

1 **CLEARWOOD COMMUNITY ASSOCIATION**
2 **BOARD OF DIRECTORS MEETING MINUTES**
3 **April 18th, 2015 @ 9AM**
4

5 *Note; All motions show initials of the director making the motion followed by initials of the director*
6 *seconding the motion.*

7 *Note: Attachments refer to the Board Packet which is not available on line. **Non-confidential***
8 *attachments may be viewed upon request at the office.*
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10 ▲ **MEETING CONVENED:** at Clearwood Community Association Office.

11 ▲ **CALLED TO ORDER:** at 8:55AM by Linda Doucette, President.

12 ▲ **IN ATTENDANCE:**

13 ▲ **Directors present:** Lindy Doucette (President), Dayrl Harrington (Vice President),
14 Deborah Baker (Secretary), Ben Budde (Treasurer), Marvin Shoe (Director), Keith Helm
15 (Director), Cindy Childs (Director)

16 ▲ **Ex Officios:** Bob Owen, Brian Gerrish

17 ▲ **Board Advisor:** Doug Lee

18 ▲ **Staff present:** Albert Darrow (Water/Maintenance Manager), Dolanna Burnett
19 (Bookkeeper) and Elaine Sparkman (Office Manager).

20 ▲ **Guest;** Marilyn Budde (17/12), Marke Shelly (15/011), Val Cawley (01/23&24), Herb
21 Schaff (15/005), Shanna Torry (15/024), Sam Baker (04/280).
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23 ➤ **AGENDA**

24 ▲ Motion made and seconded (DB/CC) to approve the agenda as corrected to add Cindy
25 Childs as Director under CPC, and amended to add: Patrol Minutes of April 15th, 2015, Pool
26 Heater Cover under ACC, Resolution 2015-03-07 & 08 under Linda. There was discussion.
27 Motion unanimously approved.
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29 ➤ **MINUTES**

30 ▲ Motion made and seconded (KH/BB) to approve the Board Of Directors Special
31 Meeting Minutes of April 1st, 2015 There was no discussion. Motion unanimously
32 approved.
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34 ➤ **PRESIDENTS COMMENTS**

35 ▲ Linda read her written comments (**Attachment 1**).
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37 ➤ **MEMBER ISSUES**

38 ▲ Div 15 Lot 24-Basketball Hoop

39 ▲ The Board reviewed a letter from Shanna Torry dated 4/7/2015 (**Attachment 2**). In
40 addition, Shanna Torry was present and verbally conveyed her concerns regarding
41 protocol for impounding basketball hoops. Following discussion, a motion was made
42 and seconded (BB/MS) to forgive the \$50 impound fee and return the basketball hoop.
43 There was further discussion. Motion unanimously approved. The basketball hoop will
44 be kept behind the front property line from now on.
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- 47 ^ Div 6 Lot 578-Back Flow Assembly Valve for Sprinkler System
48 ^ The Board reviewed a letter from Gina & Ezra Kilby dated 3/9/2015 (**Attachment 3**).
49 Following review and discussion a motion was made and seconded (DB/MS) to send a
50 letter to the Kilbys indicating that although there is a leak the Back Flow Assembly
51 testing is OK for this year, but it will have to be checked next year. In addition, they will
52 need an approved ACC permit to remove the assembly.
53 ^ Div 1 Lot 15-Water Bill
54 ^ The Board reviewed a letter from Doug & Cookie Skelly (**Attachment 4**). Following
55 discussion, a motion was made and seconded (CC/DH) to not grant any relief from the
56 bill. The member is responsible for faucets on their property. There was discussion.
57 Motion unanimously approved.
58 ^ Div 18 Lot 46-Assessments
59 ^ The Board reviewed a letter from Edgar Ooms dated 2/23/2015 (**Attachment 5**).
60 Discussion moved to our June meeting.

