

Clearwood Community Association

Minutes of the Board of Directors Meeting

October 20, 2018 - ****APPROVED****

- 1 **1. MEETING CONVENED**
- 2 a. At the Clearwood Office
- 3
- 4 **2. QUORUM**
- 5 a. The quorum for the meetings of the Board of Directors is four. Seven
- 6 Directors were in attendance throughout the meeting, therefore the
- 7 quorum was met.
- 8
- 9 **3. IN ATTENDANCE**
- 10 a. Directors: Emily Martin (President), Sooze Fitsik (Vice President), John
- 11 Moore (Treasurer), Heather Figueroa (Secretary), Linda Doucette (Director),
- 12 Andrew Eubanks (Director), Tom Jones (Director)
- 13 b. Staff: Albert Darrow
- 14 c. Member(s) and/or Guests: Walter White, Sarah Eubanks, Alexa Burns
- 15
- 16 **4. REGULAR PRESIDING OFFICER AND SECRETARY:**
- 17 a. President Emily Martin and Secretary Heather Figueroa
- 18
- 19 **5. MEETING CALLED TO ORDER** at 09:04am.
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- 21 **6. INTRODUCTIONS**
- 22 a. The Board, Staff, Members and Guests introduced themselves.
- 23
- 24 **7. APPROVE THE AGENDA:**
- 25 a. *A motion was made by Secretary Figueroa and seconded by Director*
- 26 *Doucette to approve the agenda. The motion passed unanimously.*
- 27
- 28 **8. CONSENT AGENDA**
- 29 a. Bank Signatories was moved to New Business.
- 30 b. Department of Revenue Point of Contacts was moved to New Business.
- 31 c. A motion was made by Director Doucette and seconded by Director
- 32 Eubanks to approve the consent agenda with corrections. The motion
- 33 passed unanimously.
- 34 i. Items approved:
- 35 Regular Board Meeting Minutes 2018 Sept 15
- 36 Special Board Meeting Minutes 2018 Oct 08
- 37 Finance Committee Meeting Minutes 2018 Sept 12
- 38 Finance Committee Meeting Minutes 2018 Sept 14
- 39 Finance Committee Meeting Minutes 2018 Sept 22
- 40 Finance Committee Meeting Minutes 2018 Sept 24
- 41 Finance Committee Meeting Minutes 2018 Sept 27
- 42 Finance Committee Meeting Minutes 2018 Oct 09
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- 44
- 45 **9. OPEN FORUM**
- 46 a. There were no member questions.

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48 **10. REGULAR BUSINESS**

49 **a. Office Report**

50 **i. Accounts**

51 **1. Accounts as of 10/18/18**

52 Accounts with Open Balances: 817

53 Accounts with Credit Balances: 155

54 Accounts Paid in Full Zero Balance: 383

55 Total: 1355

56 **2. Accounts with Online Payments: 108**

57 Accounts with Promissory Notes: 264

58 Accounts on Promissory Past Due: 131

59 Accounts with Liens Needed: 11

60 Clearwood Owned Lots: 19

61 **ii. The collection policy on past due accounts is put on hold per**
62 **Clearwood attorney recommendation.**

63 **iii. 24 new owners from September 11, 2018 through October 19, 2018.**

64 **iv. Water bills are due on October 31, 2018.**

65 **v. All office repairs have been completed from the water damage.**

66 **vi. There was discussion regarding home owners being accountable for**
67 **their dues and other payments that are not being made.**

68 **vii. There was discussion regarding a paralegal being hired to help the**
69 **board with liens on properties to make sure the members in the**
70 **community are paying their bills.**

71 **b. Maintenance Report**

72 **i. A total of 747.5 hours has been spent for maintenance hours.**

73 **ii. Backhoe is scheduled to be repaired.**

74 **iii. F-150 will need tires and brakes soon.**

75 **iv. Windshield is broken on the RTV 1100.**

76 **v. Coliform samples came back clean.**

77 **vi. September 2018 water usage is 5.1 million gallons.**

78 **vii. Pending issues include replacement of caustic system out valve,**
79 **which is not much of an issue right now. This and some other**
80 **maintenance will be done once well 5 is online.**

81 **viii. Major Issues**

82 **1. Water leak – 3rd quarter leakage was about 13% or 3.2 million**
83 **gallons. Albert has submitted a bid to finance for the leak**
84 **detection.**

85 **2. Well 2 – showing signs of losing productivity from 337gpm**
86 **down to 330gpm. Albert stated this could be due to the**
87 **impellers wearing or the sensor beginning to slow down. Once**
88 **well 5 is up and running, maintenance will have to take well**
89 **2 offline for maintenance.**

90 **3. Consumer Confidence Report – Members will be able to access**
91 **the consumer confidence report at [http://www.clearwood-](http://www.clearwood-yelm.com/waterfiles/CCR2018.pdf)**
92 **yelm.com/waterfiles/CCR2018.pdf. Post cards will be sent out**
93 **soon to consumers with this address.**

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- 96 c. **Culvert Update**
97 i. President Martin and Members Ron Smith and Herb Schaff met with
98 Weyerhaeuser. They did open it up a bit. President Martin stated that
99 Weyerhaeuser was going to add two small culverts to help with water
100 flow. They stated in 2019 or 2020 it will be required to put in a bridge
101 which will hopefully help with the water flow into our lakes.
102

