

Clearwood Community Association

Minutes of the Board of Directors Regular Meeting

June 15, 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. Seven Directors
- 5 were in attendance throughout the meeting; therefore, the quorum was met.
- 6 **3. IN ATTENDANCE**
- 7 a. Directors: Aaron Lang, President (AL); Brian Gerrish, Vice President (BG); Emily
- 8 Martin, Secretary (EM); John Moore, Treasurer (JM); Malinda Poirier, Director
- 9 (MP); Lonny Bays, Director (LB); Deborah Baker, Director (DB)
- 10 b. Staff: Albert Darrow
- 11 c. Member(s) and/or Guests: Sandy Stokes, Tom Jones and Syndi Martin.
- 12 **4. REGULAR PRESIDING OFFICER AND SECRETARY**
- 13 President Aaron Lang and Secretary Emily Martin
- 14 **5. MEETING CALLED TO ORDER at 9am**
- 15 **6. INTRODUCTIONS**
- 16 a. The Board, Staff, Members and Guests introduced themselves.
- 17 **7. APPROVE THE CONSENT AGENDA**
- 18 a. A Motion is made by EM and seconded by DB to replace the CPC minutes
- 19 provided at the Board meeting with those in the board packet. Motion passed
- 20 unanimously.
- 21 b. A Motion is made by AL and seconded by DB to approve the consent agenda as
- 22 amended. Motion passed unanimously.
- 23 c. Items approved in the Consent Agenda:
- 24 i. Approve the Following Board Meeting Minutes:
- 25 1. May 18, 2019
- 26 2. May 22, 2019
- 27 3. May 29, 2019
- 28 ii. Approve the Following Committee Meeting Minutes:
- 29 1. CPC-May 9, 2019
- 30 2. Violations-March 18, 2019
- 31 3. Finance-June 7, 2019
- 32 4. Roads & Water-May 13, 2019
- 33 **8. APPROVE THE AGENDA**
- 34 a. A Motion is made by AL and seconded by DB to approve the agenda.
- 35 b. A Motion is made by AL and seconded by LB to add, under Old Business, item e.
- 36 Otter Beach Dock Bids. Motion passed unanimously.
- 37 c. A Motion is made by AL and seconded by LB to add, under New Business,
- 38 between items a. and b., A Board Resolution regarding gate damage due to
- 39 unauthorized entry. Motion passed unanimously.
- 40 d. A Motion is made by MP and seconded by EM to add, under Old Business, item f.
- 41 Roads & Water Needs and item g. CPC Needs. Motion passed unanimously.

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- 42 e. A Motion is made by DB and seconded by EM to include Annual Meeting
43 Planning with item e. 2019 Election Ballots under New Business. Motion passed
44 unanimously.
45 f. A Motion is made by AL and seconded by DB to approve the agenda as amended.
46 Motion passed unanimously.

47 **9. MEMBER AGENDA QUESTIONS**

- 48 a. Member Martin requested to provide a statement to be read during open forum
49 as she could not stay for the entire meeting. This was approved and letter was
50 provided to AL.
51 b. A Motion is made by AL and seconded by MP to adjourn no later than 12 noon.
52 Motion passed unanimously.

53 **10. OLD BUSINESS**

- 54 a. RV Dumpsite Contract Proposals
55 i. BG provided 3 bids for electrical and 2 bids for septic. Desired 3rd bid for
56 septic did not come back yet but would like to move forward with the
57 electrical bids as this could take a while to complete. Board reviewed bids
58 for electrical work.
59 ii. A Motion is made by DB and seconded by AL to approve the STMA bid of
60 \$6,635.85 and amended to include CCA as additional insured, to come out
61 of General Reserves: RV Dump Project. Motion passed unanimously.
62 iii. BG would like to wait on the 3rd bid for the septic tank before discussing
63 and selection of bid.
64 iv. BG requested a \$1,000 contingency account for additional sand, conduit,
65 etc. or additional expense incurred when maintenance digs the trench. BG
66 estimates 3-4 day period but would need to check with PSE. Board will
67 discuss once digging begins, if needed.
68 b. Well 1 & 2 Update
69 i. AL notified the board that the Well 2 low level alarm went off last
70 weekend. Albert was automatically notified and stated he and Matt are
71 the only ones that have a key and was likely an error which caused the
72 alarm to go off. Albert confirmed the water levels are fine and we were in
73 no danger of running out of water over the weekend. AL requested we
74 receive a notification of any alarm going off on the wells.
75 ii. Albert provided bids to the board for the pump and is searching for bids to
76 come run tests and we may not require a new pump dependent on those
77 test results. Member Martin stated Lydia with NWWWS stated one of the
78 wells may already have a test pump, but it is not adequate for a permanent
79 pump for Well 5 as this was a previous suggestion.
80 c. Well 5 Update
81 i. Member Martin provided the board updates on her meeting with Lydia
82 from NWWWS on Well 5 to include a Ground Water Influence issue they are
83 working to correct, Water Rights update that the board already approved

