

To: Clearwood Board President

From: Mitch Waterman

Subject: General Manager Report for January 2020

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#### General Operational Issues

- Have initiated purchase process of video equipment for streaming/YouTube Video of Board meetings. February meeting will be live streamed. Materials will be ordered in February, and staff will be trained to set up, take down, edit, post on YouTube, and store.
- Our IT Support company will be on site removing Hard Drives from previously used/excess computers. We will retain the drives and the remnants will be removed and recycled. The disposal will be recorded for Clearwood records.
- Sixteen trees on Association property have been evaluated as Hazardous (Tatum Guide) to members' homes, requiring them to be removed. Split funding on 7 trees, balance will be paid out of Association funds set aside for Hazardous Trees.
- Installed new pump (Capital Purchase) on street Sweeper, system still not functioning, pulled hydraulic motor off and sent to external mechanic for repair evaluation: pump not repairable; new pump is \$1.2k plus shipping, tax and handling.
- Maintenance staff responded to snow fall this month by working alternate work shifts to maintain roads for members. Staff remains ready. Had enough supplies on hand; used approx. 25% of the materials.
- Maintenance staff have secured free use of a new street sweeper/ vacuum truck for demonstration evaluation. Project test use will be this Friday, January 31<sup>st</sup> and will be driven by our maintenance manager to evaluate its performance (This information will be posted online to inform the Community).
- Maintenance Manager and Pool Manager both attending Water Operator Class in February for pool operations certification.
- Maintenance Manager/ Pool Manager tasked with developing list of actions to perform prior to seasonal pool opening. Goal is for pool building and grounds to sparkle on opening day.
- Arch bridge, damaged by fallen tree, has been repaired.
- All water tests taken have come back clean.
- Relationship with NWWS having oversight and license of CCA water system is working out satisfactorily; no issues.

#### Board and Policy Issues

- Performing the additional efforts outlined in Change Order;
  1. Updated Rules and Regulations Book to BOD for approval in February.
- Awaiting BOD response on review of Water Plan.
- Herb Schaff, a community member, has been representing Clearwood to regulatory agencies for the past several years in addressing the needs of our lakes. As the "point of contact" person for most of these activities Herb is seeking to retire and has talked with Malinda to replace him in this role. Herb gave Malinda and I a briefing of his efforts and the requirements for this important effort. This role is demanding technically, administratively and needs a clear assignment by Governance to ensure it is properly managed and reported back to the Association. This remains an open issue.

- As requested, provided Board with draft Board Policy outlining the role of the Board/ Committee Liaison. Awaiting feedback, this is an open issue.
- Status of Capital Requests submitted to the Board:
  1. 72 Hour Test for Well 5; working with vendor on contract.
  2. Repair of Well 2 valves: working with vendor on contract.
  3. Denied Hi-Low Playground Border Replacement – wants quotes from 3 vendors. To be re-submitted back to Board in January.
  4. Denied request to fund Project Manager for Well 5: questions raised as to status of all released contracts on this project. Need to assess and report back to Board.
- Board requested options be provided to restrict vehicles over 5 tons. This is an open issue.
- Board approved the repair of Sunset Beach by replacing fallen brickwork and backfilling with same was completed, repair did not hold. Maintenance staff will re-evaluate to take a different approach.
- Requesting Board hold either extended meeting or second Board meeting to discuss strategic planning.
- Management Staff is seeking Board direction and guidance for Management staff.

#### Finance Committee

- With the Board's December action rescinding consolidation of Roads/ Water with Finance Committee, the previous Draft Finance Committee Charter formalizing their process requires redevelopment. Open Issue remains.
- Finance Chair has invited all committee members and other interested persons to attend a Saturday, March 14<sup>th</sup> training session for capital planning, ranking and prioritization.
- Have requested, and Finance Committee agreed, to have Board direct GM to obtain bids from Engineers to evaluate and repair all 6 bridges.

#### Violations Committee

- Violations Committee Charter/Compliance Program updated with comments from Board, finalized, and has been posted on web. This Program includes the policy and charter of which the committee must follow.

#### Legal, Insurance and Finance Issues

- District Attorney held prosecutorial meeting with CCA management, TCSO Detective, Counsel and Forensic Auditor. Meeting is characterized as successful.
- Have new collection's letters and payment plan for Board review. Believe existing collection policy should be simplified and number of template letters reduced.