

Clearwood Community Association

Minutes of the Board of Directors Regular Meeting

April 20, 2019 - **DRAFT**

- 1 **1. MEETING CONVENED**
- 2 a. At the Clearwood Office
- 3 **2. QUORUM**
- 4 a. The quorum for the meetings of the Board of Directors is four. Six
- 5 Directors were in attendance throughout the meeting; therefore, the
- 6 quorum was met.
- 7 **3. IN ATTENDANCE**
- 8 a. Directors: Aaron Lang, President (AL); Brian Gerrish, Vice President (BG); Emily
- 9 Martin, Secretary (EM); John Moore, Treasurer (JM); Malinda Poirier, Director
- 10 (MP); Lonny Bays, Director (LB)
- 11 b. Staff: Chenoa Nichol and Racheal Paige
- 12 c. Member(s) and/or Guests: Valerie Cawley, Bob Owen, Linda Azzarella and
- 13 Walter White
- 14 **4. REGULAR PRESIDING OFFICER AND SECRETARY**
- 15 a. President Aaron Lang and Secretary Emily Martin
- 16 **5. MEETING CALLED TO ORDER at 9:03am**
- 17 **6. INTRODUCTIONS**
- 18 a. The Board, Staff, Members and Guests introduced themselves.
- 19 **7. APPROVE THE AGENDA**
- 20 a. A Motion is made by AL and seconded by EM to approve the agenda. Motion
- 21 passed unanimously.
- 22 **8. APPROVE THE CONSENT AGENDA**
- 23 a. A Motion is made by BG and seconded by EM to add the ACC Minutes for
- 24 March 7, 2019 to the Consent Agenda. Motion passed unanimously.
- 25 b. A Motion is made by AL and seconded by JM to approve the Consent
- 26 Agenda as amended. Motion passed unanimously.
- 27 c. Items approved in the Consent Agenda:
- 28 i. Accept the resignation of Tom Jones from the Board of Directors
- 29 ii. Accept the following Board Meeting Minutes:
- 30 1. April 2, 2019
- 31 2. April 10, 2019
- 32 iii. Accept the following Committee Meeting Minutes
- 33 1. Patrol/Emergency Services – March 20, 2019
- 34 2. Finance Committee– March 4, 2019
- 35 3. Finance Committee - March 18, 2019
- 36 4. Member Activities Committee – February 12, 2019
- 37 5. Violations Committee – February 14, 2019
- 38 6. ACC Committee – March 7, 2019
- 39 **9. OPEN FORUM**
- 40 a. Member Azzarella addressed concerns about the board minutes from April
- 41 2, 2019 regarding EM’s minuted comments regarding how the PPM
- 42 conversation was handled and felt her minutes should reflect this being her
- 43 opinion. EM agreed to add the word “opinion” to those minutes, but would
- 44 not change what she said or how it was minuted because removing this
- 45 gives the impression the entire board was in agreeance to that discussion
- 46 happening and she was not and felt it should be reflected as such.

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- 48 b. Member White addressed tailgating concerns and while gates are successful
49 for the most part, asked how the cameras are helping to prevent tailgating.
50 BG stated we are in the process of putting a database together with the
51 license plate recognition system and this would allow us to be able to pull
52 license plates that are recorded and identify who that person is. The board
53 and audience discussed concerns regarding the upcoming summer months
54 and busier time which cause a higher volume of gate issues. AL suggested
55 patrol assisting during the summer and being present at the gates to deter
56 tailgaters. BG suggested adding something in the newsletter. MP suggested
57 posting signs at the gates stating we have cameras and violators will be
58 prosecuted.
- 59 c. Member Cawley presented a letter to the board (previously presented and
60 addressed by the board) outlining duties of the board, issues the community
61 is facing, lack of compliance, etc. and great need for PPM. Member Cawley
62 further stated she feels the group of members that signed this letter were
63 denied the ability to address their concerns and never received a response
64 from the board. AL made mention that nobody who signed this letter
65 showed up to the meeting where this was presented after previously asked
66 to and responded to.

