

Community Property Committee Minutes

May 9, 2019
Clearwood Community Association
Conference Room

1. CALL TO ORDER AND ROLL CALL:
 - a. **Malinda Poirier Liaison** called meeting to order at 7:00pm
 - b. PCP Members present: Henry Risen, Cookie Skelly
Board Liaison: Malinda Poirier
2. COMMUNITY MEMBERS IN ATTENDANCE: Brandon Schock (BS)
3. COMMUNITY MEMBER COMMENTS: Brandon expressed interest in becoming a CPC member. **Malinda** asked Brandon to sit and join in with CPC Members.
4. APPROVAL OF MINUTES:
5. NEW BUSINESS ADDED TO AGENDA:
 - a. Sky Luminary Lanterns as Fire Danger:
 - b. Recruit New Members:
6. APPROVAL OF AGENDA: Agenda Approved
7. OLD BUSINESS:
 - a. None: CPC did not meet during the winter months due to lack of projects.
8. NEW BUSINESS:
 - a. Co-Chair Needed: Linda Doucette, Chair of CPC, is out healing from surgery. A Co-Chair was needed to fill in. CPC approved Cookie to be acting Chair while Linda heals. **This item is now completed.**
 - b. Role/Job Description of Community Property Committee: Liaison brought the admin manual guidelines of CPC with the goal to better understand the committee's duties and goals. The past committee members helped both the Liaison and new committee members to understand duties and tasks CPC has done in the past. This was the list that was compiled; Helping clean garbage throughout the community, helping with the upkeep of parks, power washing, staining/painting, observing and recommending the necessary removal of trees and brushes throughout the community, upkeep of gardens, stocking of lakes, evaluating the condition of lakes for the need of necessary treatment. This item is 15% completed.
 - c. Projects approved by Albert, Association Maintenance Manager: Malinda brought a list of duties that Albert approved for CPC to complete. Albert's Projects list will be broken into two areas:
 - 1.) Office Grounds/Back Gate Flower Bed. Committee made plans to hold a work party on Saturday, May 11th at 9am at the Office to clean, maintain Office gardens and entrance gardens. This item is 10% completed.

- 2.) Beaches/Park Gardens. Committee decided to break it down by Beaches and to assign a CPC Member to each Beach/Park Gardens. The Committee will Walk Around some of the larger Areas.
- a.) Otter Beach: Two benches need to be painted. There is only one boat rack at the Cove where there used to be three. Owners are pulling boats up on to trail. Cookie will keep track of progress. (Malinda - Board/Albert) This item is 10% Completed.
 - b.) Longmire Beach: Blackberries removal needed for Lakeside Flower Bed. Walk Around will have to be scheduled. Committee decided that Maintenance should remove the blackberries. Cookie will keep track of progress. (Malinda - Board/Albert) This item is 10% completed.
 - c.) Madrona Beach: A member has brought two concerns to the Committee; 1) a hole near boat launch needs to be filled in; and 2) a boat rack is broken. Brandon will observe and report back any needs. (Malinda - Board/Albert) This item is 10% completed.
 - d.) Sunset Beach: Brandon will observe and report back any needs. This item is 10% completed.
- d. Blue Lake/Walk Around: Henry requested more garbage cans be placed around Lake Trail. Committee scheduled a Walk Around Saturday, May 11, after Office work project. Committee suggested looking into a "no littering" sign. Malinda will price the cost of a sign. (Malinda - Board/Albert) This item is 10% completed.
 - e. Build a Calendar for Future Tasks: Calendar wasn't made at this time, but there was a lot of discussion about what the Committee would like to accomplish. (See 1 and 2 in c. above) The Liaison was tasked with finding information about the items. (See in red) This item is 10% completed
 - f. Fire Danger: Cookie found three Sky Luminary Lanterns in Division One that fell to the ground between the trees. The fabric on all three lanterns was burned from the candle. Henry also saw several lanterns but could not tell which direction they came from. (Malinda will remind Board Secretary to post on the website about fire danger cause from the floating lanterns.) **This item is now completed.**
 - g. Recruit CPC volunteers: Henry suggested word of mouth could help gain more volunteers. Other suggestions were the possibility of a Division Leaders recruiting their neighbors to help with the upkeep of their Division, taking pictures of volunteers working on projects and posting on website, broadcasting all meetings and work parties, and welcoming renters to help. This item is 10% completed.
 - h. Forest Report/Hi-Lo Park: Henry reported the difficulty of requiring Lake Permits for the removal of dead trees. Committee discussed removal of the dead trees within the Community. Henry reported dead trees at Hi-Lo Park and will resurvey. Committee asked if there is a budget set aside for tree removal? if so, how much? (Malinda - Board/Albert) This item is 10% completed.

9. CPC MEMBER COMMENTS: None

10. COMMUNITY MEMBER COMMENTS: Brandon would like to become a member of CPC.
Malinda told Brandon to go into the office and fill out a Background Check Authorization form. (Malinda – Board Approval)

11. BOARD LIAISON COMMENTS:

- a. Malinda will take CPC requests and Questions to the Board/Albert and report back to CPC at next month's meeting.
- b. Malinda will meet with Herb Schaff to go over lake care.
- c. Malinda will ask Herb for the Reserve Study List.

12. ADJOURNMENT: Cookie adjourned the meeting at 8:45pm

Submitted by:

Cookie Skelly -Secretary
Secretary

Date: 6-13-19

Approved By:

Cookie Skelly -Acting Chairman,
Cookie Skelly

Date: 6-13-19