

CLEARWOOD COMMUNITY ASSOCIATION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

January 21, 2017

DRAFT

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 and therefore the quorum was met.

3. IN ATTENDANCE:

- a. Directors: President Bob Coffey (**BC**), Treasurer Syndi Martin (**SM**), Secretary Tom Jones (**TJ**), Director Jim Landon (**JL**) and Director Yvonne Moore (**YM**). Vice President Valerie Cawley (**VC**) was present via phone during and after the Executive Session..
- b. Manager/Other Employee(s): Office Manager Elaine Sparkman, Maintenance/Water Manager Albert Darrow and Executive Secretary Patty Kiehne.
- c. Member(s) and/or Guest(s), in the order they signed in: Nancy Payne (8-62/63), Cindy and Wayne Child (9-12), Jose Perez, Rich Hill (8-55), Brian Gerrish (9-43), Chris Harrington (17-24/25/26), Bill Owen (2-101), Joshua Quaintance (4-344), and Chris Audley (3-142).

4. REGULAR PRESIDING OFFICER AND SECRETARY:

- a. President Bob Coffey and Executive Secretary Patty Kiehne, in place of Secretary Tom Jones.

5. MEETING CALLED TO ORDER: At 9:00 am.

6. APPROVE THE AGENDA:

- a. A motion was made by BC and seconded by SM to set the agenda with changes. The motion was unanimously approved.

7. DISPENSE WITH READING AND APPROVAL OF THE MINUTES:

- a. A motion was made by SM and seconded by TJ to dispense with the reading and approve as amended the minutes of December 17, 2016. The motion was unanimously approved.

8. PRESIDENT'S COMMENTS:

- a. BC asked for a moment of silence in honor of Director Keith Helm, who suddenly passed away recently.
- b. The March Board meeting, where both the candidates and resolutions up for a vote of the membership will be presented, will be at the Clearwood office.
- c. The May Informational meeting will also be at the office.
- d. The voter pamphlet and ballots must be mailed between June 20th and August 5th.
- e. The Annual Membership meeting is August 19th.
- f. Well 5 update:
 - i. Our contractor discovered that an essential test that should have been done by a previous contractor that Clearwood had was not accomplished and needs to be completed before they can go forward. This is a requirement from the Department of Ecology.

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- g. Operations Manual:
 - i. The “Employee Handbook” is out to the managers for their review.
- h. Agenda items for the regular February Board meeting must be turned in before noon on February 6th. Emails must have “AGENDA ITEM” in the title.

9. HOMEOWNERS’ OPEN FORUM:

- a. Member and Fire Commissioner Bill Owen spoke to the Board concerning a possible connection on to Clearwood’s water system.
 - i. The Bald Hills Fire Department is looking to purchase a property that borders Clearwood.
 - ii. He explained that the department does many things for the community including the annual Santa Run at their expense, as well as monthly potlucks open to the community.
 - iii. Fifty percent (50%) of the department’s calls are for Clearwood.
 - iv. Commissioner Owen explained that the fire station use of water obtained from Clearwood would only be potable water, supplied to the building. Usage would be similar to a single-family home. They would not use it for filling their tank trucks and they have an existing source for that.
 - v. A motion was made by BC and seconded by TJ that Clearwood approves this request subject to the following conditions:
 - 1. There is adequate flow at the location they tie into
 - 2. Fire Department can negotiate an easement to access the water line at their expense
 - 3. Meets the State’s requirements.
 - 4. Clearwood would bill the operational cost of producing the water to the fire department because of all they do for us.

The motion was unanimously approved.

- b. Former Director Cindy Childs asked about the Property Management committee. The liaison to that committee was absent and BC said he believed that there were no more meetings.
- c. Member Nancy Payne, a former member of the Lakes Committee, read Mr. Schaff’s article in the newsletter concerning our trees and voiced concerns about the permit process and possible fines. Various Board members and Manager Darrow assured her that requests for the appropriate permits were being properly accomplished and an arborist was involved.
- d. A member voiced concerns about neighbors, who are renting, violating the governing documents. Their loose dog is a major concern and Animal Control would not help. He asked if the renters were getting copies of our governing documents.
 - i. BC said yes but that there was a disconnect within the process. The owners or property managers who register their renters in the office receive a copy of the governing documents. If the renters do not get registered, then the answer is no. However, per established Clearwood policy, we require that all renters are registered as such with the office.

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- ii. JL discussed comparing the office list with Geodata as a means to identify renters versus owners.
- iii. SM said she would call Animal Control to find out what authority they had to refuse to come out unless a dog bit someone
- e. Another member asked if there was a plan in place to maintain the trails. He maintains the trail around his property that is used by the neighborhood.
 - i. Maintenance/Water Manager Darrow will address the issue with his staff.
 - ii. SM will bring it up at the Finance meeting, looking into the possibility of providing Clearwood teens work during the summer.
- b. Another member was concerned about the number of committee minutes missing from the web site. He said this was a way for him to identify whether or not an issue has been addressed already.
 - i. YM said that the Board minutes are online in the prescribed time.

