

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

March 02, 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 (Director), Linda Azzarella (Treasurer) and Valerie Cawley (Vice President)
- b. Member(s) and/or Guest(s), in the order they signed in per the attached sign in sheet.

4. REGULAR PRESIDING OFFICER AND SECRETARY:

- a. President Laura Drybread and Secretary Yvonne Moore.

5. MEETING CALLED TO ORDER: At 06:30pm.

6. APPROVE THE AGENDA:

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

7. OPERATIONS MANAGER AND OFFICE STAFFING

- a. The Operations Manager position was discussed. Applications have been received however none have met the required qualifications. It was proposed that Rebecca take on the position of office manager on a probation period end of December 2018 to allow her to prove herself in the position. The board was in agreement.

8. EXECUTIVE SECRETARY

The right to Exercise the right to hire an executive secretary to assist the secretary not to exceed 40 hours a month was discussed.

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to seat Wendi Broden as Executive Secretary. The motion passed unanimously.*

9. MEETING MINUTES

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to approve board meeting minutes dated 17 February 2018. The motion passed unanimously.*

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

March 02, 2018

10. INCREASE IN WATER RESERVES

- a. The need for an increase in water reserves was discussed. Concern was expressed that the Water Reserves are underfunded. It was recommended that the request for increase go back to the Finance Committee for further investigation.

11. 2018-03-06 – A RESOLUTION CONCERNING DIRECTORS MISSING BOARD MEETINGS

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to accept resolution title 2018-03-06 – A Resolution Concerning Directors missing board meetings. There was discussion. The motion passed unanimously.*

12. 2017-11-02 – A RESOLUTION TO AMEND SECTION G2 ANIMAL CONTROL IN THE RULES AND REGULATIONS

- a. There was concern expressed regarding how this resolution would be enforced.
- b. *A motion was made by President Drybread and Seconded by Vice President Cawley to remove resolution 2017-11-02 as previously approved from being presented at the march 2018 informational meeting. The motion passed unanimously.*

13. 2018-03-04 – A RESOLUTION TO CLARIFY THE MEANING OF MEMBERS PRESENT, AUTHORIZED REPRESENTATIVES, AND PROXY. PROVIDES ELECTRONIC VOTING AS AN OPTION INCREASING MEMBERS ACCESS TO VOTING

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to approve resolution 2018-03-04 A resolution to clarify the meaning of authorized representative and proxy when it affects members ability to vote and to include it at the march 2018 meeting to be presented to membership. The motion passed unanimously*

14. 2018-11-01 A RESOLUTION TO AMEND THE POLICY FOR THE USE OF OPERATIONAL CONTINGENCY FUND

- a. A motion was made by President Drybread and Seconded by Secretary Moore to refer resolution 2017-11-01 as previously approved by the board to the finance committee to make a recommendation to the board about it being presented to membership at the march 2018 meeting. The motion passed unanimously

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

March 02, 2018

15. 2018-03-03 – A RESOLUTION TO RATIFY THE 2019 BUDGET

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to accept resolution 2018-03-03 A resolution to Ratify the 2019 budget and that the title be included at the march 2018 informational meeting The motion passed unanimously.*

16. 2018-03-05 – A RESOLUTION TO AMEND THE BY-LAWS REGARDING MEMBERS SEEKING TO BE SEATED ON THE BOARD OF DIRECTORS AND FLEXABILITY TO THE NUMBERS OF DIRECTORS

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to accept resolution title 2018-03-05 – A Resolution to Amend the By-Laws Regarding Members Seeking to be on the Board of Directors and Flexibility to the Number of Directors. The body of the resolution to be worked on by the board. The motion passed unanimously.*

17. TARGET DEADLINES FOR MARCH 2018 MEETING

- a. The March meeting will be held at the Bald Hill Fire Station. A donation of \$75.00 to be arranged for use of facility. Vice President Cawley to make arrangements.
- b. Any additional Board Resolution titles to be submitted for adoption by the Board by 10 March 2018 for inclusion at the March 2018 meeting.
- c. It was recommended that the 2019 budget be published on the website once adopted by the board. Wendi Broden to include a link in the next newsletter directing members to when and where the budget will be made available online. Secretary Moore to find out from office manager when the deadline for the next newsletter submission is to be included with April water billing
- d. It was recommended that a template be added to the website for member resolutions. All member resolutions submitted will be accepted at the March meeting and will need to go to the attorney for legal review by 01 April 2018, after required signatures have been verified.
- e. Board resolution to go to attorney for legal review by 01 April 2018.

17. BANK SIGNATORIES

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to add Treasurer Azzarella and Vice President Cawley as signatories to the checks. The motion passed unanimously.*

18. EXECUTIVE SESSION

- a. *A motion was made by President Drybread and Seconded by Secretary Moore to enter executive session at 7:50 pm to discuss Personnel Issues. The motion passed unanimously.*
- b. *A motion was made by President Drybread and Seconded by Secretary Moore to exit executive session at 8:20 pm. The motion passed unanimously.*

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

March 02, 2018

19. ADJOURN

A motion was made by President Drybread and Seconded by Secretary Moore to adjourn the meeting at 8:21pm. The motion passed unanimously.

YVONNE MOORE,
Secretary

APPROVED