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62 ➤ **REPORTS**

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64 **STAFF:**

65 ➤ **OFFICE MANAGER – ELAINE SPARKMAN**

- 66 ^ The Board reviewed Elaine's written report (**Attachment 6**). There was
67 discussion about Senearthco. A motion was made and seconded (DH/BB) to
68 terminate Senearthco. There was discussion. Motion unanimously approved.
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71 ➤ **MAINTENANCE/WATER MANAGER - ALBERT DARROW**

- 72 ^ Albert reviewed his written Maintenance Report (**Attachment 7**). In addition he
73 discussed;
74 ^ Line Driver-Albert reported that the Line Driver is here and the crew will
75 start learning how to use it as soon as the weather and time permits.
76 ^ Reichel Beach Cabana-Albert reported that the Reichel Beach Cabana
77 upgrade is done.
78 ^ Cleaning up the shop-Albert reported that they have been cleaning up the
79 shop. There are a lot of old archived records. Following discussion,
80 consensus was to ask our attorney which records we should keep and for
81 how long?
82 ^ Albert reviewed his written Water Managers Report (**Attachment 8**). In addition
83 he discussed;
84 ^ Reservoir Security-Albert reported that the trenching is done and
85 Fairpoint has put in the lines. TYCO will be working on the hatch alarms
86 and two new cameras.
87 ^ Well 5 Update-The Board reviewed the report from Jim Mathieu on the
88 site 2 (Fairwood Ct) test drill, good yield but too much manganese
89 (**Attachment 9**). Albert added that on Monday they will be testing at 76 ft
90 to see if there is less manganese. There will be additional cost. Albert
91 handed out some information about how to deal with manganese
92 (**Attachment 10**). There was review and discussion.
93

94 ➤ **DIRECTORS COMMITTEE MINUTES AND REPORTS**

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96 ➤ **TREASURER - BEN BUDDE**

97 ➤ Finance Committee-Motion made and seconded (BB/DB) to Acknowledge
98 Receipt of Finance Committee minutes of February 25th, March 11th & 25th, and
99 April 8th, 2015 (**Attachments 11**). There was discussion. Motion unanimously
100 approved.

101 ➤ Jobs Report-A motion was made and seconded (BB/DB) to have a
102 cumulative Jobs Report updated quarterly per project. The report is to
103 include the amount approved for the project. There was discussion.
104 Motion unanimously approved.

105 ➤ Reichel Beach Electrical Panel-Following review of two bids
106 (**Attachments 12**), a motion was made and seconded (BB/DH) to
107 approve the bid from Mr Electric for a cost of \$2,370 plus tax out of
108 General Operations Maintenance Structural. There was discussion.
109 Motion unanimously approved.

110 ➤ Reichel Beach Cabana, gutters and cost overrun-The Board reviewed bids
111 for the gutters (**Attachments 13**). Following discussion, consensus was
112 to task Marvin to get a bid from Rainy Day Services that include gutter
113 covers and schedule 80 down spout pipes. Will revisit this and the cost
114 overruns at our June meeting.

115 ➤ Administrative Manual Updated Leave Policy-The Board reviewed the
116 updated Conditions Of Employment and Leave Policy (**Attachments 14**).
117 The following changes were discussed;

118 ➤ Page 2, Section 2 SICK LEAVE, -Dolanna will modify to include
119 Immediate Family

120 ➤ Page 2, Section 2 SICK LEAVE, last paragraph, "*Supervisor must*
121 *be notified before the start of shift....*"

122 ➤ Page 3, Section 4 OTHER UNPAID LEAVE, -remove second
123 sentence.

124 ➤ Page 3, Section 5 JURY DUTY, -Dolanna will modify to indicate
125 that this is paid time off.

126 ➤ Pages 5&6, Section 8 HOLIDAYS, Dolanna will modify to
127 include, " If a holiday falls on your day off it will be recognized
128 on the following Monday.