10. OLD BUSINESS

- 67
- 68 a. Property Management (tabled Motion from April 2, 2019 meeting)
- 69 i. A Motion is made by BG and seconded by JM to start interviewing
70 PPM companies and task Finance with researching costs. Opened for
71 discussion. AL stated the need to put a list together of what our
72 needs are and what we want from a potential PPM company. MP
73 stated the admin manual outlines the process for implementing PPM,
74 including an aggressive bid process. MP stated we need a scope of
75 work and expectations for PPM, whether we are asking for full
76 service, who will oversee implementing, who will draft the RFP, and
77 process for rating each PPM who submits a bid. JM's advice is to allow
78 the finance committee to handle the process and a lot of work has
79 already gone into this. EM stated while we have a lot of information
80 and knowledge of needs, a lot has been recently uncovered that we
81 were not aware of, so we need to have everything in line if we go
82 the route of interviewing companies.
- 83 ii. A Motion is made by AL and seconded by LB to limit to 90 seconds
84 per members for this conversation. Motion passed unanimously.
- 85 iii. JM suggested that with any PPM contract, there needs to be a 30 day
86 out clause. AL stated we need to decide whether we are going with
87 an operations manager or PPM company. BG stated we are too large
88 for one person and need a company.
- 89 iv. BG withdraw motion on the table and AL seconded. Motion passed.
- 90 v. A Motion is made by BG and seconded by JM to implement a full-
91 service professional property management company. Open for
92 additional discussion. MP asked about the board resolution that was
93 meant to go to the membership to vote on management and if this
94 was still being considered. AL stated if we approve this now, the
95 resolution would be removed and feels the membership gave

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- 96 feedback to wanting a form of management implemented but feels
97 one consolidated company to handle as many needs as possible is in
98 the best interest of the community. The board discussed making an
99 official announcement to the community if the vote to implement is
100 passed. AL asked each director if they felt that PPM was necessary
101 in which every director agreed.
102 vi. AL called for the question. Motion to implement a full-service
103 professional property management company passed unanimously.
104 b. Investigation Update
105 i. JM and AL requested an updated from the attorney to release to the
106 membership but has not received yet. The association attorney with
107 Goldstein Law has moved on and our account has been transitioned to
108 a new attorney within the firm. AL stated that we do not have an official
109 announcement at this time and when the attorney gets back to us with
110 an update that will be released to the membership.
111 c. RV Dump
112 i. BG stated the design has been submitted to Thurston County Health and
113 we are waiting on the permit to be approved and as soon as the permit
114 is approved, this will go out for bids with hopes to have these by the
115 May meeting.

11. NEW BUSINESS

- 116
117 a. Swim Lessons
118 i. Member Nichol addressed the swim lessons in that they have always
119 been handled by a third-party teacher which is not covered under our
120 insurance as far as liability goes and, in order to comply, the instructor
121 must be a Clearwood employee who is CPR certified. Member Nicol
122 discussed potential options to ensure a long-lasting swim lesson
123 program that would be covered by our insurance.
124 ii. A Motion is made by AL and seconded by BG to create a swim instruction
125 program. Motion passed unanimously.
126 b. Election of Officers
127 i. A Motion is made by EM and seconded by MP to appoint AL as
128 President. AL abstained. Motion passed.
129 ii. A Motion is made by AL and seconded by LB to appoint BG as Vice
130 President. BG abstained. Motion passed.
131 c. Assigning Board Liaisons
132 i. Board discussed committees and assigned liaisons as follows:
133 1. Roads & Water Committee - MP
134 2. Community Property Committee - MP
135 3. Architectural Control Committee - BG
136 4. Patrol / Emergency Services - JM
137 5. Finance Committee - AL
138 6. Violations Committee -LB
139 7. Member Activities Committee - EM
140 ii. A Motion is made by AL and seconded by BG to dissolve the
141 Management Research Committee. Motion passed unanimously.
142 iii. A Motion is made by EM and seconded by AL to accept the board
143 liaisons as noted. Motion passed unanimously.
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- 145 d. Roads & Water Committee
146 i. Committee Status
147 1. The board discussed the confusion with the committee regarding
148 meeting day/time, volunteers currently on the committee and
149 tasks the committee is responsible for. It was brought up that
150 past President Jones thought the well project he was currently
151 lead on was separate from the committee, but MP confirmed the
152 well project is a part of the committee and TJ should be lead
153 through the committee. AL stated he would contact Tom Jones
154 regarding this and see if he would be able to attend the next
155 meeting scheduled for Monday, May 13, 2019 at 4:30pm.
156 ii. Well #1 & #2 Status Update
157 1. MP stated she had talked to Albert regarding the status of these
158 projects and that he had contacted our preferred vendor, but
159 they were not accepting new projects, so Albert sent out one
160 additional bid and was waiting to hear back. EM addressed
161 concerns that single bids were being sent out at a time, while
162 she understands the one to the preferred vendor, after this was
163 turned down bids should have been sent out to as many
164 companies as possible not one at a time. Discussion was had on
165 the status of the valves but need further clarification from Albert.
166 e. Maintenance & March Vandalism Report
167 i. EM asked why this report never seems to change and most of the
168 items listed have been the exact same for months. EM suggested if
169 a project is completed, it shouldn't continue to be listed on the
170 reports after the initial completion notice. LB will work with Albert to
171 get updates and give more of a push to move forward.
172 f. Community Property Violation
173 i. BG brought to the board the issue with Division 15; Lot 1 as having been
174 with ACC for about a year now. This lot is used by church members and
175 one of them decided to build steps on community property. The owners
176 of the lot have been notified that they need to remove the steps and
177 replant, but we are unsure if past President Eubanks had sent them the
178 official letter from the board stating they needed to remove the steps
179 and replant vegetation by April or maintenance would and they would
180 incur the cost for them to do so. LB suggested sending the letter by
181 certified mail so the member must sign for it and cannot dispute whether
182 they received it. AL asked BG to draft the letter and he will sign it.
183 ii. BG brought to the board the issue with Division 6, Lot 437 where the
184 member has built their fence on community property. BG stated they
185 have been sent violations and are refusing to comply or pay their fine.
186 BG would like board approval to also send this member a letter stating
187 they are to remove their fence or maintenance will and they would incur
188 the cost for them to do so.
189 iii. A Motion is made AL and seconded by JM to approve ACC's
190 recommendations regarding Division 15, Lot 1 and Division 6, Lot 437
191 to send these members a 60-day notice letter. Motion passed
192 unanimously.

