

# **Clearwood Community Association**

## Agenda of the Regular Board Meeting

June 23, 2018 - \*\*DRAFT\*\*

1 **1. MEETING CONVENED:**

- 2 a. At the Bald Hills Fire Department

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), Valerie Cawley (Vice President), Yvonne  
10 Moore (Secretary), Linda Azzarella (Treasurer), Linda Doucette (Director)  
11 b. Managers and Staff: Albert Darrow  
12 c. Executive Secretary: Wendi Broden  
13 d. Member(s) and/or Guests, in the order they signed in: Syndi Martin, Linda  
14 Doucette, Matthew Whitten, Mariel Lindblad, George Rodriguez, Ron Smith, Pete  
15 Florschuetz, Valerie Cawley, Brian Gerrish, Emily Martin, Lori Jones, Stacey  
16 Beggerly, Heather Hoffman, Doug & Cookie Skelly, Wendi Broden, Matthew  
17 Stubbs, Tadd Hooks, Mike & Sharon Slack, Jeff Loucks, Cynthia Childs, Carol &  
18 Dennis Anderson, Jackie Lambert, Louis Wolfrom, Margaret Griffiths, Patricial  
19 Wetsch-Wolfrom, Ron & Carol Beckham, Phillip Holzinger, John Moore, Racheal  
20 Paige, Sophia Sanders, Charlene Gray, Shannon & Steven Bryant  
21

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

- 23 a. President Laura Drybread and Secretary Yvonne Moore  
24

25 **5. MEETING CALLED TO ORDER:** at 09:00am.

26  
27 **6. APPROVE THE AGENDA:**

- 28 a. *A motion was made by Director Doucette and seconded by Treasurer Azzarella*  
29 *to approve the agenda. The motion passed unanimously.*  
30

31 **7. Residents' Agenda Questions**

- 32 a. There were no resident questions regarding the agenda.  
33

34 **8. Ratify Board Polls**

- 35 a. *A motion was made by President Drybread and seconded by Director Doucette*  
36 *to ratify the unanimous Board poll to seat Valerie Cawley on the Board of*  
37 *Directors and to ratify the unanimous Board poll to seat Valerie Cawley as Vice*  
38 *President of the Board of Directors. The motion passed unanimously.*  
39

40 **9. Professional Property Management – VIS Group, Inc.**

- 41 a. Eugene Kyyan, CEO of VIS Group, Inc. delivered a presentation to the Board  
42 and Membership about their company and what they could offer Clearwood.  
43 b. Questions were asked by Membership and answers were provided by the  
44 representatives present from VIS Group, Inc.  
45 c. There were discussions, arguing and disparaging remarks made by Members to  
46 the Board.  
47

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- 48 **10. Approval and Acceptance of Minutes**
- 49 a. *A motion was made by President Drybread and seconded by Director Doucette*
- 50 *to accept and approve the minutes as follows:*
- 51 i. Regular Board Meeting Minutes – 2018 May 19
- 52 ii. Community Property Committee Meeting Minutes – 2018 March 15
- 53 iii. Community Property Committee Meeting Minutes – 2018 April 12
- 54 iv. Community Property Committee Meeting Minutes – 2018 May 12
- 55 v. Finance Committee Meeting Minutes – 2018 April 25
- 56 vi. Finance Committee Meeting Minutes – 2018 May 09
- 57 vii. Member Activities Committee Meeting Minutes – 2018 April 24
- 58 viii. Violations Committee Meeting Minutes – 2018 May 14
- 59 ix. Violations Committee Meeting Minutes – 2018 May 29
- 60
- 61 **11. Add Vice President Cawley as Signatory for Checks**
- 62 a. *A motion was made by President Drybread and seconded by Treasurer Azzarella*
- 63 *to add Vice President Cawley as a signatory for checks. The motion passed*
- 64 *unanimously.*
- 65
- 66 **12. Treasurer Report**
- 67 a. Treasurer Azzarella updated the Board on the valves and feeder lines, and that
- 68 the Finance Committee will start discussing that project toward the end of July
- 69 and will have recommendations for the Board.
- 70
- 71 **13. Seating of Board Liaisons to Committees**
- 72 a. *A motion was made by Vice President Cawley and seconded by President*
- 73 *Drybread to seat the following Board Liaisons to committees. The motion*
- 74 *passed unanimously.*
- 75 i. Director Doucette – Member Activities Committee
- 76 ii. Director Doucette – Community Property Committee
- 77 iii. Vice President Cawley – Co-Liaison – Roads and Water Committee
- 78
- 79 **14. Financial Reports**
- 80 a. *A motion was made by President Drybread and seconded by Director Doucette*
- 81 *to accept the Financial Reports for April 2018 and May 2018 as provided by*
- 82 *our Bookkeeper. The motion passed unanimously.*
- 83
- 84 **15. Office Manager Report**
- 85 a. A written report was provided by Office Manager Rebecca Kyser and read by
- 86 President Drybread as follows:
- 87 i. List of Accounts as of 06/20/2018
- |                                  |      |
|----------------------------------|------|
| 88 Accounts with credit balances | 198  |
| 89 Paid in full zero balance     | 669  |
| 90 Residents on Promissory Notes | 117  |
| 91 Residents Online Payments     | 343  |
| 92 New Owners for the month      | 6    |
| 93 Clearwood Owned Lots          | 19   |
| 94 For a total of                | 1352 |

