

Clearwood Community Association

Minutes of the Board of Directors Special Meeting

May 8, 2019 - **APPROVED**

- 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: Racheal Paige and Albert Darrow
- 12 c. Member(s) and/or Guests: Herb Schaff
- 13 **4. REGULAR PRESIDING OFFICER AND SECRETARY**
- 14 a. President Aaron Lang and Secretary Emily Martin
- 15 **5. MEETING CALLED TO ORDER at 6:32pm**
- 16 **6. INTRODUCTIONS**
- 17 a. The Board, Staff, Members and Guests introduced themselves.
- 18 **7. APPROVE THE AGENDA**
- 19 a. A Motion is made by AL and seconded by JM to approve the agenda. Motion
- 20 passed unanimously.
- 21 **8. NEW BUSINESS**
- 22 a. Security Camera System
- 23 i. BG provided estimate for a new server, specifically for the camera
- 24 system, for consideration in the amount of \$7,399.99. Albert addressed
- 25 issues with the LPR (license plate recognition) System and camera
- 26 system being on the same server as the administrative information
- 27 which is causing the server to overload. JM feels this comes down to
- 28 security and safety and agrees a second server will fix the issues we are
- 29 having. JM asked if this new server would allow us room to add more
- 30 cameras which BG stated would need to be confirmed the ability to grow,
- 31 but if it did not fix the issues, we would receive a rebate. MP feels this
- 32 should go to Finance as it is such a large cost and if the cost of new
- 33 equipment outweighs the fines collected for damages. LB would like to
- 34 know how far we can expand and if this system would be able to handle
- 35 that or if it could only hold the cameras we have now. LB feels it is a
- 36 safety item and would be a good idea to invest in this system. BG feels
- 37 this is a great idea. EM asked clarification from Albert on LPR being the
- 38 issue, not the camera system. Albert confirmed before the LPR, the
- 39 server was only running at 40-50% capacity and with the LPR, it is
- 40 running at 110%. EM does not feel the LPR system that cost over \$30k
- 41 was the best decision and to purchase a server over \$7k on top of that
- 42 when there is the potential for the Washington legislature to pass that
- 43 would prohibit us to have this type of database is the best investment.
- 44 AL feels having a separate server wouldn't be a bad idea to keep
- 45 administrative and security separate but does have the same concerns
- 46 regarding the legislature. AL would like clarification on any legislature
- 47 that would prohibit us from collecting data and this should be something
- 48 that should go to finance. LB suggests to table this until we have more
- 49 information.

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- ii. A Motion is made by AL and seconded by EM to table this pending clarification on this new server's expandability, ability to refund if this doesn't service our needs and clarification on laws regarding LPR systems. A Motion is made by AL and seconded by LB to amend the current motion to include consultation with the third party that installed the LPR software. Motion passed unanimously.
 - iii. BG requests access to the LPR system to match license plates with gate cards and create a list matching those pieces of information for the radar program.
 - iv. A Motion is made by AL and seconded by JM to allow access for the Chair of Patrol to our server for the LPR system. Open for discussion. Albert notified the board this would give complete administrative rights to the server and there is no way to provide client access where you would only have access to certain parts. AL not in favor of anyone having admin access to the server other than PC Tech. AL called for the question. JM, LB, BG voted yes. EM, AL, MP voted no. Motion failed.
 - v. A Motion is made by AL and seconded by LB provide Patrol with client access to the camera system. Motion passed unanimously.
 - vi. A Motion is made by AL and seconded by LB to export what data we have from the LPR system and gate card system into an excel spreadsheet for Patrol to coordinate. Open for discussion. MP asked to clarify legality if a law is passed that prohibits this type of database, how would that work later when we've given that to someone. Member Paige asked if we are notifying the membership that we are creating this database. EM asked BG if a law is passed that prohibits us from having this type of database and he were in possession of these documents, what would he do with them and BG stated he would keep them. MP asked if BG were given these documents that he would keep track of them and, should a law pass prohibiting this type of database, that these documents would be brought to the office to be shredded. BG answered yes, he would, and MP requested this be minuted. AL called for the question. JM, MP, LB and BG voted yes. EM abstained. Motion passed.
 - vii. AL asked for Albert for clarification on what upgrades Consolidated Communications did with our cameras. Albert explained that they provided an upgrade to see if this was a bandwidth issue. Albert stated this did not solve the issue and put more stress on the system.
 - viii. A Motion is made by AL and seconded by EM to allow the trial to expire and go back to what it was pending server upgrades. Motion passed unanimously.
- b. Lake Treatment
- i. Member Schaff stated that the lake treatment is something that needs to continue and is coming up on the schedule to complete. Member Schaff mentioned that he had retired from his volunteer work, but would be willing to take this and the lake surveying back on. MP offered to shadow Member Schaff during this process.
 - ii. A motion is made by AL and seconded by EM to allow Herb Schaff ability to coordinate and execute the lake treatments as necessary. Motion passed unanimously.

