

CLEARWOOD COMMUNITY ASSOCIATION
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
APRIL 13, 2018 - APPROVED

1 **1. MEETING CONVENED:**

- 2 a. At the Clearwood Office.

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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.

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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, Dolanna Burnett
13 c. Executive Secretary: Wendi Broden
14 d. Member(s) and/or Guests, in the order they signed in: Rob Hung

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

- 17 a. President Laura Drybread and Secretary Yvonne Moore

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19 **5. MEETING CALLED TO ORDER:** at 6:30pm.

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21 **6. APPROVE THE AGENDA:**

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

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25 **7. 2019 GENERAL OPERATIONS AND WATER OPERATIONS BUDGETS**

- 26 a. Bookkeeper Dolanna Burnett briefed the Board on how the 2019 budget
27 process went and explained the different sections of the budgets.
28 b. Questions were taken from the Board and discussion on line items occurred.
29 c. *A motion was made by Secretary Moore and seconded by Director Seymour*
30 *that the Board adopt the 2019 Budgets as recommended by Finance. The*
31 *motion passed unanimously.*

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33 **8. RESOLUTION 2018-03-05 – A Resolution to Amend the Bylaws Regarding**
34 **Members Seeking to be Seated on the Board of Directors and Flexibility to the**
35 **Number of Directors.**

- 36 a. Discussion on proposal of changes made to resolution.
37 b. *A motion was made by President Drybread and seconded by Secretary Moore*
38 *that the Board accept Resolution 2018-03-05 to include the added language*
39 *and that the resolution goes into effect immediately. The enhanced*
40 *background check process to include the self disclosure form created for this*
41 *purpose to also go into effect immediately. The board will be reduced to 5*
42 *Directors pending results of the 2018 Annual Election. The motion passed*
43 *unanimously.*

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45 **9. INSURANCE RENEWAL**

- 46 a. Finance member John Moore reviewed the renewal of the insurance policy.
47 President Drybread informed the Board that the insurance policy with Propel
48 has been signed and renewed.

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49 b. Discussion on insurance coverage/policy.

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51 **10. FUND REINVESTMENT**

52 a. *A motion was made by President Drybread and seconded by Secretary Moore*
53 *to reinvest the two (2) CDs that are maturing in May 2018. The motion*
54 *passed unanimously.*

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56 **11. MEADOW ROAD FUNDING**

57 a. *A motion was made by President Drybread and seconded by Secretary Moore*
58 *to approve the transfer of the matured Impact Fee (Roads/Fire) CD from US*
59 *Bank to Key Bank in the amount of \$50,000, and to use the \$30,000 of Roads*
60 *Impact fee for the Meadow Road Project, with the remaining \$7,000 plus tax*
61 *to come from the General Reserve Fund. The motion passed unanimously.*

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63 **12. GATE APPROVAL**

64 a. *A motion was made by President Drybread and seconded by Director*
65 *Seymour that the Board approve the gate bid not to exceed \$120,000 for the*
66 *gate replacement project to be completed by the end of June 2018. The*
67 *motion passed unanimously.*

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70 **13. ADJOURN**

71 a. *A motion was made by Secretary Moore and seconded by Treasurer Azzarella*
72 *to adjourn the meeting at 8:10pm. The motion passed unanimously.*

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74 **Minutes Prepared by:**

75 Wendi Broden

76 Executive Secretary