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## 16. Maintenance/Water Report

- a. A written report was provided and read by Maintenance Manager Albert Darrow as follows:

### Top 5 Areas Where Time Was Spent

1. Maintenance	707
2. Water	98.5
3. Special Projects	52.5
4. Time Off	13
5. Total	871

- b. Vandalism Report

i. Reports for April and May were provided to the Board.

- c. Major Project Updates

i. Well #5, ATec has done their pilot testing and the results have been submitted to NWS for evaluation. They did 2 pilot tests, one with chlorine and one with O2. They are looking into which one would be best.

ii. Otter Beach and Reichel Project. We have submitted a draft to the state/county a few issues were sent back. There have been a few more issues that have been found. For Reichel the septic plan that are on file do not match what is there. For Otter there are no plans on file.

iii. Gates, this is moving forward. We have been having scheduling issues with the gate company. Currently the back gate is close to being complete and the front gate has been demoed. The gate company still believes that they can be completed before the end of the month.

- d. There was discussion about the Major Projects. Albert answered questions from membership.

- e. There was arguing, and disparaging remarks made by Members to the Board.

## 17. New Business

- a. Withdrawal of Board Resolution 2018-03-06 – A Resolution Concerning Directors Missing Board Meetings

i. *A motion was made by President Drybread and seconded by Treasurer Azzarella to remove Board Resolution 2018-03-06 – A Resolution Concerning Directors Missing Board Meetings from the ballot for the 2018 Annual Membership Meeting Election. The motion passed unanimously.*

- b. Executive Session moved to June 30, 2018 Special Board Meeting

i. President Drybread informed the Board that Executive Session would be moved to the next meeting scheduled for June 30, 2018 due to this meeting being at the Fire Department and the Board not having any private place to hold Executive Session. There are legal matters, personnel issues, and violations appeals that need to be addressed at that time.

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- 140 c. Update on Lake Treatments  
141 i. Director Doucette updated the Board on the lake treatments as follows:  
142 1. Clear Lake – the swimming beaches were treated on Thursday,  
143 June 14<sup>th</sup>. The only exception was Otter Beach, which did not  
144 need treatment this year.  
145 2. Blue Lake – our applicator evaluated Blue Lake on Thursday,  
146 June 14<sup>th</sup> and feels it does not need treatment at this time. The  
147 concern is that the Elodia will get out of control. We will be  
148 keeping an eye on it over the summer and will treat if needed.  
149 3. Horseshoe Lake – the shoreline at Horseshoe did not need  
150 treatment this year but will most likely need it next year.  
151 ii. The Finance Committee recommended more money for a second  
152 treatment for Blue Lake, however, the first treatment was not needed,  
153 therefore, Director Doucette will find out if the additional treatment is  
154 still needed. It will be put onto a future agenda if this additional  
155 treatment is still needed.  
156

## **18. Professional Property Management – Total Property Management**

- 157  
158 a. A representative from Total Property Management was introduced, and before  
159 they could speak, there was disruption from a Member regarding the sign in  
160 sheet for questions that was provided at the beginning of the meeting. The  
161 Member made disparaging remarks to President Drybread and was asked to  
162 leave. The Member refused to leave, and Member Moore was asked to call the  
163 sheriff if the behavior continued.  
164 b. Scott from Total Property Management delivered a presentation to the Board  
165 and membership about his company and what they could offer Clearwood.  
166 c. Scott was interrupted with questions and rude remarks which were made to  
167 both Scott and the Board. Arguing occurred. The Board apologized to Scott for  
168 the behavior and asked him to continue.  
169 d. Scott continued and took questions from membership, which he attempted to  
170 answer. There was more discussion.  
171 e. Treasurer Azzarella made some remarks on why she feels PPM is needed,  
172 followed by Vice President Cawley and Director Doucette. There was more  
173 discussion with the Board and with Scott.  
174 f. At this point, more arguing and insulting and rude remarks were made to  
175 Scott.  
176

## **19. Adjournment**

- 177  
178 a. With all the arguing and hostile remarks being made by Membership, President  
179 Drybread called the meeting adjourned.  
180  
181  
182

### **Minutes Prepared by:**

Wendi Broden

*Executive Secretary*