

CLEARWOOD COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
March 17, 2018 - DRAFT

- 1. MEETING CONVENED:**
 - a. At the Bald Hills Fire Department

- 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), Valerie Cawley (Vice President), Yvonne Moore (Secretary), Linda Azzarella (Treasurer), Timothy Francen (Director)
 - b. Managers and Staff: Albert Darrow, Rebecca Kyser, Orlonda Rodriguez, Chenoa Nichol
 - c. Executive Secretary: Wendi Broden
 - d. Member(s) and/or Guests, in the order they signed in: Linda Doucette, Mariel Lindblad, Cynthia & Wayne Childs, Rob Hung, Malina Poirier, John Moore, James Broden, Emily Martin, Roger Becker, Martin Baker, Bill Owen, Jim Landon

- 4. DIRECTORS NOT PRESENT:**
 - a. Em Seymour (Director)

- 5. REGULAR PRESIDING OFFICER AND SECRETARY:**
 - a. President Laura Drybread and Secretary Yvonne Moore

- 6. MEETING CALLED TO ORDER:** at 09:04am.

- 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. APPROVE PREVIOUS MINUTES:**
 - a. *A motion was made by President Drybread and seconded by Secretary Moore to approve the minutes from the 02 March 2018 Special Board of Directors Meeting. The motion passed unanimously.*

- 9. PRESENTATION OF BOARD RESOLUTIONS:**
 - a. The following Six Board Resolutions were presented and will be submitted with the August 2018 ballot and have been approved by the Board.
 - i. 2018-03-01 – A Resolution to Comply with the RCW 64.38.045 Regarding the Annual Audit

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- ii. 2018-03-02 – A Resolution to Approve August 2017 Annual Membership Meeting Minutes and October 2017 Special Membership Meeting Minutes
- iii. 2018-03-03 – A Resolution to Ratify the 2019 Budget
- iv. 2018-03-04 – A Resolution to Clarify the Meaning of Member Present, Authorized Agent, and Proxy. Provides Electronic Voting as an Option Increasing Members Access to Voting
- v. 2018-03-05 – A Resolution to Amend the By-Laws Regarding Members Seeking to be seated on the Board of Directors and Flexibility to the Number of Directors
- vi. 2018-03-06 – A Resolution Concerning Directors Missing Board Meetings

10. PRESENTATION OF MEMBER RESOLUTIONS:

- a. Four Resolutions were submitted by a Member:
 - i. A Resolution to Amend the Qualifications, Powers, and/or Duties of the Board of Directors
 - ii. A Nonbinding Resolution Concerning Professional Property Management
 - iii. A Resolution Concerning a Loophole in the Violations Process
 - iv. A Resolution Concerning Mail-In Voting at ALL Membership Meetings
 - 1. *A motion was made by President Drybread and seconded by Secretary Moore to acknowledge receipt of the four resolutions submitted by member for the August 2018 ballot and to forward to the attorney for review pending confirmation of the number of required signatures. The motion was passed unanimously.*

11. PRESENTATION OF CANDIDATES:

- a. The following candidates are running for the two available Board positions in the 2018 election, in the order of presentation:
 - i. Malinda Poirier

12. VIOLATIONS

- a. Compliance in the community was discussed.
- b. Office Manager, Rebecca Kyser, will be setting up a property standards program doing compliance in the community.
- c. Advance notice will be given to members and the compliance officer will be working off of a checklist.
- d. Discussion regarding empty/abandoned/foreclosed homes took place.
- e. Discussion on volunteer vs. paid compliance officer took place.

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13. MAINTENANCE/WATER

- a. Report given by Manager Albert Darrow
 - i. Project updates
 - 1. Well 5 – we have run into another setback. The person we are dealing with for filtration from A-Tech, has been dealing with illness and a family death. As soon as he is done dealing with all of that, we will be back up and running. We do have a well drilling company on board to put the well pump in and get it set up to do the pilot plan testing as soon as the filtration person is done dealing with his personal tragedy.
 - 2. Gates – we were trying to have the new gates in before summer, however most gate companies are a few months out. Options for gates are being explored including appearance, replacing islands, gate materials, along with possibility of a license plate recognition system to better assist in catching vandals who are repeatedly damaging our gates.
 - 3. Beach Walls – working with county and state officials on coming into compliance. Vice President Cawley has been assisting. A draft was sent in on Friday, March 16th to make sure we have everything we need for them to approve the project. Hoping to be completed by summer, but it will depend on when the county/state officials get back to us. Albert explained the reasoning for the beach walls and why we needed to change armored fronts that we have now and what we are hoping to do instead to become more environmentally friendly and more natural. Reichel and Otter will be first, followed by the others.

14. OFFICE REPORT

- a. Written report was provided and read by Office Manager, Rebecca Kyser
 - i. List of Accounts as of 03.16.2018
 - Accounts with credit balances as – 122
 - Paid in full zero balances – 651
 - Residents on promissory notes – 345
 - Residents on online payments – 100
 - New owners for the month of January – 15
 - Clearwood owned lots – 19
 - Total of 1,252
 - ii. The Clearwood office has two new employees as of 03.12.2018.
 - 1. Orlonda Rodriguez is the new Office Assistant

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2. Racheal Paige is the new on call person.

15. POOL REPORT

- a. Report given by Pool Manager, Chenoa Nichol
 - i. Pool hours will be the same as last year
 - ii. New pool bracelets will be going out with water consumer report. You must have your new pool bracelet for entry to the pool. A second bracelet may be purchased for \$5.00.
 - iii. Handling of capacity will remain the same process as last year.
 - iv. 1 night swim planned in August with the MAC committee

16. MEMBER ACTIVITIES COMMITTEE

- a. Report given by Member Mariel Lindblad and events for the year were announced

17. FISHING DERBY

- a. Report given by Member Jim Broden
 - i. Derby will be on April 28, 2018 from 7:00am to 2:00pm, with sign-in starting at 6:45am.
 - ii. Volunteers are needed. 4 volunteers are needed for each of the 4 designated shifts. Signup to volunteer can be done either on our website or at the office.
 - iii. Lake will be stocked on the morning of April 23rd and no fishing signs will be posted then.

18. ROADS/WATER COMMITTEE

- a. Report given by Director Timothy Francen
 - i. Volunteers for this committee are needed.

19. COMMUNITY PROPERTY COMMITTEE

- a. Report given by Member Linda Doucette
 - i. Volunteers for this committee are needed.

20. OPEN FORUM

- a. Member Landon addressed the board regarding a violation received. He requested that the board investigate the reason why an appeal could not be heard by the review panel. President Drybread to investigate and give an update to the member.
- b. Member Childs addressed the new gates. She feels that better insurance for the gates is needed due to experience in the community she resides in having had someone hit the wrought iron gates and

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them being bent it in half. President Drybread responded that they are looking at all of the bids.

- c. Member Baker announced that there will be a blood drive at Crossroads next Saturday, March 24th from 9am until 4pm.
- d. Member Baker spoke regarding the new bill that has passed both houses of legislature regarding budgets and how assessment increases can be passed. Member Baker says the Governor has until March 29th to sign the bill. There was discussion on this topic.

21. ADJOURN

- a. *A motion was made by Secretary Moore and seconded by Treasurer Azzarella to adjourn the meeting at 10:45am The motion passed unanimously.*

Minutes Prepared by:

Wendi Broden

Executive Secretary