

# **CLEARWOOD COMMUNITY ASSOCIATION**

## **MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS**

March 23, 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. Five 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 Tim Francen (Director)
- b. Member(s) and/or Guest(s) : Robert Hung

### **4. REGULAR PRESIDING OFFICER AND SECRETARY:**

- a. President Laura Drybread and Secretary Yvonne Moore.

### **5. MEETING CALLED TO ORDER:** At 07:30pm.

### **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. ACCDEPTANCE OF RESIGNATION**

- a. A motion was made by President Drybread and Seconded by Secretary Moore to accept the resignation from the Board of Vice President Valerie Cawley. The motion passed unanimously
- b. A motion was made by Treasurer Azzarella and Seconded by President Drybread to Seat Secretary Moore as Vice President. Secretary Moore accepted the office positions of Secretary and Vice President. The motion passed unanimously.

### **8. OFFICE COMPUTERS**

- a. A motion was made by President Drybread and Seconded by Vice President / Secretary Moore to accept the proposal from PC Technologies for 2 desktops and 1 server as recommended by finance. The motion passed unanimously.

### **9. 2018 BUDGET**

- a. A motion was made by President Drybread and Seconded by Vice President / Secretary Moore to accept the 2018 amended budget as recommended by finance. The motion passed unanimously

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### **10. ADOPTION OF 2018 RESOLUTIONS**

A motion was made by President Drybread and Seconded by Vice President / Secretary Moore that the following resolutions be approved as written and submitted to the attorney for review. The motion passed unanimously.

- a. 2018-03-04 – A Resolution to clarify the meaning of Member Present, Authorized Representative, and Proxy. Provides Electronic Voting as an Option increasing Members Access to Voting
- b. 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
- c. 2018-03-06 - A Resolution Concerning Directors Missing Board Meetings

### **11. CPC LIAISON**

- a. A motion was made by Treasurer Azzarella and Seconded by President Drybread to Seat Director Seymour as CPC Liaison. The motion passed unanimously.

### **12. ADJOURN**

A motion was made by President Drybread and Seconded by Treasurer Azzarella to adjourn the meeting at 7:40pm. The motion passed unanimously.

YVONNE MOORE,  
Secretary