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84 the retainer for, DOE Comments regarding aeration, immediate tasks that
85 can begin now (transmission line and electricity), NWWWS to get bids for
86 treatment plan and filtration system recommendation to not implement
87 until DOH has approved. Member Martin stated the target completion
88 date is February 2020. JM requested a cost estimate. Member Martin
89 stated Lydia does have this and is being reviewed by Todd before providing
90 this to CCA to ensure nothing is missing. This should be ready next week.
91 EM requested Member Martin provide an update to post to the
92 community as soon as possible since there are many detailed updates
93 provided.

94 d. Reichel Beach Project

95 i. Albert provided the board with a list of supplies and timeline for us to
96 complete the project which totaled \$9,959,74 in supplies, not including
97 labor costs for maintenance which totals roughly \$7,000 in labor. Member
98 Martin stated we should add 21% for benefits on any labor cost.

99 ii. A Motion is made by DB and seconded by JM to approve, not to exceed
100 \$20,000, for the Reichel Beach Bulkhead Project to come out of the Reichel
101 Beach Bulkhead Fund in General Reserves. Motion passed unanimously.

102 e. Otter Beach Bids

103 i. A Motion is made by DB and seconded by AL to approve, not to exceed
104 \$6,000, in additional costs from Evans Marine Solutions for the floating
105 docks to come out of Otter Beach Docks Fund in General Reserves. Motion
106 passed unanimously.

107 ii. A Motion is made by AL and seconded by JM to approve estimate 1966 by
108 Evans Marine Solutions in the amount from general reserves fund to be
109 coded under Otter Beach Project. Motion passed unanimously.

110 iii. A Motion is made by AL and seconded by MP to approve estimate 1941 by
111 Evans Marine Solutions in the amount from general reserves fund to be
112 coded under Otter Beach Project. Motion passed unanimously.

113 f. Roads & Water Committee

114 i. MP requests the board seat Member Kelly McMullen to the Roads & Water
115 Committee as there are not enough committee members on Roads &
116 Water to seat him.

117 ii. A Motion is made by DB and seconded by AL to seat Member Kelly
118 McMullen, Division 19, Lot 17 to the Roads & Water Committee. Motion
119 passed unanimously.

120 iii. A Motion is made by DB and seconded by AL to task Member McMullen to
121 draft an RFP for the transmission line and electricity at the site. AL asked
122 that any requests be sent to AL to forward to Albert. Motion passed
123 unanimously.

124 iv. MP stated that the Finance and Roads & Water Committee would like a
125 point of contact for the Well 5 Project and they previously recommended

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- 126 Member Syndi Martin, but this needs to be formalized. AL provided
127 clarification on why Member Martin was asked to be the point of contact
128 after previous point of contact, Member Tom Jones, resigned and assured
129 the board that no decisions are being made without board approval.
130 Member Martin's task is to be the communicator between the board and
131 NWWWS, with AL being copied on all correspondence.
- 132 v. A Motion is made by AL and seconded by DB to allow SM to continue to be
133 the point of contact for Well 5 Project. BG and JM abstained. AL, EM, MP,
134 LB and DB voted yes. Motion passed.
- 135 g. Community Property Committee
- 136 i. MP addressed concerns regarding the Rampart bridge. Albert stated it's
137 a matter of shoring up the railings, but we do not have the equipment
138 to go under the bridge and do this. MP stated the bridge is dangerous
139 and board needs to decide on continued use and repairs. DB suggests
140 closing to nobody gets hurt, until it can be repaired.
- 141 ii. A Motion is made by DB and seconded by JM to approve CPC to start
142 exploring this in coordination with BG and Albert Darrow. Motion passed
143 unanimously.
- 144 iii. A Motion is made by AL and seconded by DB to close the bridge. Motion
145 passed unanimously.
- 146 iv. MP stated CPC walked around Blue Lake and there are issues with trash
147 and is requesting four garbage cans that are currently not available. MP
148 stated this is roughly \$400-\$500 each, but Albert may be able to craft
149 these for less.
- 150 v. A Motion is made by DB and seconded by AL to task CPC with developing
151 options for crafted trash cans. Motion passed unanimously.
- 152 vi. MP stated a CPC member found a hydraulic project application for
153 permission from Fish & Wildlife to perform simple maintenance tasks on
154 any body of water for 5 years.
- 155 vii. A Motion is made by AL and seconded by DB to allow CPC to engage
156 Fish and Wildlife Dept. in exploration discussions concerning permitting,
157 contingent on the liaison be involved in all conversations and no cost is
158 incurred. Motion passed unanimously.

