



To: Clearwood Board President
From: Mitch Waterman
Subject: General Manager Report for May 2020

General Manager

- **General Management Transition** – MA Waterman Consulting gave notice in the month of April that they would be disengaging from Clearwood as of June 4th, 2020. The Board of Directors determined they would like to engage in an employment contract with the current Administrative Supervisor to become the General Manager of Clearwood while contracting with MA Waterman Consulting to manage Board authorized Capital Projects and provide mentoring for the new GM. The new GM employment contract was approved, and she will begin 6/5/20 while the consulting contract is under final review. A transition plan will be announced and discussed prior to the June 4th disengagement date.
 1. All open operational issues will be transitioned to the new GM.
- **COVID-19 Virus Risk Mitigation – Continued:** In response to the evolving COVID-19 Pandemic, operational adjustments were made in March, maintained through April and May with minor adjustments based on statewide mandated changes, and will continue until otherwise announced. CDC guidelines continue to be maintained as the Safe Start phased approach is implemented in Washington State per the Governor's office.
 1. The Board directed that CCA will open the Madrona, Rampart and Longmire bathrooms for members use at their own risk. Signs stating the bathrooms are not sanitized compliant to COVID-19 were posted.
- **Weyerhaeuser Culvert:** Management was notified on 3/9/20 of an open 2018 issue regarding Clearwood's immediate neighbor, Weyerhaeuser (WY). WY has been tasked by DNR to address and resolve a water flow issue on their property that must be mitigated by the end of the year. The existing culvert under their road is undersized and DNR has mandated they mitigate the water impact their road has created. Options include installing a bridge, a larger culvert or remove the road. The area in question was toured by Management and it was determined if WY were to remove the road Clearwood would be negatively impacted. The issue was brought to the Board immediately with the request from the GM for the Board to assign a point of contact (POC) to represent Clearwood and determine CCA's path forward: the GM was voted the POC for Clearwood along with Director Baker.
 1. WY and CCA committed to a meeting date of 5/8/20 which included the Department of Natural Resources and CCA Staff. From this meeting MA Waterman Consulting provided a comprehensive report to the Board of Directors addressing the discussion, options for resolution and a path forward for CCA.
 2. A Final Report was submitted to the Board May 15th.
 3. On May 23rd, the BOD issued a Task Order to MA Waterman Consulting to solicit bids and hire an

engineering firm to address the initial issues identified in the May 15th report.

- **Well 2 & 5 Capital Project:** All contracts were finalized and signed in the Month of April. The contractual changes made in the Well 5 negotiation were incorporated into the Well 2 pump and repair project. The Well 2 project will commence the first week of June and the Well 5 schedule has yet to be determined.
- **2020 Capital Project - Engineering Bids for Bridges:** Management created a scope of work and solicited interest from 3 different engineering firms to evaluate CCA's nine bridges. A Capital request was submitted to Finance/Board who approved to hire MC2 Engineering to assess the structural capability of 9 bridges, 2 docks located at Otter Beach and 1 at Horseshoe Lake and provide a technical report detailing necessary repairs. Management notified MC2 of the intent to award and requested their contract documentation.
- **Kubota Claim:** The Board was requested to make a decision in May regarding the Kubota Claim based on the two available options 1) choose not to replace and receive cash value from insurance or 2) purchase a new Kubota in the +\$20,000 range and insurance will reimburse the full cost. The Board voted to purchase a new Kubota and await reimbursement from insurance once purchased. The Kubota was purchased and will arrive in June. Maintenance has been directed to park the Kubota's inside the Maintenance building, additionally they are to weld a steel chain to the frame to they can be locked in place when they are outside.

Accounting/Administration

- **Renters Fee:** The Board of Director's concurred with the Management Team suggestion to delay the Renter's fee until the July 1st water billing in an effort to support CCA community members who have been financially impacted by COVID-19.
- **Payment Plans:** The Board has communicated to the Membership that Payment plan options are available to any members who are financially impacted by the COVID-19 work stand-down and that the Association will not be the cause of increased stress during these most unusual times. This was a Management Team recommendation.
- **No Interests or Late Fee Payments for first 6 months of 2020.** The Board has communicated to the Membership that no interest or late payment fees will be charged to members for the first 6 months of this year. This was a Management Team recommendation.
- **Letter of Understanding-CCA & Stanley Allison 1995:** A formal agreement established between CCA and a neighboring property owner named Stanley Allison has been determined to be in breach. This agreement stated the terms and conditions under which CCA would provide water service to the Allison's. Circumstances have since changed as the property is now bank owned and the agreement was non-transferable. The Board approved the GM to contact the bank and inquire as to status of ownership and to ask CCA Counsel for advice and guidance on selling or terminating water service. The bank was contacted in April and CCA is awaiting their response. Legal Counsel drafted a letter that is currently under management review, once approved it will be sent to the appropriate party. The letter is formal notification to the bank of breach of the agreement, that water supply was terminated for multiple breach of the terms and conditions, and that that the Association is willing to sell a water supply connection to the bank, and subsequent owners, for a sum of \$20,000 plus annual water assessments and payments for monthly services.

Maintenance

General Maintenance:

- **Broce Street Sweeper:** The Broce Broom street sweeper was operational as of 2/18/20, however, during use the metal shroud that prevents debris from re-entering the road broke off. Maintenance was in contact with a mobile welder who came on-site 4/7/20 and repaired the damaged part. Upon repair, the Broce went back into service and a hydraulic hose broke rendering the sweeper out of commission. The GM recommended the Association not spend further funds and search for a dual sweeper. This remains a priority for the Maintenance Department.
- **Parks Playground Repairs Update:** The Parks Playground Repairs Capital Request was approved at the 4/25/20 BOD meeting. The materials were ordered late and will not arrive until the second week of June.
- **Hydrant Blow Off Meter:** This capital request was approved at the 4/25/20 BOD meeting. The meter was ordered and is onsite. The computers have yet to be ordered.

Water Maintenance:

- **Water Status during COVID-19:** Department of Health assures us that COVID-19 is not transferable through water and they have kept CCA Maintenance Department apprised of regular updates and guidelines during this time. Fortunately, Clearwood standards for CCA water care and service are high, therefore, Management was able to follow suggestions from DOH, ODW and CDC with no change in CCA processes.
 - CDC Quote, "The COVID-19 virus has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as those in most municipal drinking water systems, should remove or inactivate the virus that causes COVID-19." Follow the link for additional information <https://www.cdc.gov/coronavirus/2019-ncov/php/water.html>
- **Water Coliform Samples:** The monthly samples came back clean for May.
- **Water Ph Level:** Average PH level has been 7.4. which is slightly below the standard 7.5 range.
- **OPEN ISSUE - 2020 Water Capital Planning:** Maintenance prepared a list of opportunities to decrease operating costs by replacing water meters with electronic read meters in the month of March. The GM requested the Maintenance Department with the assistance of Administration acquire additional information and set up a meeting with the sales and manufacturer representative for the Electronic Meters. This meeting will be set up upon alleviated COVID-19 restrictions.

Pool:

- **Pool Season:** COVID-19 restrictions have limited the progress of hiring for the season this year. A motion was adopted by the Board at the 5/23/20 Regular Meeting to create a COVID-19 Subcommittee to clarify the requirements for all common areas affected by COVID-19. This subcommittee will work with management to identify what needs to be done and report back to the Board.

Compliance: No Overview available for the Month of May due to COVID-19 employee restrictions.