

## Community Property Committee Minutes

October 10, 2019  
Clearwood Community Association  
Conference Room

1. CALL TO ORDER AND ROLL CALL:
  - a. Cookie called meeting to order at 7:00pm
  - b. Members present: Chair Cookie Skelly, Recorder Ron Parsons, Henry Risen, and Brandon Schock,
  - c. Members Absent: Syndi Martin
  - d. Members awaiting seating: Walter White and Chris Audley
2. COMMUNITY MEMBERS IN ATTENDANCE: Kay Collins, and Somer Moore
3. APPROVAL OF MINUTES: Brandon made a motion to accept the September 24, 2019 Minutes as published. Motion seconded by Henry. Approved 4-0.
4. NEW BUSINESS ADDED TO AGENDA: Malinda Poirier requested to be seated as a voting member. Chair asked who would replace her as CPC liaison. Malinda responded she would remain as Board liaison. Malinda will take this item to the Board.
5. APPROVAL OF AGENDA: Brandon made a motion to accept the October 10, 2019 Agenda as published. Motion seconded by Ron. Approved 4-0.
6. COMMUNITY MEMBERS COMMENTS: Kay and Somer expressed interest in joining CPC. Ron asked how they heard about CPC. They were approached at the annual meeting in August.
7. Board Liaison Report: (no report available)
8. GUEST RESOURCE: None
9. OLD BUSINESS:
  - a. Calendar for Yearly Tasks: Brandon is updating work items, completed, current, and future, to calendar as needed. This item will not be assigned a % because it is ongoing.
  - b. Forest Report/Hi-Lo Park: Dead tree location at Hi-Lo-Ct Park. This item was reassigned to Maintenance by GM. Cookie made a motioned to remove this item from agenda. Seconded by Ron. Approved 4-0. **This item is 100% completed.**

c. Permits: Hydraulic Project Approval Responsibility reassigned to Maintenance by GM. **This item is at 100% complete.**

d. The CPC website: Update is ongoing and awaiting further tech support. Malinda tasked to discuss necessary updates with board. The committee will continue to have input as to content. This item is 80%. **Malinda will take this item to the Board.**

e. Paving Stones for Play Area: CPC requested repurposing the blocks from the beach swimming area for placement around the play area at Hi/Lo park. This item was reassigned to Maintenance by GM. Maintenance will replace the existing timber boarders with pressure treated lumber instead of using the blocks. GM reports that this is to be completed by October 25, 2019. Brandon made a motion that the item be removed from agenda. Seconded by Ron. Approved 4-0. **This item is 100% completed**

f. Garbage Can Design for Blue Lake: This item was reassigned to Maintenance by GM. GM reports that four garbage cans are to be secured with chains and placed around Blue Lake. A community member expressed a concern about animals, bears and/or raccoons, getting into cans. Brandon made a motion that the item be removed from agenda. Seconded by Ron. Approved 4-0. **This item is 100% complete.**

g. Amenities Spread Sheet: Brandon will continue to update amenities spreadsheet and websites and will send links to committee members. The chairperson requested that all members begin posting pictures of current and future CPC projects. This item will not be assigned a % because it is ongoing.

h. Seating New CPC Member: Chris Audley was not at the meeting, and the committee will seat her at the next meeting. Walter White was seated by the CPC Members. **Malinda will request board confirmation of Walter and of herself for Approval.** This item will not be assigned a % because it is ongoing.

i. Office Drop Box: Malinda reported to the committee that a larger letter box is to be placed in the office. This item was reassigned to Maintenance by GM. Brandon made a motion that the item be removed from agenda. Seconded by Ron. Approved 4-0. **This item is at 100% complete.**

j. CPC Sponsoring Teens-High School/College Credit Volunteer Work Program: GM supplied an example of a liability waiver that we can utilize for parental permission for students participating in this program (see Liability attachment below). Cookie volunteered to continue to act as point of contact for the community. She has reached out to Yelm High School Career Center for further guidance. Nicole Mathis will contact Cookie and will provide written guidelines for student involvement. At this time, the committee felt students residing in Clearwood should be considered first. This item is at 40%.

k. Work Parties Report: Longmire work party was held on 9-25-19, at 1:00. Henry was the lead. Henry provided excellent guidance and oversight for trimming the Potentilla bushes at Longmire boat ramp and restroom. (**Completed**). Madrona work party pending return of Walter. This item is at 50% completed.