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- c. Syncing QuickBooks
 - i. AL stated QB Online syncs with our bank system for reconciliation purposes. Whoever syncs the system must be a signer on the bank account as you must log into the bank system through the QB online portal to complete the syncing and we are currently without this ability as our previous Office Manager was this person.
 - ii. A Motion is made by AL and seconded by BG to allow JM to be set up to sync QuickBooks online with our bank account. JM abstained. Motion passed.
 - d. CCA Credit Cards
 - i. JM brought up the rewards credit card and wanting to consolidate all our credit accounts to only use the credit card and limit the amount of bills and payments. JM stated that CCA would have two cards, one left in the office and one for maintenance. The one in the office would remain there and be signed out and return with receipts of purchase.
 - ii. A Motion is made by AL and seconded by BG to give the Treasure reporting access to the credit cards via the credit card issuer. Motion passed unanimously.
 - iii. AL gave Albert directive to discontinue using the Shell and Home Depot Credit Cards.
 - iv. A Motion is made by AL and seconded by EM to run a full audit on all billing accounts. Motion passed unanimously.
 - v. A Motion is made by EM and seconded by AL to provide MAC with a pre-loaded debit card to not exceed \$500; to be kept in the office safe and signed out and returned with purchase receipts. Motion passed unanimously.
 - e. Speeding Violations
 - i. A Motion is made by BG and seconded by LB that our speeding violation fines concur with Thurston County. Open for discussion. AL stated that Thurston County adopts Washington State. MP addressed concerns over Patrol not running radar in all areas of Clearwood and only specific sections as well as not fining friends or family. MP would like to see a plan or program from Patrol for this before voting on increasing fines. Member Paige stated the membership must vote on any fee increases. Board discussed voting for the increase and sending to the membership to vote at the 2020 annual membership meeting. EM stated the board needs to prepare an official resolution to vote on. EM also stated if the board approves this now and it fails by membership vote, we would have to refund members we fined the difference.
 - ii. A Motion is made by AL and seconded by LB to amend the Motion adopt the state schedule. A Motion is made by AL and seconded by LB to adopt IRLJ 6.2 Monetary Penalty Schedule Infractions for Clearwood fees in the Rules and Regulations regarding speed limits. MP voted no. JM, LB, BG, EM, AL vote yes. Motion passed.

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- 146 f. Minuteman Press Order-Maps
147 i. AL presented an estimate for 1,000 black and white Clearwood maps in
148 the amount of \$972.04. Member Paige stated these are for new member
149 packets and sold in the office. The last purchase was two years ago.
150 ii. A Motion is made by AL and seconded by BG to approve this quote and
151 order the maps per the quote provided in the board packets. Motion
152 passed unanimously.
153 g. Ratify Unanimous Board Poll completed on 5/2/19
154 i. A Motion is made by AL and seconded by JM to Ratify the Unanimous
155 Board Poll completed on 5/2/19. Motion passed unanimously.