11. OLD BUSINESS

- 103 a. **Gate**
104 i. Director Jones reported that we are still waiting on the adjustor to
105 approve the repairs that need to be done. Balance on the gate
106 installation is \$30,000 and \$10,000 will be held until repairs are
107 completed.
108 ii. There was discussion on the license plate recognition system. Albert
109 stated that the gates will not operate by license plates and that the
110 hardware needed was not included in the original bid. The license
111 plate recognition will cost an additional \$5,000-\$10,000 on top of
112 what was already paid for the gate project.
113 iii. Total cost of gate project currently is at \$120,000.
114 b. **Well 5 Update**
115 i. Director Jones will need a check next week in the amount of \$1,450
116 to pay the fee for the permit to continue the work on well 5.
117 c. **Bookkeeper Update**
118 i. Clearwood's new bookkeeper is Allie from Summit. She is currently
119 working with our Office Manager to get Quickbooks updated and
120 working appropriately.
121
122

12. NEW BUSINESS

- 123 a. **Closing of Restrooms for Winter**
124 i. A consensus of the Board was made to close the restrooms for the
125 winter months.
126 b. **Loops Lane Restroom**
127 i. This restroom has been closed for the past 2 years and not in use.
128 ii. There was discussion regarding disposing of this restroom. Since a
129 vote from members would be needed to dispose of an amenity, it
130 was stated that this would be best to be put on the March 2019
131 agenda.
132 iii. *A motion was made by Director Doucette and seconded by Treasurer*
133 *Moore to put a vote on the March 2019 Meeting agenda to remove*
134 *this restroom amenity. The motion passed unanimously.*
135 c. **Treasurer Report**
136 i. Treasurer Moore discussed the last six (6) meetings that the Finance
137 Committee held to get business taken care of.
138 1. Summit Business Team is willing to come into the office and
139 help with some things that need done, including developing a
140 procedure manual regarding the finances as recommended by
141 the Finance Committee.
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- a. *A motion was made by Vice President Fitsik and seconded by President Martin to approve up to \$5,000 to Summit Business Team for Consulting Services at the rate of \$125.00 per hour. The motion passed unanimously.*
 2. There was discussion regarding putting a freeze on all employee wages in preparation for the 2020 budget to be completed as recommended by the Finance Committee.
 - a. *A motion was made by Director Eubanks and seconded by Treasurer Moore that there will be no wage increases until April 1, 2019, pending Board and Finance Committee approval. The motion passed unanimously.*
 3. The Finance Committee recommends that the Board retain a contract with McSwain for the 2018 Audit.
 - a. *A motion was made by Vice President Fitsik and seconded by Director Doucette to remain in contract with McSwain for the 2018 Audit. The motion passed unanimously.*
 4. There was discussion regarding allowing employees to work from home. This topic was put on hold until more clarification can be discussed regarding this recommendation from the Finance Committee.
 5. The Finance Committee informed the Board that Deborah Baker will focus on the Reserve Study for 2020 and be the point of contact with Susan Ord of Association Reserves. This was approved by the Board by consensus.
 6. The Finance Committee would like to be informed when cancelled checks arrive in the office. Treasurer Moore stated that a procedure has been put in place and that it is working well. More discussion on this topic needs to be done before moving forward, and discussion with the bookkeeper needs to be done.
 7. The Finance Committee would like monthly reports on the CD's owned by Clearwood to make recommendations based on the best interest options.
- d. **Bank Signatories**
- i. *A motion was made by Vice President Fitsik and seconded by Director Doucette to remove Rebecca Kyser and Dolanna Burnett from all US Bank accounts currently held by Clearwood Community Association. The motion passed unanimously.*
 - ii. *A motion was made by Vice President Fitsik and seconded by Director Eubanks to add John Moore, Sooze Fitsik and Linda Doucette to all US Bank accounts currently held by Clearwood Community Association. The motion passed unanimously.*
 - iii. *A motion was made by Vice President Fitsik and seconded by Director Doucette to remove Rebecca Kyser as signatory on the Key Bank checking account. The motion passed unanimously.*

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- 191 iv. *A motion was made by Vice President Fitsik and seconded by Director*
192 *Doucette to add Andrew Eubanks as a signatory on the Key Bank*
193 *checking account. The motion passed unanimously.*
194 v. *A motion was made by Director Doucette and seconded by Secretary*
195 *Figueroa to authorize Sooze Fitsik to be the point of contact with Key*
196 *Bank regarding the Key Bank credit card account. The motion passed*
197 *unanimously.*

198 e. **Department of Revenue**

- 199 i. There was discussion regarding the need for Secretary Figueroa to
200 send a letter to the Secretary of State with an updated list of Board
201 Directors. Following that action, a form will be sent to the Board and
202 will need to be sent to the Department of Revenue.
203 ii. Albert requested that his name be removed as the contact for the Better
204 Business Bureau. President Martin stated she would contact the BBB and
205 have his name removed.
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207 **13. Adjournment**

- 208 a. A motion was made by Director Eubanks and seconded by Director Doucette
209 to adjourn at 11:52am. The motion passed unanimously.

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212 **Minutes Prepared by:**

213 First draft of these minutes were prepared by Secretary Heather Figueroa. NOTE that
214 Secretary Figueroa resigned from the Board before this draft was completed.

215 The draft was finalized by Vice President Sooze Fitsik and Director Andrew Eubanks.