129 Will revisit this after it has been revised accordingly at our June meeting.

130 ➤ CD Maturing in April-Following discussion, a motion was and seconded (BB/CC) add
131 \$10,000.00 of the Brokerage Interest to the \$90,000.00 Ally Bank CD maturing on April
132 9th, 2015. There was discussion. Motion unanimously approved

133 ➤ Financial Reports-A motion was made and seconded (DB/KH) to acknowledge receipt
134 for audit the as of February 28th and as of March 31st, 2015 Financial Reports
135 (**Attachments 15**). There was review and discussion. Motion unanimously approved

136 ➤ A motion was made and seconded (BB/KH) to approve taking 95% of legal fees
137 for the Excise Tax Appeal out of Water Reserves since the basis of our appeal
138 was the tax on the Base Rate and 5% out of General Operations for the B&O
139 portion of the appeal. There was discussion. Motion unanimously approved.
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- Accounts Receivable-Dayrl discussed collections and accruing interest. There was discussion. Will task Finance Committee to make some recommendations regarding accruing uncollectable interest.
 - 2016 General & Water Reserves Studies-The Board reviewed the 3 Minute Executive Summary for both the 2016 General Reserves Study and the 2016 Water Reserves Study (**Attachments 16**). A motion was made and seconded (BB/DB) to adopt the 2016 General & Water Reserves Studies. There was discussion. Motion unanimously approved.
 - Insurance-Ben reported that no bids are available yet. Moved to a future meeting, when bids are available.

 - ^ DIRECTOR KEITH HELM
 - ^ Water Committee-A motion was made and seconded (KH/DB) to Acknowledge Receipt of Water Committee minutes of March 9th, 2015 and April 13th, 2015 (**Attachments 17**). There was discussion. Motion unanimously approved.
 - ^ Water Operations year-end fund-Task Water Committee to make recommendations. Dolanna will help.
 - ^ 2014 Consumer Confidence Report (CCR) Hyperlink- The Board reviewed the 2014 CCR (**Attached**). A motion was made and seconded (DB/KH) to include a direct online hyperlink to the report on a post card inserted into the mid-year water billing to be post marked prior to July 1st, 2015. In addition, send the post card out separately to renters. There was discussion. Motion unanimously approved.
 - ^ Bob Howard Trenching Bids-A motion was made and seconded (DB/DH) to take the cost of the Bob Howard bid for \$11,843.10 plus tax and possible permit fees out of Water Operations line 61020.2 instead of Water Reserves as this was not a reserves project. There was discussion. Motion unanimously approved.
 - ^ The Board reviewed the Water Use Efficiency Report (**Attached**).

 - ^ DIRECTOR CINDY CHILDS
 - ^ Community Property Committee-A motion was made and seconded (CC/DB) to Acknowledge Receipt of CPC minutes of March 14th, and April 11th, 2015 (**Attachments 18**). There was discussion. Motion unanimously approved.
 - ^ Herb Schaff verbally presented a proposal to beautify the back gate with plants and improve Otter Beach with rocks. Following discussion, a motion was made and seconded (DB/CC) to approve up to \$300.00 out of General Operations Maintenance Grounds for the projects. There was further discussion. Motion unanimously approved.

 - ^ DIRECTOR – MARVIN SHOE
 - ^ ACC-A motion was made and seconded (MS/DB) to Acknowledge Receipt of ACC minutes of March 5th, and April 2nd, 2015 (**Attachments 19**). There was no discussion. Motion unanimously approved.
 - ^ Pool Heaters Cover-Marvin handed out a bid for the pool heater covers (**Attachment 20**). Following review, a motion was made and seconded (DB/CC) to approve the bid for a cost of up to \$900.00 out of General Reserves as part of

188 the Pool Heaters replacement project. There was discussion. Motion unanimously
189 approved.
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191 ^ VICE PRESIDENT – DAYRL HARRINGTON

