

Clearwood Community Association

Minutes of the Board of Directors Regular Meeting

July 20, 2019

- 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. Four Directors were
5 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 Martin,
8 Secretary (EM); Malinda Poirier, Director (MP)
9 i. Absent: Lonny Bays, Director (LB); Deborah Baker, Director (DB); John Moore,
10 Treasurer (JM)
11 b. Staff: Albert Darrow, Maintenance Manager
12 c. Member(s) and/or Guests: Sherry Quinn, Michael Seary, Jan Dorweiler, Syndi Martin,
13 Michael Mercer, Anna Shelly, Kevin McMichael, Greg Marshall, Jaimie Russell, Suzie
14 Lefurgey, Jessica Garrett
- 15 **4. REGULAR PRESIDING OFFICER AND SECRETARY**
16 a. President Aaron Lang and Secretary Emily Martin
- 17 **5. MEETING CALLED TO ORDER** at 9am
- 18 **6. INTRODUCTIONS**
19 a. The Board, Staff, Members and Guests introduced themselves.
- 20 **7. APPROVE THE CONSENT AGENDA**
21 a. A Motion is made AL and seconded by MP to approve the Consent Agenda. Motion
22 passed unanimously.
23 b. Items approved in the consent agenda:
24 i. Acceptance of John Moore's Letter of Resignation effective August 17, 2019
25 at the end of the August CCA members meeting.
26 ii. Approve the Following Board Meeting Minutes:
27 1. June 15, 2019
28 2. June 26, 2019
29 3. June 27, 2019
30 4. July 8, 2019
31 iii. Approve the Following Committee Meeting Minutes:
32 1. Violations – May 23, 2019
33 2. Violations – June 20, 2019
34 3. Roads & Water – June 10, 2019
35 4. Roads & Water – June 18, 2019
36 5. CPC – June 13, 2019
37 6. Finance – June 24, 2019
38 7. MAC – June 25, 2019
- 39 **8. APPROVE THE AGENDA**
40 a. A Motion is made by AL and seconded by EM to approve the agenda.
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- 43 b. A Motion is made by MP and seconded by AL to add the following items to the
44 agenda. Motion passed unanimously.
45 i. Approve the seating of Member Brandon Schock to CPC
46 ii. Fish & Wildlife Department Meeting
47 iii. Lake Shoreline 30ft Buffer Issue
48 iv. Violation Stickers
49 c. AL called for the question. Motion passed unanimously.

50 **9. MEMBER AGENDA QUESTIONS**

- 51 a. No Member questions or comments.

52 **10. MAINTENANCE AND WATER REPORT FOR JULY**

- 53 a. Otter Beach Project is complete.
54 b. Prep work for Reichel Beach Project is beginning and supplies being gathered. The
55 project should begin in Early August or September after the swim season.
56 c. RV Dump Project – Maintenance has dug the trench and put in conduits to the street
57 in preparation for the work to begin.
58 d. L&I Claim has been cleared.
59 e. Equipment Failure – Sweeper is being researched into why it does not have power
60 and likely the hydraulic pump. The Vacuum truck is on the Reserve Study and is
61 awaiting parts for repair
62 f. Coliform samples came back clean
63 g. Water Usage is at 6,182,716 gallons. Possibly another leak and Albert will give to
64 finance for review at their next meeting as he just received this.
65 h. Working with Lydia with NWS on Well 2 and data he needs to provide to them for
66 review.
67 i. Isolation valves have no solution yet and Albert is getting bids for replacement but
68 feels the most cost-effective way to do this would be to wait until the Well 5 project
69 begins.

70 **11. OLD BUSINESS**

- 71 a. Digital Community Engagement of Board Meetings
72 i. A Motion is made by AL and seconded by EM to send drafted Board Resolution
73 to Make Board Meetings Available Online to the Association Attorney for
74 review. Motion passed unanimously.
75 b. MAWaterman Consulting Proposal for Services
76 i. Scope of work provided at previous meeting for consideration. Board
77 discussed again for members of the audience. Summary of work and the result
78 was the recommendation for CCA to “get their house in order” first before
79 bringing in a PPM. Recommendation to bring in a change manager or agent
80 for 12 months’ time to assist with getting things in order and then help
81 implement a form of management.
82 ii. Member questions were received for consideration and discussion to include
83 Mitch’s recommendation, current financial situation and past financial issues.

