

Clearwood Community Association
Regular Meeting of the Board of Directors
January 22, 2022 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

***CORRECTED MINUTES**

1. **Meeting Called to Order** – 9:00 am
2. **Welcome and Opening Comments** – The meeting is being video and audio recorded.
3. **Roll Call**
 - a. **Directors Present:** Richard Houghton, (President) (RH); Walter White (Vice President) (WW); Alexa Burns (Secretary) (AB), Tim Kramer (Treasurer) (TK); Tyler Marketon, (Director) (TM);
 - b. **Absent:** Deborah Baker, (Director) (DB); Sabrina Soriero, (Director) (SS); Malinda Poirier (Ex Officio Member) (MP)
 - c. **Quorum:** Quorum verified
 - d. **Staff:** Racheal Paige, General Manager (RP); Mitch Waterman, Owner's Representative (MW)
 - e. **Guests:** Phillip Holzinger; Jackie Lambert; Erika Clough; Gary LaGuire; Bob Anderson; Galaxy Tab S6 Lite, Ted K.
1. **Introductions**
2. **Approval of Agenda** – *Motion by WW with second by RH to approve the agenda for the January 22 meeting. Motion carries.*
3. **Member Questions and Comments on Agenda Items** - none
4. **Approval of Consent Agenda** – *Motion by TK with second by WW to approve the Consent Agenda. Motion carries.*
 - a. Minutes of November 6, 2021, Special Board Meeting
 - b. Minutes of November 20, 2021, Board Meeting
 - c. Minutes of December 10, 2021, Special Board Meeting
 - d. Minutes of December 27, 2021, Special Board Meeting
 - e. Minutes of November 15, 2021, Finance Committee Meeting
 - f. Minutes from November 19, 2021, Violations Committee Meeting
 - g. Minutes from December 3, 2021, Violations Committee Meeting
 - h. Minutes from December 22, 2021, Violations Committee Meeting
 - i. Minutes from December 9, 2021, CPC Meeting
 - j. Minutes from November 23, 2021, MAC Meeting
 - k. Minutes from December 28, 2021, MAC Meeting
 - l. Seat the following individuals on the Finance Committee: Phillip Holzinger; Walter White; Tim Kramer; Jackie Lambert; Jeff Thomas; Alexa Burns
 - m. Seat the following individuals on the Member Activities Committee: Judi Thompson; Stephanie Duyck; Janelle Jackson; Richard Houghton; Mariel Lindblad; Alexa Burns; Sabrina Soriero
 - n. Seat the following individuals on the Community Property Committee: Kelly Cunningham, Cookie Skelly
 - o. Seat the following individuals on the Architectural Control Committee: Richard Houghton; Alexa Burns
 - p. Seat the following individuals on the Violations Committee: Carol Anderson; Deborah Baker; Karen Parsons; Linda Doucette; Mariel Lindblad; Richard Houghton; Walter White
 - q. Seat the following individuals on the Elections Committee: Deborah Baker; Walter White; Alexa Burns; Carol Anderson; Mariel Lindblad; Linda Doucette
5. **General Manager's Report** – Combined December and January reports. Several staff have been out due to COVID. Daily COVID screenings are continuing. The community is experiencing 30% water leakage, which amounts to 42 gallons a minute. Snow- staff worked over holidays. Better than budget end of year. Continued to reach out to

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Prosecutor with no update. 16 homes are under construction. It's going to take Maintenance several more months to get caught up after storms. 46 homes sold in December/January. See written report.

6. **Owner's Representative Report** – January 3 report: Well 5 – kickoff on 12/1. Contract completion – tentative July 15. Permit completed. Pool – bid from qualified contractor. Roads – permitting is driving to a later schedule. 50% design review received. January 27 report: Well 5 – under construction. Traffic safety issues – addressed with contractor. Pool – concrete inspection contract signed and under way. Tennis courts – on hold. 2022 roads design planning – 50% design meeting next week. Weyerhaeuser bridge construction pushed back to 2023, which effects Clearwood planning. Downscale part of Blue Hills drive section. Increase scope in different section. MW Request contract change on reimbursable travel rate from \$180/day. All travel expenses for meals and lodging \$280/day (less than Federal rate). By consensus of the Board the GM is authorized to approve change. (\$1200-\$1500 over the course of the year).
7. **Accounting Manager's Report**
 - a. CDs maturing in February and March. *Motion by TK with second by RH to ask the Board to approve the Accounting Manager to roll over the CD's for one year. Motion carries.*
8. **Business – Operations** – *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
 - a. Leak Detection – RP requesting an amount not to exceed \$15,000 for leak detection. Eventually want to train staff to do this. *Motion by WW with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*
 - i. *Motion by WW with second by RH for the Board to approve the GM to expend no more than \$15,000 from Water Reserves, pending Capital Request. Motion carries.*
 - b. Well 5 – Covered in Owner's Rep report.
 - c. Roads and Water – 30% and 50% Reports – covered in Owner's Rep Report
 - d. Tennis Court – covered in Owner's Rep report
 - e. Wood Yard – *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
 - i. Don't have volunteers needed to cut wood. Use previously collected assessments to pay maintenance staff to come in on weekends to get caught up. *Motion by WW with second by RH to approve the General Manager to offer overtime shifts out of wood lot income and then past due assessments to maintenance staff to cut wood. Motion carries.*
9. **Business – Governance**
 - a. Action Item on embezzlement – *Motion by WW with second by RH that the Board approve a modified letter of the 2021 draft to be sent to the Thurston County Prosecutor regarding the embezzlement. Motion carries. Discussion: There has been no response to follow ups. RP and RH will go to Olympia to follow up in person. If no response, go to County Commissioners.*
 - b. Member requests for release of information – *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.* Rules provide for release of public information (names, addresses, classes of membership) This does not include release of emails or phone numbers. Action Item: review for possible need present a resolution to revise in 2022.
 - c. Staff vacation days – There is a limit on how many hours can be carried over. Staff were not allowed to take vacations during COVID. Staff would prefer to take time

