

CLEARWOOD COMMUNITY ASSOCIATION
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
April 21, 2018 - APPROVED

- 1 **1. MEETING CONVENED:**
2 a. At the Clearwood Office
3
- 4 **2. QUORUM:**
5 a. The quorum for meetings of the Board of Directors is three. Five Directors
6 were in attendance throughout the meeting, therefore the quorum was met.
7
- 8 **3. IN ATTENDANCE:**
9 a. Directors: Laura Drybread (President), Yvonne Moore (Vice
10 President/Secretary), Linda Azzarella (Treasurer), Timothy Francen (Director),
11 Em Seymour (Director)
12 b. Managers and Staff: Albert Darrow, Rebecca Kyser
13 c. Executive Secretary: Wendi Broden
14 d. Member(s) and/or Guests, in the order they signed in: Tommy Drybread, Jim
15 Broden, Deborah Baker
16
- 17 **4. REGULAR PRESIDING OFFICER AND SECRETARY:**
18 a. President Laura Drybread and Vice President/Secretary Yvonne Moore
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- 20 **5. MEETING CALLED TO ORDER:** at 09:00am.
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- 22 **6. APPROVE THE AGENDA:**
23 a. *A motion was made by President Drybread and seconded by Secretary Moore*
24 *to approve the agenda. The motion passed unanimously.*
25
- 26 **7. Residents' Agenda Questions**
27 a. There were no resident questions regarding the agenda.
28
- 29 **8. Accountant/Bookkeeper Report**
30 a. Accountant not present, so February and March financials will be reviewed by
31 Board via email and read at May's Board Meeting.
32
- 33 **9. Pool Manager Report**
34 a. Written report was read by President Drybread as follows:
35 Work is being done to ready the pool and hiring lifeguards.
36 Changes have been made to staffing models.
37 No bracelets will be used this year at all. Sign in still required with lot and
38 division to keep track of number of people for capacity purposes.
39
- 40 **10. Office Manager Report**
41 a. A written report was provided and read by Office Manager Kyser as follows:
42 i. List of Accounts as of 04/16/2018
43 Accounts with credit balances 112
44 Paid in full with zero balance 379
45 Residents on Prom Notes 352
46 Residents on Line Payments 109
47 New Owners for the Month of March 15
48 Clearwood Owned Lots 19

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97 beaches, etc.

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100 **12. Approval and Acceptance of Minutes**

- 101 a. *A motion was made by Secretary Moore and seconded by President Drybread*
102 *to approve and accept the following minutes. The motion passed unanimously.*
103 i. Special Board Meeting Minutes – 23 March 2018
104 ii. Special Board Meeting Minutes – 13 April 2018
105 iii. Violations Committee Minutes – 21 February 2018
106 iv. Violations Committee Minutes – 22 March 2018
107 v. Violations Review Panel Minutes – 25 February 2018
108 vi. Patrol & ES Committee Minutes – 08 March 2018
109 vii. Finance Committee Minutes – 07 February 2018
110 viii. Finance Committee Minutes – 14 February 2018
111 ix. Finance Committee Minutes – 28 February 2018
112 x. Finance Committee Minutes – 14 March 2018
113 xi. Finance Committee Minutes – 28 March 2018
114 xii. Architectural Control Committee Minutes – 01 March 2018
115

116 **13. New Business**

- 117 a. Ratify Board Polls
118 i. *A motion was made by Secretary Moore and seconded by President*
119 *Drybread to ratify the board poll appointing Director Seymour to fill the*
120 *vacant seat of previous Director Cawley with a reelection date of 2019.*
121 *The motion passed unanimously.*
122
123 b. Arrangements for May Informational Meeting.
124 i. Plans for what is going to be discussed at the May Informational
125 meeting was discussed.
126 ii. Emergency phone system sign-up
127 iii. Communications Committee to possibly set up Twitter accounts for
128 both regular announcements and emergency only announcements.
129 iv. May Informational Meeting will be held at the Bald Hills Fire Dept
130 starting at 9:00am.
131 v. Pros and Cons sheets need to be made available for each resolution.
132 vi. Thurston County Emergency Management possibly to speak
133 vii. The remainder of planning will be done at Staff Meetings.
134
135 c. Emergency Management Plan – Vice President Moore
136 i. A few different systems are being looked at for EMS contact.
137 ii. A phone tree system to contact members in the case of an emergency
138 is being looked into by Secretary Moore and President Drybread.
139 iii. Disaster readiness options were discussed.
140 iv. *A motion was made by President Drybread and seconded by Vice*
141 *President Moore that the May Informational Meeting focus will be*
142 *emergency preparedness as well as the elections. The motion passed*

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143 *unanimously.*

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d. Property Standards

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i. New property standards and compliance enforcement was discussed.

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ii. Program will start June 01, 2018.

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14. Old Business

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a. Fishing Derby Update

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i. Member Broden confirmed that fish would be delivered on Monday, April 23rd.

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ii. It was confirmed with Manager Darrow that signs would be posted by Maintenance to notify residents that no fishing was allowed between Monday April 23rd and the Fishing Derby on Saturday April 28th.

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iii. Plans were made for Member Broden to retrieve the supplies needed from Maintenance on Friday, April 27th.

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15. Open Forum

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a. There was nothing for discussion in Open Forum.

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16. Adjournment

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a. *A motion was made by President Drybread and seconded by Secretary Moore to adjourn at 12:05pm. The motion passed unanimously.*

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Minutes Prepared by:

166

Wendi Broden

167

Executive Secretary

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