

Community Property Committee Minutes

June 13, 2019
Clearwood Community Association
Conference Room

1. CALL TO ORDER AND ROLL CALL:
 - a. Cookie called meeting to order at 7:00pm
 - b. CPC Members present: Henry Risen, Ron Parsons, Cookie Skelly
 - c. Brandon Schock (Guest) **Board Liaison: Malinda Poirier**

2. COMMUNITY MEMBERS IN ATTENDANCE: None

3. COMMUNITY MEMBERS COMMENTS: None

4. APPROVAL OF MINUTES: Cookie made a motion to accept the May 9, 2019 Minutes, seconded by Henry, motion approved 3-0. **Malinda asked Cookie to email her the Agenda and Minutes so Emily can have a copy for the Board.**

5. NEW BUSINESS ADDED TO AGENDA: None

6. APPROVAL OF AGENDA: Cookie made a motion to accept the June 13, 2019 Agenda, seconded by Henry, motion approved 3-0.

7. **Board Liaison Report: Malinda gave her report for each Agenda item when needed.**

8. OLD BUSINESS:
 - a. Role/Job Description of Community Property Committee: Cookie passed out for committee review a guideline for New Members. Committee made several changes. Cookie will have the Draft for Committee to finalize at the July meeting. This item is 50% completed.

 - b. Approved Projects: 1.) Office Grounds/Back Gate Flower Bed. Henry will spray weeds around the Office Grounds. **Malinda reported the board had voted to let the back gate go back to its original state. She will check with the Board and let CPC know at the July 11 meeting.** This item is 45% completed.

 - c. Approved Projects 2.) Beaches/Parks Gardens - Trying to keep track of CPC Approved Projects vs Maintenance Projects is getting too confusing. Cookie asked Brandon if he could separate the Approved Amenities Projects by creating a separate Spread Sheet that would just include Albert's Amenities Projects for replacement/repairs. With this new spread sheet, CPC, Albert, and Malinda now will be able to keep track of CPC and Maintenance Amenities progress separately.
 - 1.) Otter Beach: Cookie painted the two benches at Otter. **This approved item is completed. Maintenance Future Project:** Two of the original three Otter Beach Cove boat racks need to be put back. **(Malinda - Board/Albert)** To be tracked on the separate spreadsheet.

- 2.) Longmire Beach: **Maintenance Future Project**: Committee decided that Maintenance should remove the blackberries in lakeside flower bed. **Malinda reported that Albert will cut blackberries in the Fall.** To be tracked on the separate spreadsheet.
 - 3.) Madrone Beach: Brandon reported that the small hole at the boat launch was filled in. **This item is completed.** Item referred to **Maintenance Future Project**: There's a 3" edge on the side of the road where the walking trail cuts across the boat-launch road that could use gravel backfill to minimize possible trip hazard. There is also exposed weed barrier around the tree in the same area that could be covered with the same backfill. **(Malinda - Board/Albert)** To be tracked on the separate spreadsheet.
 - 4.) Sunset Beach: Item referred to **Maintenance Future Project**: Sunset dock pylon is a possible impale hazard. Recommend cutting flat and/or getting a pylon cover to prevent fall and impale injury. Also one of boards on the benches is starting to split in the middle. **(Malinda - Board/Albert)** To be tracked on the separate spreadsheet.
- d. Blue Lake/Walk Around: After walking around Blue Lake, CPC needs 4 garbage cans placed at the following sites; small bridge, parking area, fishing dock and dog poo station. Benches need to be pressure-washed and painted/stained. The Bridge on Rampart Drive has a loose railing and is in need of repair. **The walk around part is Completed. CPC Future Projects**: Pressure-wash and paint/stain bridges and benches. CPC is waiting to see which project will be approved. **Maintenance Future Projects**: Albert needs to address the garbage cans and repair of the bridge. **(Malinda - Board/Albert)**. To be tracked on the separate spreadsheet.
 - e. Calendar for Yearly Tasks: Brandon will make a Calendar spreadsheet for CPC to record approved items and assign a month to each project. In the future, CPC members will know which projects they are responsible for and already approved. This item is 30% completed.
 - f. Recruit CPC volunteers: Suggestions for recruiting: to post a sign of upcoming work parties at gates, and to have a sandwich-board visible so Community members know what CPC projects are being worked on. This item is 80% completed. **(Malinda volunteered to make small signs and to check on sandwich-boards at Maintenance)**
 - g. Forest Report/Hi-Lo Park: **Malinda Reported that Albert's Tree/Debris Removal Budget is used up.** Henry reported that there is at least one dead tree at Hi-Lo Park that needs to be cut and removed but was not able to tell if the tree is on Clearwood's property or homeowner. Committee decision was to have **Malinda ask Albert and let us know at the July meeting and to get Herb's Tree List for Henry.** This item is 50% completed.
 - h. Sign for Littering: Brandon will get three estimated prices for signs. The signs will include a contact number. The signs will be placed at each park's garbage cans. Brandon will email Malinda with costs. **(Malinda will take costs to the Board.)** This item is 10% completed.