- 192 ^ Patrol Committee - Motion made and seconded (DH/MS) to Acknowledge
193 Receipt of the Patrol Meeting Minutes of March 4th & 18th and April 1st & 15th,
194 2015 (**Attachments 21**). There was no discussion. Motion unanimously
195 approved.
196 ^ Incident Report-Broad reviewed the Incident Report for the period of February
197 17th, through April 13th, 2015 (**Attachment 22**). There was no discussion.
198 ^ Emergency Services Committee-A motion was made and seconded (DH/CC) to
199 Acknowledge Receipt of Emergency Services Committee minutes of March 23rd,
200 2015 (**Attachment 23**). There was no discussion. Motion unanimously approved.
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202 ^ PRESIDENT - LINDA DOUCETTE

- 203 ^ Violations Committee- Motion made and seconded (DB/DH) to Acknowledge
204 Receipt of Violations Committee Meetings Minutes of February 12th and March
205 12th, 2015 (**Attachments 24**). There was no discussion. Motion unanimously
206 approved.
207 ^ Violations Issue Forwarded to Board-Div 6 Lot 529. The Board reviewed
208 the Care Of Lot Issue (**Attachment 25**). There was discussion about
209 notifications being sent to wrong address. A motion was made and
210 seconded (DB/CC) to have Violations Committee start the notification
211 process over with correct address. There was discussion. Motion
212 unanimously approved.
213 ^ Violations Issue Forwarded to the Board-Div 4 Lot 340 the Board
214 reviewed the failure to obtain an ACC permit issue (**Attachments 26**).
215 Following discussion, a motion was made and seconded (LD/DB) to send
216 the member a letter stating that the fence must be removed within 15 days,
217 or we will pursue legal action at the member's expense. There was
218 discussion. Motion unanimously approved.
219 ^ Draft Resolution 2015-03-017-The Board reviewed the draft resolution
220 (**Attachment 27**). A motion was made and seconded (LD/DB) to adopt the
221 member resolution as a Board Resolution. There was discussion. Motion was
222 unanimously approved.
223 ^ Legal Review of Board Resolutions, 2015-03-02, 2015-03-03, 2015-03-04, 2015-
224 03-06 -The Board reviewed the questions that were asked and the legal advice
225 from Richard Davis (**Attachments 28**). Following review and discussion, no
226 changes were made to resolutions 2015-03-02, 2015-03-03 and 2015-03-04,
227 which were adopted at the April 1st, 2015 Board Meeting. A motion was made
228 and seconded (BB/MS) to amend 2015-03-06 which was adopted on April 1st,
229 2015 using the language suggested by Davis and numbered according to our
230 updated Bylaws. There was discussion. Motion unanimously approved.
231 ^ Resolutions 2015-03-07 & 2015-03-08- These resolutions were discussed.
232 ^ New Web Site Update- Deborah reported that Chhay Mam has developed our
233 web site, and she is working with him in a test environment to populate it with
234 our documents and pictures. There was discussion about Board e-mail addresses.

235 Also, consensus was to publish the following committee minutes; Finance,
236 Water, CPC and MRC.

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238 Motion was made and seconded (DH/MS) to adjourn. There was no discussion. Motion
239 unanimously approved.

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241 **Adjourned at 1:40PM**

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243 **Next Board Meeting will be the Informational Meeting on Saturday, May 16th, 2015, 9AM @**
244 **Reichel Beach.**

245 **Next Regular Board Meeting will be on June 20th, 2015 9AM @ the Clearwood Office**

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247 **Agenda Items**

248 Div 16 Lot 46-Ooms

249 Reichel Beach Cabana-Gutters & Project Cost Overruns

250 Administrative Manual Updated Leave Policy and Conditions Of Employment

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252 **Future Agenda Items;**

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254 New Job Descriptions for Office Manager, Bookkeeper and Office Assistant

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257 *Respectfully submitted by, Deborah Baker, Secretary.*

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259 *cc. Board, Committee Chairs, Bulletin Boards, Web Site.*

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