11. NEW BUSINESS

- 160 a. Maintenance Reports
- 161 i. May Report
- 162 1. Addressed understaffing concerns and fear of falling behind. AL
163 to meet with Albert regarding this.
- 164 2. Otter Beach Wall is completed, and they will begin working on
165 Reichel Beach and the Otter Beach Docks in the next couple
166 weeks.
- 167 3. L&I claim still open but should be closed soon and going well.
- 168 4. AL inquired about the RV lake dump claim from a member. Albert
169 cannot confirm, but they did investigate and no evidence
170 confirming this claim was found. Board consensus to post to the
171 community that no lake dumping is permitted and notify the
172 location of the RV dump.

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5. Sanitary survey came back good. July 1st deadline and will be mailed out in the next couple weeks.
 6. Water plan. Amend plan due to well and comment period notice does not need to go out in the newsletter. Not believed to be necessary right nor.
- b. Money Transfer
 - i. Bank money transfers have not been done in the last few years. JM, DB and current Bookkeeper are working on this now to confirm what transfers are to be made and to confirm where our operations account is once transfers are made.
 - c. Board Operating Resolution 2019-06-15
 - i. AL presented A Resolution to Adopt a Standard Operating Procedure for Damage Caused to Gate Due to Unauthorized Entry
 - ii. A Motion is made by DB and seconded by AL to approve Operating Board Resolution 2019-06-15. JM concerned as to who will enforce this. AL is establishing a procedure and the President should delegate the duty of contacting the proper authorities. Motion passed unanimously.
 - d. Meeting Recording Procedures
 - i. A Motion is made by JM and seconded by DB to table this until the next scheduled meeting. Motion passed unanimously.
 - e. 2019 Election Ballots / 2019 Annual Election
 - i. Board needs to decide if this is handled in house or outsourced. DB mentioned there is a group of members who historically volunteer to help fold and stuff envelopes for the election, and she could reach out to see if they were able to assist in this if decided to handle in house. Board consensus to handle in house and volunteers to assist with folding.
 - f. 2019 Resolution Pro/Con Statements
 - i. There were two statements that were turned that did not entirely meet the requirements and EM asked the Board to vote to make edits so they could be included in the voter pamphlet.
 - ii. A Motion is made by DB and seconded by AL to make the font on the Pro Statement for the Sheriff Stipend consistent with the other pros and cons. Motion passed unanimously.
 - iii. A Motion is made by DB and seconded by JM to allow the Pro Statement for PPM to go forward, with consideration of the verbal request to remove the title to meet the maximum 200-word requirement. Motion passed unanimously.
 - g. 2020 General & Water Reserves Study
 - i. A Motion is made by DB and seconded by MP to adopt the 2020 Water and General Reserves Study. Motion passed unanimously.
- 12. PROFESSIONAL PROPERTY MANAGEMENT**
- a. AL and DB worked on the RFP for PPM Companies and presented the final draft for board review and approval. The Board adjusted the timeline in the RFP
 - b. A Motion is made by AL and seconded by JM to adopt this Request for Proposal for submission to Professional Property Management companies compiled by

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- 219 the Management Research Committee for companies within a 50-mile radius
220 with the changes discussed. Motion passed unanimously.
221 c. Board discussed seeking advice from a consultant on the bid process for PPM and
222 received proposals to ensure critical needs are being met and what is within our
223 budget.
224 d. A Motion is made by AL and seconded by DB to ask Mitch with Waterman
225 Consulting to come out for two days and meet with the board and staff and
226 review everything we have compiled for our RFP to offer to potential PPM
227 companies. Motion passed unanimously.

13. OFFICE STAFFING

- 229 a. AL updated the board on the hiring of a temporary, on-call administrative
230 assistant for no more than 20 hours per week. Office hours will remain Mon-
231 Thurs, but potential to be open until 7pm on one/two nights.

14. OPEN FORUM

- 233 a. Member Stokes provided positive feedback regarding the meeting and
234 commented that this is the type of meeting is what she hoped members would
235 witness, not that negative ones that have recently been taking place.
236 b. AL received and read the letter provided by Member Martin earlier in the meeting
237 which outlined this member's concerns regarding past board directors whom
238 ignored the association attorney's advice to terminate the previous bookkeeper
239 and are therefore personally liable for any theft that took place during this time
240 and should take a leave of absence until this matter is resolved.

15. ADJOURN

- 242 a. A Motion is made by DB and seconded by MP to adjourn. Motion passed
243 unanimously.

244 **Minutes Prepared by:**
245 Secretary Emily Martin