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than get pay out. RP working with HR to come up with revised language to permit this. Board is in consensus.

- d. **Break at 10:08 am – Reconvened at 10:18 am.**
- e. Posting Requests for Proposals on website – rather than post on CCA website, post the direct link to where bids are posted. RP following up to get the link.
- f. Official Communication for Committees – *Motion by RH with second by WW that all Committee communication be through official CCA email groups and Facebook pages. Motion carries.* Discussion: Committee business should be through official sites. Notices to the public and informal discussion among committee members can use Facebook Messenger, etc. RH work with RP to get it cleaned up.
- g. Committee Reports
 - i. Elections Committee – Committee to meet soon. There are a few changes to manual being proposed, based on 2021 experience. The committee is exploring electronic voting as an option.
 - ii. Member Activities Committee (MAC) – Polar Plunge: 15 jumpers, 50 people in attendance. MAC Banner would be helpful and/or business card, so people know who is putting on the event. Next event: Valentine's coloring contest. A schedule of events for the year is being created. Finalizing calendar Tuesday 1/25. In addition to the website, the list will be posted in the office and added to the Orientation Packet new members receive.
 - iii. Community Property Committee (CPC) – suspended activities for winter. One goal – to get Pitch and Putt back in working order.
 - iv. Violations Committee – requested in-person meetings for appeals, which is not possible. All meetings will continue to be held via Zoom.
- h. Communication to Residents
 - i. Volunteer Spotlight – Ron Parsons is this month's winner. Nominated by CPC for his work but also active organizing horseshoes and other activities.
 - ii. Media – Weekly Email Newsletter, Website, Facebook
 - iii. Quarterly newsletter – Discussion regarding need for help with this. Continue discussion next month. Needs to be ready to print by 15th of the month before water bill goes out (3/15, 6/15, etc)
- 10. **Member Open Forum** – EC – likes idea of simple quarterly newsletter; GL – Let community decide on newsletter, would like reply to Info. Get Finance Committee approval for contracts changes; TedK – keep videos on thumb drive; go electronic with one-page newsletter – full report available on request. TedK Volunteering to assist with quarterly newsletter. Concurs with GL on contracts: over \$10,000 should go to Finance. TedK Volunteering for Finance Committee.
- 11. **Executive Session – Legal** – *Motion by WW with second by RH to reinstate the rule requiring a motion before discussion. Motion carries. Motion by RH with second by TK to adjourn to Executive Session for a legal issue, with guest Racheal Paige at 11:22 am. Motion carries.*
- 12. **Reconvene General Session – Reconvened at 11:33 am**
- 13. **Motions Resulting from Executive Session**
 - a. *Motion by WW with second by RH for the General Manager to authorize Legal to proceed with foreclosure on Division 17, Lot 37. Motion carries.*
- 14. **Adjourn** – at 11:34 am
- 15. **Future Agenda Items**

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- a. Quarterly Paper Newsletter
- b. Use of grazing animals to clear brush
- c. Discussion on best use of boat yard
- d. Security System
- e. Energy efficiency - Future Reserve Repairs
- f. Advertise that there is a reward for turning in vandals (if costs plus fine are collected). Post photos on website and in newsletter. GM have authority to bill people for actual cost plus 10%.
- g. Signs warning of pedestrian traffic
- h. Create resolution for 2022 Election to recoup costs relating to vandalism
- i. Resolutions for 2022
 - i. R&R on Releasing information

16. GM Action Items

17. Board Action Items

- a. MP and RH work to reorganize 2021 Action Plan to be able to track in software
- b. MP - Write in next newsletter an update on office building
- c. RH design sign for sharing road with pedestrians
- d. Policy Subcommittee work on Harassment Policy for Employees
- e. RH, AB and RP to explore using grazing animals to clear brush

Minutes Submitted By: Alexa Burns, Board Secretary

Next Regular Board Meeting: February 26, 2022, at 9:00 am