CLEARWOOD COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
June 18, 2016

Meeting Convened At: Clearwood Community Association Office.

Called To Order: at 9:00AM by Marvin Shoe, Vice President.

In Attendance:
- Directors present: Marvin Shoe (Vice President), Keith Helm (Secretary) Bob Coffey (Treasurer), Cindy Childs (Director) (on speaker phone), Vic Espinosa (Director), Sam Baker (Director)
- Board Adviser: Deborah Baker
- Staff present: Albert Darrow (Water/Maintenance Manager), Dolanna Burnett (Bookkeeper).

Quorum: Quorum count has been met.

Agenda
- Motion made and seconded (MS/VE) to approve the agenda as amended. There was a discussion. Motion unanimously approved.

Minutes
- Motion made and seconded (MS/VE) to table the May 7, 2016 meeting minutes to the July Board meeting. There was a discussion. Motion approved by majority vote. (Yes: MS, BC, SB, VE; No: KH)
- Motion made and seconded (VE/MS) to approve the Board Of Directors Special Meeting Minutes of May 28, 2016. There was a discussion. Motion unanimously approved.

President’s Comments
- Marvin Shoe shared news of his visit with Dayrl Harrington.

Member Issue
- (10-043) Camera at Madrona Beach. The Board discussed the request. No action was taken.

Staff Reports
- Office Manager – Elaine Sparkman
  - The Board reviewed the Office Manager’s written report.
- Maintenance/Water Manager – Albert Darrow
  - Darrow’s written Maintenance Report was discussed.
  - Well 4 – Darrow reported that the surface water has pretty much gone down.

Note: All motions show initials of the directors who made and seconded the motion.
• **New Source Meters** – Darrow stated that the new source meters have not yet been installed.

• **Office Server** – Syndi Martin presented recommendations from the Tech Committee. A motion was made and seconded (KH/BC) to task the Tech Committee to have PC Technology evaluate our server problem at no cost to the community and at a time when Darrow can be present. There was a discussion. Motion unanimously approved.
  
  • A motion was made and seconded (BC/VE) for Albert Darrow to be officially designated as the sole in-house authorized IT point of contact person. There was a discussion. Motion unanimously approved.

• **Rewire the gates** – The Board tasked Darrow to get bids for rewiring the gates.

• **Winter Storm Snow Removal Policy** – A motion was made and seconded (VE/MS) to adopt the written policy as presented. There was no discussion. Motion unanimously approved.

• **One way spikes for gates** – The Board reviewed a bid for new spikes. A motion was made and seconded (VE/BC) to approve the bid from Protectiontech for $2,298.27 plus tax out of General Operations, Security. There was a discussion. Motion unanimously approved.

• **New Caustic Injector for Well 2** – The Board reviewed bids for a new caustic injector for Well 2 that can also be used at Well 4 for chlorination if needed. A motion was made and seconded (MS/SB) to approve the bid from HD Flower for $1,823.20 plus tax out of Water Operations.

• **2015 Consumer Confidence Report notification** – The Board reviewed the proposed post card. A motion was made and seconded (VE/SB) to approve the post card. There was no discussion. Motion unanimously approved.
  
  • The Board reviewed the bids for printing and mailing the 2015 Consumer Confidence Report notification post cards. A motion was made and seconded (VE/SB) to approve the bid from Minuteman Press for $1,015.59 out of Water Operations. There was no discussion. Motion unanimously approved.

• **Cathodic Protection Inspection** – A motion was made and seconded (VE/BC) to approve the bid from MTM Services for $800.00 out of Water Operations. There was discussion. Motion unanimously approved.

➢ **2015 Audit Report**

• Auditor, Steve Davis, distributed draft 2015 audit report documents solely for Board review. He discussed the draft report with the Board. He will present the final report at the July Board meeting.

Note: All motions show initials of the directors who made and seconded the motion.
ACKNOWLEDGE RECEIPT OF COMMITTEE MINUTES

- A motion was made and seconded to acknowledge the receipt of the following committee minutes. There was a discussion. Motion unanimously approved.
  - ACC minutes: June 9
  - CPC minutes: June 11
  - Water Committee minutes: June 13
  - Finance Committee minutes: June 14
  - Violations Committee minutes: June 9

TREASURER’S REPORT

- A motion was made and seconded to acknowledge the receipt of both the April and May financial reports presented by Bob Coffey (VE/SB). There was discussion. Motion unanimously approved.

- A motion was made and seconded (KH/BC) to rescind all short term investment decision previously made by the board. There was a discussion. Motion unanimously approved.

OTHER BUSINESS

- **Board Vacancy** – A motion was made and seconded (SB/VE) to regretfully accept Dayrl Harrington's resignation. There was no discussion. Motion unanimously approved.
  - A motion was made and seconded (VE/SB) to nominate Tom Jones to be appointed to the Board for the remainder of Dayrl Harrington's term. There was discussion. Motion failed to pass due to a tie vote. (Yes: MS, SB, VE; No: BC, CC, KH)
  - A motion was made and seconded (VE/KH) to nominate Val Cawley to be appointed to the Board for the remainder of Dayrl Harrington's term. Val Cawley declined the nomination. No votes were taken.
  - Coffey stated that he, Helm and Childs intend to vote No to all nominations to be appointed to the Board until after the August 20, 2016 Annual Election. No further action could be taken.

- **Division 1 Swing Set(s)** – A motion was made and seconded (BC/VE) that, as recommended by CPC, to have maintenance cut off the swing set(s) at the base and put them with the scrap metal and to fill or cap off the holes such that they are flush with the ground and safe. There was a discussion. Motion unanimously approved.

- **Emergency Services Committee** – A motion was made and seconded (KH/SB) to accept the resignations from John Moore, Ron Smith, Patti Frost, Brain Gerrish and Will Hardesty from the Emergency Services Committee. There was no discussion. Motion unanimously approved.

Note: All motions show initials of the directors who made and seconded the motion.
• There was discussion to seat the following volunteers to the Emergency Services Committee: Marvin Shoe, Tom Jones, Sam Baker Bob Coffey and Bill Owen.

• **Incident Report Status** – Marvin Shoe will have Matt Whitten prepare a monthly report.

• **Front Office Deck** – Darrow will solicit and present bids for painting the deck at the July Board meeting.

• **Front Gate Aesthetics** – Darrow will continue to pressure wash and paint the concrete blocks as they have done annually.

• **Community Tree removal/thinning** – Shoe reported that Henry Risen will be seeking bids.

• **Well 5** – The amended scope of work from Todd Kraus and the response from the Association’s legal counsel were reviewed by the Board. There was discussion. Gregory Marshall was tasked by the Board to send the Legal Counsel’s response to Todd Kraus and have Krauss submit a ball-park total cost figure for the project. Marshall will inform Shoe of Todd’s response as soon as it is received.

• **Honoring Harrington** – Bob Coffey suggested that we name any future community hall as The Dayrl Harrington Community Hall. Darrow stated that there is already a plan to name the park Well 4 after Harrington. There was no discussion.

➢ **MOTION TO ADJOURN** – (MS/SB) at 1:55 PM. No one objected. Motion unanimously carried.

Prepared by: Vic Espinosa, Secretary
On: June 23, 2016
Board Approved: July 27, 2016

Attested by:

Marvin Shoe
President

Victor Espinosa
Secretary

Note: All motions show initials of the directors who made and seconded the motion.