l. Tennis Court Walk-Around: CPC Members had to arrange two walk-arounds to accommodate CPC members. 8-9-19, Brandon, Ron, Cookie and guest Chris. 9-25-19, Mitch, GM, Syndi, Cookie and guest Kismet evaluated Clearwood's tennis courts. All three tennis courts had similar problems. The Members of September group were in agreement with the August group's recommendation to reopen the Longmire court for play. Signage already in place, alerting users to "play at their own risk." The current signage reading "closed due to unsafe playing surface" needs to be removed. A motion was made by Brandon seconded by Ron to reopen the courts at Longmire for play and update signage as stated above. This item is 100% completed.

m. GM/Tatum Guide for Determining Hazard Tree Evaluation: Mitch revisited what the Tatum Guide would involve and, therefore, determined that it would be best to set up a meeting date with Henry so the two of them can come up with a working plan for Clearwood's trees. Henry reported to the group that he has not been in contact with GM to discuss this issue. He also advised that the committee members may not wish to be exposed to potential liabilities. Henry stated that he is willing to work with the hired community maintenance staff to increase their knowledge base. Responsibility for this item was removed from CPC. Mitch reports below that "forestry concerns with hazardous trees and storm damage: *I have added a line into the 2020 Budget requesting Board of Directors (BOD) place \$30,000 into the 2020 budget to deal with this issue*". Cookie made a motion to remove this item from agenda. Seconded by Ron. Approved 4-0. **item is 100% completed**

n. Community Property Committee Tracker: Members toured Longmire Beach in September to identify areas requiring maintenance and/or upkeep. CPC Chair recorded deficiencies observed and will meet with GM to discuss work prioritization and tasking. This item will not be assigned a % because it is ongoing.

o. Vine Loop Restroom: The committee was very pleased to hear that we have tentative agreement from GM, pending board approval, to repurpose the decommissioned Vine Lane restroom into a storage/work area for the CPC. Henry made a motion that we seek the use of the Vine Loop Restroom as a storage/work area. Seconded by Ron. Approved 4-0. This item is 90% completed. **Malinda will take this item to the Board**

p. Sunset Beach Retaining Wall: Tour was completed by committee members on 9-25-19 at 10:00am to evaluate the damage to the retaining wall. Brandon made a motion, seconded by Ron, requesting that "minimally, the blocks that are currently in the water be returned to their former place on the wall." The group's

understanding is that to return the blocks to their previous location can be done without a permit. The preferable option would be to move the top two tiers back onto the beach that would facilitate a "stair step" entry into the water. This would enhance safety for all, especially younger children, and will more than likely require a permit of some type. Motion approved 4-0. This item is 50% completed.

8. New Business:

a. CPC Budget: Mitch met with Cookie and suggested CPC have a budget the same as MAC's budget of \$5,000. CPC members discussed the need for an operating budget. The dedicated budget would facilitate the committee to have all necessary tools and equipment at the ready. Historically, committee members supplied their personal equipment and other supplies, primarily gas for power washing engines, out of pocket. The group discussed some essential items that should be purchased if and when a budget amount is approved. Motion made by Henry, seconded by Brandon, to formally request from the board that an operating budget be established for the CPC. Approved 4-0. This item is 50 %. **Malinda will take this item to the Board**

9. CPC MEMBER COMMENTS: None

10. COMMUNITY MEMBER COMMENTS: None

11. GM COMMENTS: See attachments.

12. ADJOURNMENT: Cookie adjourned the meeting at 8:30pm

**Submitted by:**

Ron Parsons -Secretary      Date: October 10, 2019

**Approved By:**

Cookie Skelly Chairman      Date: October 10, 2019

## Attachment 1

**From:** GM <gm@clearwood.org>  
**To:** cookie604@yahoo.com <cookie604@yahoo.com>  
**Sent:** Thursday, October 10, 2019, 11:48:42 AM PDT  
**Subject:** Maintenance Actions

GM has shared a OneDrive for Business file with you. To view it, click the link below.

[CPC Tour 9.25.19 v2.xlsx](#)

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Cookie,

Several items here for you.

1. Release of Liability Waiver attached
2. Words to add to your Charter for qualifications: The Committee seeks participation on the committee from members of the community that seek to work together with neighbors on beautification and enhancement projects. Volunteers that have experience and skills in safely operating hand tools (hammers, drills, saws, shovels, etc.) are appreciated as equally as those that like to plant, support committee work and communicate with neighbors.
3. My Maintenance tracker listing work I have accepted and assigned to Maintenance.
4. Topics statements

Item B. Forestry concerns with hazardous trees and storm damage: have added a line into the 2020 Budget requesting the BOD place \$30K in to the 2020 draft budget to deal with this issue. Please remove this item from your list of actions.

Item C. Bridge Maintenance and Repair is under the responsibility of the Association: please remove from your list. Please provide a prioritized list so we can place on Tracker.

Item D. Secondly, we need to have a bid contract, with a preferred vendor, in contract to perform rapid response on tree removal that is beyond the capability of staff.