10. MANAGEMENT, OFFICERS AND COMMITTEE CHAIR REPORTS:

- a. Office Manager Sparkman:
 - i. Over \$160,000 received so far.
 - ii. Promissory notes for payment plans.
 - iii. The need for volunteer badges.
- b. ACC Chair Brian Gerrish, concerning ACC variances.
 - i. Chair Gerrish briefed the Board on the process used to grant variances and permits.
 - ii. Board received information from the ACC chairman that the committee makes unilateral decisions on RV screening.
 - iii. JL discussed protecting property values are a primary function of the Home Owners' Association (HOA).
 - iv. SM said that permits in violation of policy can be changed as long as there is no financial burden to the member.
- c. Treasurer Report:
 - i. We are in the process of revising the 2017 budget line items due to increases in the minimum wage, and reduced revenue because of the failure of the assessment increase resolution. We are also drafting the 2018 expense budget to evaluate revenue needs
- c. Account/Bookkeepers' Report:
 - i. Presented by Office Manager Sparkman.
 - ii. Collections are at 93%, the best they have been in years, primarily due to enforcement of existing policy
 - iii. A motion was made by SM and seconded by TJ to accept the draft December financials. The motion was unanimously approved.
- d. Maintenance/Water Manager:
 - i. Manager Darrow submitted written(s) report and verbally briefed the board.

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1. Believe there is a small leak in the system. Will have leak detection done during the normal time frame to save costs.
2. Discussed the water's PH level, which is in the high range of normal.
3. Have had 37 months of clean samples.
4. Nine homes have had water leaks and their water was cut off. There was a significant jump in water usage.
5. Snow removal:
 - a. The Ford F-350 truck used to plow slid down the hill due to ice. The plow needs a new frame and the sander needs repair.
 - b. SM brought up the issue of rubber blades. A member of the audience said that they were required. Manager Darrow said he would look into it.
 - c. A contract with the county to assist with ice/snow removal was mentioned and is being investigated. .
 - d. A member discussed the purchase and use of salt.
 - i. BC and Manager Darrow were tasked to find a way to store salt.
 - e. Manager Darrow briefed that the Association's credit card was "turned off" by the bank (identity theft) and it was not discovered until they went to purchase sand for the roads. Both staff and members used their personal cards to make purchases for Clearwood. BC thanked them for their help during our time of need.
6. Manager Darrow presented his vandalism report.
- e. Executive Secretary:
 - i. Is the May Informational meeting a membership meeting? Changes in state law require that membership meeting minutes must go for a vote of the membership. The consensus was that this issue must go to the attorney.

11. MEMBER ISSUES FOR ACTION BY THE BOARD:

- a. Member Cruz – Assessments and Fines.
 - i. The Board, by consensus, agreed that they could take no action.
- b. Damage to member's vehicle by gate:
 - i. A motion was made by SM and seconded by TJ to send the member a letter denying the claim because the member failed to follow procedure. The motion was unanimously approved.

12. NEW BUSINESS:

- a. 2017 Goals (BC):
 - i. Will discuss at the retreat.
- b. Recording meetings (SM):
 - i. A proposal for recording meeting minutes was included in the Board agenda packet.
 - ii. A motion was made by SM and seconded by JL that the Board dictate meeting minutes as

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administrative policy, that doing so is in the best interest of the Board and the community, for legal as well as information purposes, to record monthly board, and special board meetings, and membership meetings, as well as committee meetings. Said recordings will be kept on file for a time to be determined when a records retention policy is completed. The motion passed unanimously.

- iii. A motion was made by SM and seconded by TJ that the Board authorize the purchase of the turnkey recording/transcription package that includes the Olympus DM720 recorder, the CM-1000 microphone option, and the Start/Stop Universal Transcription System. Said purchase not to exceed \$750.00 with shipping and tax. The motion passed unanimously.
- iv. A motion was made by SM and seconded by JL that the Board authorize the purchase of the Dragon Voice Recognition software to allow any future secretary, regardless of skillset, to utilize the recording and transcription devices, said purchase not to exceed \$250.00 with shipping and tax. SM stated that all the committees would be using this equipment. A member in the audience said that he had the software and was not satisfied with it. Another member said that it does not work with multiple users, that you would need software for each user. The motion was tabled for further investigation.
- c. Managing business systems, from Dec 17 minutes (Manager Darrow, SM, JL):
 - i. SM getting bids for the next meeting.
- d. Committee “paragraphs” for web site requested, from Dec 17 minutes (YM):
 - i. Per YM, it is done and no further action is required.
- e. Laptop purchase, tabled at Dec 17 meeting for this meeting (SM).
 - i. Both Maintenance Manager Darrow and Executive Secretary Kiehne identified needs for the equipment. Manager Darrow said that the conference room of the office needed one and Secretary Kiehne said she is using her personal equipment to do her work. SM at first said she was not in favor then said that further research is needed for a maintenance tablet and desktop equipment.
- f. Committee minutes:
 - i. A motion was made by SM and seconded by YM to acknowledge receipt of the Patrol committee minutes of December 21st. The motion was unanimously approved.
 - ii. A motion was made by JL and seconded by SM that draft committee minutes no longer be accepted. The motion was unanimously approved.
 - iii. A motion was made by JL and seconded by BC that the lack of committee meeting minutes shall be interpreted by the board that the meeting was not held. The motion was unanimously approved.
- g. Committee Issues:
 - i. Communications Committee (VC).
 - 1. YM proposed an official Clearwood Facebook page that she would administer on behalf of the Board.

