the Membership:**

- 25       1. Treasurer Azzarella-Moore was presented with a petition from approximately 140  
26       members requesting a meeting of the membership. The request for a special meeting for  
27       the recall of Director Martin was later withdrawn.

28   **Resignations from the Board of Directors:**

- 29       2. A motion was made by Vice President Seymour and seconded by Treasurer Azzarella-  
30       Moore that the Board accept Director Richard Hill’s resignation from the Board. There  
31       was no discussion. The motion passed.  
32       3. A motion was made by Director Syndi Martin and seconded by Treasurer Azzarella-  
33       Moore to nominate Tim Francen to fill Richard Hill’s position and that she (Director

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Martin) resigns and the Board accepts her resignation. There was no discussion. The motion passed.

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36 **Syndi Martin leaves the meeting.**

37 **President Drybread and Secretary More arrived.**

38 **Agenda:**

39 1. A motion was made by President Drybread and seconded by Treasurer Azzarella-Moore  
40 to approve the agenda with changes. There was discussion. The motion was approved.

41 **Vice President Position on the Board:**

42 1. A motion was made by President Drybread and seconded by Director Cawley to accept  
43 the rescinding of Vice President Seymour resignation from the Board. There was no  
44 discussion. The motion passed.

45 2. There was a motion by President Drybread and seconded by Secretary Moore to accept  
46 Em Seymour's resignation from her position as Vice President and appoint another.  
47 There was no discussion. The motion was approved.

48 3. A motion was made by Secretary Moore and seconded by President Drybread to  
49 nominate Director Valerie Cawley as Vice President. Director Cawley accepted the  
50 nomination. The motion was approved.

51 **Roads and Water Committee Liaison:**

52 1. Director Francen agreed to be the liaison to the committee.

53 **Seating of Volunteer(s):**

54 1. A motion was made by President Drybread and seconded by Director Seymour to seat  
55 Wendy Broden as the Volunteer Coordinator. The motion passed.

56 **Treasurer's Report:**

57 1. Finance Committee member John Moore, addressed the Board concerning his task to find  
58 a new auditor.

59 2. A motion was made by Treasurer Azzarella-Moore and seconded by Director Seymour to  
60 accept the Asphalt Patch Systems bid (3-inch asphalt) for \$37,000.00. There was  
61 discussion. The motion passed.

62 3. A motion was made by President Drybread and seconded by Vice President Cawley to  
63 remove the current Otter Beach dock and replace it using general reserve funds. There  
64 was discussion. The motion passed.

65 4. A motion was made by President Drybread and seconded by Vice President Cawley to  
66 approve \$3,300.00, including tax for the Kobota mower deck from the General Reserves.  
67 There was discussion. The motion passed.

68 5. A motion was made by President Drybread and seconded by Secretary Moore to approve  
69 a John Deere mower, for up to \$3,400.00 including tax, from the General Reserves.  
70 There was discussion. The motion passed.

71 6. A motion was made by President Drybread and seconded by Secretary Moore to approve  
72 the expenditure for an executive secretary and move forward with hiring for the position

73 subject to the Finance Committee finding funding. There was discussion. The motion  
74 passed.

75 7. The Finance Committee now meets the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month at 1 pm.

76 8. Treasurer Azzarella-Moore will be the liaison for the meeting on the 2<sup>nd</sup> Wednesday of  
77 the month and Vice President Cawley will be the liaison for the meeting on the 4<sup>th</sup>.

78 **Accountant/Bookkeeper Report (Dolanna Burnett):**

79 1. Format for the monthly financials is almost complete (upgraded financial software.

80 2. The Board held off accepting report for the record until the formatting issues were  
81 completed.

82 **Office Manager Report (Rebecca Kyser):**

83 1. A written report was submitted to the Board prior to the meeting.

84 2. She briefed the Board on owner payment statistics and office cost saving measures.

85 **Maintenance/Water Manager (Albert Darrow):**

86 1. A written report was submitted to the Board prior to the meeting.

87 2. He briefed the Board concerning:

88 a. The current status of the well 5 project. President Drybread informed the Board  
89 that Manager Darrow is the lead for the project.

90 b. The bulkhead projects.

91 c. Snow removal preparations.

92 d. The gates.

93 e. The need for road patching.

94 f. That the water leak detection testing revealed a major leak.

95 **Approval and/or Acceptance of the Minutes:**

96 1. A motion was made by President Drybread and seconded by Treasurer Azzarella-Moore  
97 to approve/acknowledge receipt of the following minutes. There was no discussion. The  
98 motion passed.

99 a. Approve the regular Board meeting minutes of January 20, 2018.

100 b. Approve the special Board meeting minutes of January 29, 2018.

101 c. Acknowledge receipt of the approve Violation Committee minutes of January 25,  
102 2018.

103 d. Acknowledge receipt of the Architectural Control Committee (ACC) minutes of  
104 January 4, 2018.

105 e. Acknowledge receipt of the Patrol Committee minutes of January 7, 2018.

106 f. Acknowledge receipt of the Roads and Water Committee minutes of December 9,  
107 2017.

108 **New Business:**

109 1. A motion was made by President Drybread and seconded by Treasurer Azzarella-Moore  
110 to ratify the following Board polls. There was no discussion. The motion passed.

- 111 a. Acceptance of Director Martin's resignation from her position as Treasurer.  
112 b. Operations Property Manager posting.  
113 c. Acceptance of member Linda Doucette's resignation.  
114 d. Seating of member Rachael Paige on the Violations and ACC committees and to  
115 seat Secretary Moore as the second liaison to the ACC committee.  
116 e. Motion to approve and accept the meeting minutes.
- 117 2. A motion was made by President Drybread and seconded by Director Seymour to  
118 acknowledge the resignations of Emily Martin (Volunteer Coordinator), and Christina  
119 Audley, Richard Kendal and Heather Aschenbrenner (Finance Committee). There was no  
120 discussion. The motion passed.
- 121 3. A motion was made by Vice President Seymour and seconded by Treasurer Azzarella-  
122 Moore to give Syndi Martin a members' list per her request. There was no discussion.  
123 The motion passed.
- 124 4. The violation report concerning Director Martin was withdrawn.
- 125 5. President Drybread discussed the Board resolutions for the March 2018 board meeting  
126 and open Board positions.
- 127 6. Movement from One Board Position to Another:  
128 a. Treasurer Azzarella resigned as a member of the Board of Directors.  
129 b. A motion was made by president Drybread and seconded by Vice President  
130 Cawley that the Board accepts the resignation of Linda Azzarella-Moore as a  
131 Director and Treasurer and appoints Linda Azzarella-Moore to the Board, filling  
132 Syndi Martins empty position and also appoints her as Treasurer. The motion  
133 passed.
- 134 7. President Drybread asked her fellow Board Directors to come up with priorities for the  
135 upcoming year.

136 **Adjournment:**

- 137 1. A motion was made by President Drybread and seconded by Director Seymour to adjourn  
138 the meeting. There was no discussion. The motion passed.  
139 2. The meeting adjourned at 12:40 pm.

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