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- 86 c. CPC Recommendations
- 87 i. Garbage Patrol on Weekends
- 88 1. CPC recommends to the Board to reconsider Maintenance's schedule
- 89 to allow for staff during the weekends to manage the garbage. AL and
- 90 Albert advised the Board that maintenance will not be able to
- 91 accommodate this recommendation due to low staffing levels.
- 92 ii. Signage Drafts
- 93 1. Signage samples provided to assist with reminding members to throw
- 94 their trash away or pack it out with them. MP suggested roughly a
- 95 dozen signs to cover all beaches and playgrounds and roughly no more
- 96 than \$200 in cost. A Motion is made by AL to table the discussion until
- 97 the next regular board meeting.
- 98 iii. Rampart Bridge
- 99 1. Board had previously shut down the bridge due to safety concerns.
- 100 Maintenance has done bracing on one side of the bridge and placed
- 101 blocks underneath the bridge. Discussion on repairs and what needs
- 102 to be done to be up to code. BG and Member Poirier will work with
- 103 Albert to come up with a plan for repairs to present to the Finance
- 104 Committee. Suggestion for Deborah to check with the Reserve
- 105 Specialist to see if this can be moved up on the Reserve Schedule.
- 106 iv. Longmire Sprinkler
- 107 1. Lack of water and dying rhododendrons. Maintenance made the
- 108 decision to not turn on the sprinklers on at this time to not cause
- 109 stress to the well and water system right now since Well 1 and 2 have
- 110 poor production currently. CPC is currently using lake water to help
- 111 with this. Board consensus to not turn the sprinklers on currently due
- 112 to the concern with the well production.
- 113 v. Board Approval of CPC Member seating of Brandon Schock
- 114 1. A Motion is made by MP and seconded by AL to approve the seating
- 115 of Brandon Schock to CPC. Motion passed unanimously.
- 116 vi. Assigning contact for Fish & Wildlife Dept Permitting Process
- 117 1. Recommendation for Member Doug Skelly to assist with preparing the
- 118 information for Albert to submit to Fish & Wildlife. Albert to attend
- 119 the next CPC meeting to discuss further.
- 120 vii. Thirty Foot Buffer Violations
- 121 1. Fish & Wildlife mentioned an issue with the clearing within the 30 ft
- 122 buffer around the lake and shoreline. If residents are responsible, the
- 123 association is responsible for these fines. MP witness a member
- 124 clearing within the buffet which is clearing against the law. MP to work
- 125 with Violations and CPC to follow up.

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128 **12. NEW BUSINESS**

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- 129 a. Well 5
130 i. NWWWS Recommendation Regarding Full Flow treatment
131 1. Member Martin presented – point of clarification on Well 5 Update
132 regarding the ground water influence and hydraulic connection. Will
133 provide update in writing for the membership. Well 5 projected to be
134 completed in February or March of 2020. There was \$750,000 voted
135 on in October 2016 to complete the Well 5 project. Currently \$103,000
136 has been spent since then. The overall total, including expenses prior
137 to October 2016, is currently \$349,293. Member Marshall provided
138 background knowledge on the Well 5 project since its start. Was
139 originally approved a \$1 million budget for Well 5. Discussion on
140 benefits of Full Flow Treatment versus Partial Flow Treatment as well
141 as Aeration versus Pro-Manganese. The Board needs to decide
142 whether to take the recommendation of NWWWS to only go with Partial
143 Flow Treatment or go above and beyond with full flow treatment
144 which was already decided by a previous board. This could potentially
145 be roughly \$150,000 additional in cost, but this was already budgeted
146 for and would not cause the project to run over budget. Albert
147 provided his recommendation on the topic which would be to go with
148 the full flow treatment. Member Martin, as point of contact,
149 recommended the board listen to Member Marshall and Albert to go
150 with the Full Flow Treatment option.
151 2. A Motion is made by AL and seconded by MP to continue
152 implementing full flow treatment for the Well 5 Project. Motion
153 passed unanimously.
154 ii. Transmission and Electrical Lines RFP
155 1. Not yet ready to present. Will be brought to the Board when available.
156 b. Finance Recommendations
157 i. Money Transfers
158 1. Mitch (consultant) and Jennifer (CPA) met with MP, JM and DB last
159 week and had recommended that we not make any money transfers
160 at this time since we don't know where we are financially and this
161 could make it worse moving items around as well as possible penalties
162 incurred. AL will suggest that JM hold off on making the transfer until
163 the entire board can meet on this topic.
164 ii. Peach Tree Financials
165 1. Mitch (consultant) and Jennifer (CPA) asked where this old server
166 currently is, and nobody seemed to have the answer. AL to confer with
167 legal counsel on location of the server.
168 iii. Clearwood Property Standards Enforcement
169 1. Proposed job description provided. Board discussed concerns
170 regarding insurance and where funds will come from. A Motion is
171 made by AL to table at the next scheduled meeting.
172 iv. Violation Stickers

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1. Community concern regarding these “warning” stickers that are almost impossible to come off a window. MP suggested a paper slip under a windshield or something similar. Item will be sent to the Violations Committee for discussion to come up with an alternative option.

178 **13. OPEN FORUM**

- 179 a. No Member questions or comments.

180 **14. EXECUTIVE SESSION**

- 181 a. A Motion is made by AL and seconded by EM to enter Executive Session to discuss
182 Personnel Issues at 12:05pm. Motion passed unanimously.
183 b. A Motion is made by AL and seconded by EM to exit Executive Session at 12:57pm.
184 Motion passed unanimously.

185 **15. RECONVENE IN OPEN SESSION**

- 186 a. Short Board discussion on committee liaison duties (not pertaining to Executive
187 Session).

188 **16. ADJOURN**

- 189 a. A Motion is made by AL and seconded by EM to adjourn at 1:15pm. Motion passed
190 unanimously.

191 **Minutes Prepared by:**
192 Secretary Emily Martin