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2. Manager Darrow brought up trademarking the Clearwood logo. SM said she knows how to do that.
3. A motion was made by BC and seconded by TJ that the Communications Committee create an official Facebook verified page. The motion was unanimously approved.
- ii. Emergency Services (BC):
 1. Four directors drafted an Emergency Services Plan which describes who the Board and staff would deal with in the event of any emergency.
- iii. Patrol Committee (TJ):
 1. SM voiced concerns about the effectiveness of the Thurston County Sheriff patrols in Clearwood.
 2. "Tagging" parked cars for towing:
 - a. A motion was made by SM and seconded by JL that the Patrol Liaison is authorized to initiate a vehicle tow. The motion passed unanimously. Manager Darrow will document the policy by which towing shall occur.
- iv. Violations Committee (BC and TJ):
 1. Only two members on the committee.
 2. Last meeting was in November and the next meeting is in February.
 3. A motion was made by JL and seconded by SM that, going forward, violations are tracked in an issue management system using Bugzilla software until such time a better system is commissioned. The motion passed unanimously.
- h. Resignation of Secretary from officer position.
 - i. A motion was made by BC and Seconded by SM to accept Secretary TJ resignation. The motion was unanimously approved.
- i. Draft Board Resolutions.
 - i. Pool season.
 1. The Board discussed various issues including staffing, permits and insurance,
 2. Resolution Tabled subject to discussion and revision as below

THEREFORE BE IT RESOLVED, that the current language of the Rules and Regulations, section L, (2), first paragraph, be amended to read as follows:

The Pool will be open full time starting at the end of the school year (usually about mid-June) through Labor Day, then weekends only until the end of September, *providing staffing availability to safely operate pool*. It may be closed one or two days per week for maintenance.
 - ii. Number of members on Violation Committee.
 1. Tabled.
 - iii. Mail in voting.
 1. A motion was made by BC and seconded by SM to accept the resolution. The motion passed unanimously.

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- iv. Audit.
 - 1. A motion was made by BC and seconded by JL to accept the resolution. The motion passed unanimously.
- j. Upcoming election (YM):
 - i. Election Officer.
 - 1. BC will contact Linda Doucette.
 - i. March Board meeting/location (BC).
 - 1. This meeting will be held in the office.
 - ii. May Informational meeting/mailling information to members.
 - 1. May Informational meeting information for the members will be mailed separately.
 - iii. Voter pamphlet/ballots.
 - 1. Discussed the possibility of Tim Francen doing it.

13. OLD BUSINESS:

- a. Board Issues:
 - i. None
- b. Committee Issues:
 - i. None.
- c. File Plan.
 - i. There was discussion amongst the Board concerning agreeing on a retention policy as a first step.
 - ii. A briefing on the file plan will be developed for the Board.
- d. Meeting Minutes.
 - i. JL voiced his frustration with the lack of detail in the minutes and no longer wants “there was discussion” in the minutes.
 - ii. A motion was made by SM and seconded by JL that Board and committee minutes will be in such detail as to provide a reasonable person who did not attend the meeting enough information of what was discussed and the outcome. The motion passed unanimously.

14. HOMEOWNERS’ OPEN FORUM:

- a. Member Audley addressed the Board, complaining about their lack of action concerning the squatters living in the condo adjoining hers. She presented a letter signed by eight members concerned about the derelict property and informed the Board that an attorney has been contacted. BC informed the member that Clearwood is sending a letter to the property owner through our attorney. Member Audley is frustrated about the perceived failures of the Board and wants a status report and to be kept informed weekly. The Board agreed to do that and SM is taking the lead on this.
- b. Two members, Jonathon Curtis and Rich Hill, are interested in the vacant Board position previously held by Keith Helm.

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15. EXECUTIVE SESSION:

- a. Entered at 1:00pm.
- b. Personnel issues were discussed.
- c. Exited at 2:25pm

16. OPEN SESSION:

- a. Returned to open session 2:25pm.
- b. A motion was made by BC and seconded by TJ that YM be seated as Secretary of the Clearwood Community Association. The motion passed unanimously.

17. ADJOURNMENT:

- a. A motion was made by BC and seconded by TJ to adjourn at 2:27 pm. The motion was unanimously approved.

YVONNE MOORE

Secretary