9. NEW BUSINESS:

- a. Seat Brandon Schock: Malinda reported CPC needs to first seat the new member, then the Board Approves. Henry made a motion to seat Brandon, seconded by Cookie, motion approved 3-0. (Malinda will bring this item to the Board for approval.) This item is 90% completed.
- b. Chair Person Replacement: Linda Doucette is retiring as CPC Chair Person. CPC thanks her for her many hours volunteering for our Community. Ron made a motion to seat Cookie for Chair, seconded by Henry, motion approved 3-0. Malinda will bring this item to the Board for approval. This item is 90% completed.
- c. Secretary Replacement: Brandon, after being approved by the Board, will replace Cookie until Ron Parsons, the former Secretary, resumes the position. This item is 50% completed.
- d. Work Party/Office Grounds: CPC members Brandon, Henry, Cookie, and MALINDA cleaned out three flower beds. **Work Party completed its part.** Spraying of weeds will be done later in the month. This item is 50% completed.
- e. Outdoor Office Project: CPC member Brandon pressure-washed deck & picnic table. Brandon and Cookie painted deck, and Volunteer Doug put up an outside bulletin board. **This item is now completed.**
- f. Workshop/Brainstorming Meeting: Brandon made an Amenity Spread Sheet and explained how it works. Every amenity will be tracked by posting pictures and writing a short description of the work that needs to be done along with who is responsible for the completion of the project. **This item is now completed.**
- g. Work Party/Play Ground Safety: CPC members Brandon, Henry, Cookie, and Malinda worked in the following areas:
 - 1.) Pool Play Area: checked play equipment, raked rocks, weeded, cut back bushes, straighten bollards and blew off steps. **CPC Future Projects to get approved**: pressure wash steps, benches and pool driveway. Paint steps and benches. Spray weeds in path way. CPC members would like Roads and Water to address sink hole on the lower pool parking area. (Malinda will contact Albert/Roads and Water).
 - 2.) Hi-Lo-Park Play Area; checked play equipment, raked rocks, weeded, cut back bushes, and weed whacked around area. **CPC Future projects to get approved**; pressure wash the Play Court Area. (Malinda will contact Albert/Board) **Maintenance Future Projects**: repair two gates at the court area along with one tennis net stanchion which is lifted out of the ground. A volley ball net needs to be put up. Play area logs are rotten and need to be replaced. Suggestion was made to use stone pavers that are being removed from the beaches to be used instead of logs. Stone Pavers will be added to July Agenda New Business for discussion.
 - 3.) Reichel Play Area: checked play equipment, raked rocks, cut branches hanging onto the foot bridge. **CPC Future projects to get approved**: paint foot

bridge. (Malinda will contact Albert/Board).

- h. Longmire Beach Walk Around: This park/play court area is in much needed attention. **CPC Future Projects to get approved**; pressure wash and stain/paint steps. Footbridge needs to be pressure washed and stained/painted. Spraying of the pathways. Clean out the upper flower beds. Horseshoe Pit/Play area benches are in need of painting. (Malinda will contact Albert/Board). **Maintenance Future Projects**: Several boards going down steps are in need of repair. Removal of the blackberries in the lower flower bed. The roof covering the horseshoe pit is in need of moss removal. Key to the tennis court is needed for an evaluation. **This Walk Around Item is Completed.**
- i. Hydraulic Project Approval (HPA): Deborah Baker contacted Cookie to add this item to the agenda to get discussion started and to check on Clearwood permits. Cookie contacted Matt Curtis of Fish and Wildlife who gave our area contact person's Kelly Still's phone number. It would be appropriate to schedule a time when Kelly Still can come to Clearwood and speak to all affected parties on what needs to be permitted. (Malinda will ask Board if Cookie should proceed). This item is 10% completed.
- j. Shoreline Permit: Deborah Baker contacted Cookie to add this item to the agenda to get discussion started and to check on Clearwood permits. Cookie contacted Matt Curtis of Fish and Wildlife who gave our area contact person's Kelly Still's phone number. It would be appropriate to schedule a time when Kelly Still can come to Clearwood and speak to all affected parties on what needs to be permitted. (Malinda will ask Board if Cookie should proceed). This item is 10% completed.
- k. Paint Bridges: Painting of bridges will be discussed if/when Kelly Still comes to speak on Permits. This item is 10% completed.
- l. Repair Blue Lake Bridges/Rampart Drive: CPC deemed this railing to be a liability to the Clearwood Members. (Malinda will take this item to the Board where Albert will give a cost estimate for the repair). This item is 10% completed.
- m. Reserve Study: Deborah is working on the Reserve Study and will get it to CPC as soon as it is completed.
- n. CPC Garden Club: CPC Members agreed that the Garden Club will be sponsored by CPC. **This item is Completed.**
- o. CPC Garbage Patrol on Weekends: Ron made a Motion to recommend to the Board that they ask maintenance to reconsider their work schedule. CPC is not equipped to handle garbage because of lack of vehicle and dangerous garbage, seconded by Henry, motion approved 3-0 (Malinda will take this item to the Board). This item is 10% completed.
- p. Resignation of Inactive Members: Cookie called and spoke with inactive CPC members in the month of May. Each member requested that they wished to be removed from the committee. Cookie wrote a written request for Malinda to ask the Board if this is enough for removal. Ron will write a thank you of recognition for all the years given to the Community. If Board approves, the thank-you letter will go out in the June News Letter. (Malinda will take this item to the Board). This item is

90% completed.

- q. Update CPC's Website: (Malinda will have Emily make the following updates to the CPC Website: members names, dates of meetings on the calendar, agendas and minutes). This item is 10%
- r. Windy Beach Restroom: Was told this restroom was closed. CPC had no information on this restroom. Might be another restroom closure. Needs to be looked into.
- s. Next Work Party: As soon as approval is given Henry and Brandon will pressure wash Pool Area and Cookie and Malinda will check and clean play area at Vine Lane and Perimeter Court. This item is 10% completed

10. CPC MEMBER COMMENTS: Cookie read Deborah's emailed regarding thanking us for a job well done on the Office area. Ron requested Cookie, under CPC Member Comments, to give a Monthly Garden Club update. Cookie agreed to do this

11. COMMUNITY MEMBER COMMENTS: None

12. BOARD LIAISON COMMENTS: None

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

Submitted by:

_____ -Secretary Date: _____
Secretary

Approved By:

_____ -Acting Chairman, Date: _____
Cookie Skelly