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- 194 g. Honoring Connie Sinnemon
195 i. EM brought a member request to the board for a way to honor
196 Connie. Ideas suggested were renaming the pool after Connie,
197 having a plaque made or painting the side of the pool.
198 ii. A Motion is made by AL and seconded by EM to name the pool in honor
199 of Connie. Motion passed unanimously.
200 iii. A Motion made by EM and seconded by AL to have a plaque and
201 memorial made to not exceed \$300. Motion passed unanimously.
202 h. Security Cameras
203 i. BG is requesting administrative access to the camera system. AL stated
204 yes, if this does not allow access to the server. EM asked if PC Tech
205 could set up a similar arrangement as they did for her to have access to
206 wireless print where access could be given to the cameras separately
207 from the full server. BG brought up second concern being the storage
208 ability and suggestion to extend the memory capability. AL suggested
209 looking into the old server we have in storage and using specifically for
210 the camera system to allow more memory.
211 ii. A Motion is made by AL and seconded by JM for AL to contact PC Tech
212 to inquire about access to the cameras and additional storage options.
213 Motion passed unanimously.
214 i. A Motion is made by AL and seconded by EM to table the below items until a
215 special meeting could be scheduled. Motion passed unanimously.
216 i. Records Request Form
217 ii. 2018 Financial Machine
218 iii. Violations
219 iv. Human Resources
220 1. Employee Handbook
221 2. Onboard & Offboard Policies and Procedures
222 3. Personnel Records Management
223 4. WA Paid Family & Medical Leave
224 j. A Motion is made by AL and seconded by JM to send the below items to the
225 Finance Committee. Motion passed unanimously.
226 i. Contract Renewal
227 1. Pest Control
228 2. Postage Machine

12. EXECUTIVE SESSION

- 230 a. A Motion is made by AL and seconded by EM to enter Executive Session
231 at 12:11pm to discuss legal and personnel issues.
232 b. A Motion is made by AL and seconded by EM to exit executive session
233 at 12:35pm. Motion passed unanimously.

13. RECONVENE IN OPEN MEETING

- 234 a. Bank statements
235 i. A Motion is made by EM and seconded by AL to appoint Deborah
236 Baker and Malinda Poirier to open the mailed bank statements and
237 cancelled checks as well as allow report viewer access to QuickBooks
238 online pending Deborah's acceptance to this task. Motion passed.
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242 **14. ADJOURNMENT**

243 a. A Motion is made by AL and seconded by EM to adjourn at 12:42pm. Motion
244 passed unanimously.

245 **Minutes Prepared by:**

246 Secretary Emily Martin

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