Item E. We are removing and replacing the failed border at High/ Low with pressure treated wood. Due Oct. 25th.

Item I. On the Tracker.

Mitch Waterman  
General Manager  
Clearwood Community Association  
Cell: 360-603-8845  
Office: 360-894-2941  
Email: [GM@Clearwood.org](mailto:GM@Clearwood.org)

## Attachment 2

Walk Through Observations from CPC Tour			
Longmire beach	Beach sign is failing	Place boulders in front of sign; repair sign, cement into ground	
Longmire beach	Pot hole trip hazard on boat ramp left side with red stripe running down center of hole	cold patch	
Longmire beach	Stairs not pressure treated	Recently painted/ repaired steps on beach entrance not pressure treated wood. For future repairs use pressure treated wood or trek when repairing external stairs	
Longmire beach	Black berry bushes encroaching on beach	heavily trip back over winter season	
High Low Court	Border around playground has failed	pull gravel back, remove and replace with new tree borders after treating wood with preservative	
High Low Court	Wood fascia boards around cabanas are showing early stages of rot: water staining along majority of fascia boards	Incorrectly selected flashing installed. 1) Remove existing flashing and replace with correct (eave) flashing. 2) No flashing in valleys on roof shingles	
High Low Court	Street Lights on during Daylight	Correct the timer to adjust lights to be on dusk to dawn	
High Low Court	Paint has faded on basketball and Volley ball courts	Restripe with road paint	
Sunset Beach	Street Lights on during Daylight	Correct the timer to adjust lights to be on dusk to dawn	
Sunset Beach	Dock pier maintaining pier in position has sharp rounded top	Cut top flat and place cap over top to prevent water entry	
Dead trees	Dead trees laying in valley in front of pool building	Pull trees and deliver to log cutting yard	

### **Attachment 3**

**VOLUNTEER PARTICIPANT  
WAIVER OF LIABILITY AND ASSUMPTION OF RISK  
PLEASE READ CAREFULLY**

**WHEREAS**, the Undersigned has requested permission to participate as a volunteer in the Clearwood Community Association (“CCA”) programs, operations, and/or maintenance (the “Volunteer Activities”);

**WHEREAS**, the Undersigned agrees to partake in the Volunteer Activities voluntarily by donating his/her time and labor by their own free choice;

**WHEREAS**, the Undersigned agrees to perform all Volunteer Activities in a responsible manner.

**NOW THEREFORE**, in consideration of CCA allowing the Undersigned to participate in the Volunteer Activities, the Undersigned hereby agrees:

**1. Site Condition and Assumption of Risk:** The Undersigned represents and warrants that he/she understands: (i) that the areas on, underneath, around and above the Volunteer Activities have not been assessed for safety, including but not limited to stability, falling debris, and/or trip and fall hazards and is, therefore, presumed dangerous; (ii) that other persons, machinery, or equipment may be present and operating in the area on, underneath, around and above the Volunteer Activities; (iii) that the equipment used for the Volunteer Activities has not necessarily been assessed for safety and is, therefore, presumed dangerous; (iv) that participation in the Volunteer Activities is being arranged at the request of the Undersigned, and; (v) that the ability to participate in the Volunteer Activities is of substantial personal benefit to the Undersigned and thereby provides adequate consideration for this Agreement. The Undersigned hereby assumes all risk of property damage, injury, or death while participating in the Volunteer Activities.

**2. Release, Indemnification, and Hold Harmless: FOR AND IN CONSIDERATION OF CCA ALLOWING THE UNDERSIGNED TO PARTICIPATE IN THE VOLUNTEER ACTIVITIES, THE UNDERSIGNED FOR HIMSELF/HERSELF, THEIR MARITAL COMMUNITIES, HEIRS, EXECUTORS, AND ASSIGNS DOES HEREBY FOREVER RELEASE, INDEMNIFY, AND HOLD HARMLESS CLEARWOOD COMMUNITY ASSOCIATION, ITS DIRECTORS, EMPLOYEES, CONTRACTORS AND SUBCONTRACTORS FROM ALL CLAIMS, DAMAGES, DEMANDS, OR INJURIES OF ANY KIND (ANTICIPATED OR UNANTICIPATED) OR NATURE (UP TO AND INCLUDING DEATH) ARISING OUT OF OR RELATING TO THE UNDERSIGNED’S PARTICIPATION IN THE VOLUNTEER ACTIVITIES.**

**3. Exclusion of the Undersigned:** CCA reserves the right to exclude any person from the Volunteer Activities as necessary for any reason or no reason at all. CCA’s determination in this regard shall be final.



Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Other): \_\_\_\_\_

Email: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

In Case of Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_