9. OLD BUSINESS

- 157 a. Human Resources
158 i. On-Board/Off Boarding Staff
159 1. AL stated the only item in the packet that he would like to push
160 to the attorney is the New Employee or Volunteer Application and
161 Information due to legality on hiring based on criminal
162 background.
163 2. A Motion is made by AL and seconded by EM to adopt the
164 Onboarding Packet to include the forms that may be updated as
165 necessary or as released with the addition to the offboarding
166 section of the personnel file checklist, revoke benefits, and obtain
167 last pay stub to show accrued benefits. Motion passed
168 unanimously.
169 3. A Motion is made by AL and seconded by LB to bring the New
170 Employee or Volunteer Application Information Form to the
171 attorney for review and advisement. Motion passed unanimously.
172 b. Swim Instructor Program
173 i. AL presented proposal for the program, revenue and total income for
174 provided lessons and clinics. At the end of the season, we would be
175 expected to make a small income just over \$200 which was suggested
176 to go towards additional pool related supplies.
177 ii. A Motion is made by AL and seconded by JM to adopt the swim
178 instruction program as listed in the letter dated May 8, 2019 to the Pool
179 Manager. Motion passed unanimously.
180 c. Violation Letters
181 i. The board and Member Paige discussed the issue with Division 15, Lot
182 1 and it was determined that these steps have been there since before
183 the previous owners. The steps had been hidden under brush which the
184 current owners cleared, exposing the steps. Member Paige also stated
185 they are not on community property; they are on the owner's property.
186 ii. A Motion is made by AL and seconded by EM to retract the decision the
187 board made previously regarding the issue with the steps on Division
188 15, Lot 1. Motion passed unanimously.
189 iii. A Motion is made by AL and seconded by LB to send the drafted letter
190 to member of Division 6, Lot 437, changing prior decision from 60 days
191 to 30 days to be signed by the board of directors. Motion passed
192 unanimously.

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- 194 d. RV Dump
195 i. BG presented the Commercial Electric Facilities Contract from Puget
196 Sound Energy in the amount of \$6,026.56 to pull power for the RV
197 Dump.
198 ii. A Motion is made by AL and seconded by LB to approve BG to move
199 forward with the execution of the contract for Puget Sound Energy. Open
200 for discussion. MP and EM stated this should still go to Finance. AL called
201 for the question. AL, JM, MP, LB, BG voted yes. EM abstained. Motion
202 passed.
203 e. Professional Property Management
204 i. A Motion is made by AL and seconded by EM to table point "e" of
205 tonight's agenda to a separate special meeting, date TBD; the meeting
206 shall only contain this point of business. Motion passed unanimously.
207 ii. Member Paige asked if the invoice for the forensic auditor will be
208 discussed. AL stated we received an invoice for the forensic auditor in
209 the amount of \$14k needs board approval. EM asked how much we have
210 paid in total and where does that leave us with the contingency fund
211 this was being paid out of. JM stated we paid \$64,000 in 2018, \$38,735
212 YTD and with this invoice it would be \$54,000 YTD (not including
213 attorney fees). EM stated that means the money in the contingency
214 fund is gone and we are in fact over what was in that fund so would like
215 to know where this money is going to come from. JM stated the money
216 could come out of the sheriff fund and EM stated that is not what that
217 fund is for and cannot be used for the forensic auditor. JM stated he had
218 met with Member Baker and discussed using Futures which was roughly
219 \$92,000-\$94,000 and could be borrowed and paid back with 2% interest
220 from the insurance claim. AL recommends the board set a meeting with
221 legal counsel to discuss where we currently are with the case.
222 iii. A Motion is made by AL and seconded BG to pay the invoice for FVLS
223 Consulting. AL, JM, BG, and LB voted Yes. MP and EM abstained. Motion
224 passed.

10. EXECUTIVE SESSION

- 226 a. A Motion is made by EM and seconded by AL to enter Executive Session,
227 inviting Racheal Paige, at 10:36pm to discuss a Personnel Matter. Motion
228 passed unanimously.
229 b. A Motion is made by AL and seconded by EM to exit Executive Session at
230 11:05pm. Motion passed unanimously.

11. RECONVENE IN OPEN MEETING

- 232 a. A Motion is made by AL and seconded by LB to approve Executive Session
233 items E and D. Motion passed unanimously.

12. ADJOURNMENT

- 235 a. A Motion is made by AL and seconded by EM to adjourn at 11:07pm. Motion
236 passed unanimously.

237 **Minutes Prepared by:**
238 Secretary Emily Martin