

Clearwood Community Association
Regular Meeting of the Board of Directors
February 26, 2022 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

***DRAFT MINUTES**

1. **Meeting Called to Order** – 9:00 am
2. **Welcome and Opening Comments** – this meeting is being audio and video recorded
3. **Roll Call**
 - a. **Directors Present:** Richard Houghton, (President) (RH); Alexa Burns (Secretary) (AB), Tim Kramer (Treasurer) (TK); Tyler Marketon, (Director) (TM); Deborah Baker, (Director) (DB); Sabrina Soriero, (Director) (SS)
 - b. **Absent:** Walter White (Vice President) (WW); Malinda Poirier (Ex Officio Member) (MP) – joined at 9:59 am
 - c. **Quorum:** verified
 - d. **Staff:** Racheal Paige, General Manager (RP); Mitch Waterman, Owner's Representative (MW); Jennifer Spidle, Accounting Manager (JS)
 - e. **Guests:** Kim & Sam Viall; Ted K.; Bob Anderson; Jackie Lambert; Erika Clough; Shawn; Mariel Lindblad; Gary LaGuire entered at 10:02 am.
1. **Introductions**
2. **Approval of Agenda** – *Motion by DB with second by TK to approve the agenda for the February 26 meeting. Motion carries.*
3. **Member Questions and Comments on Agenda Items** – No questions
4. **Approval of Consent Agenda** – *Motion by DB with second by TK to approve the Consent Agenda. Motion carries*
 - a. Minutes of January 22, 2022, Board Meeting
 - b. Minutes of November 15, 2021, Finance Committee Meeting
 - c. Minutes from December 15, 2021, Finance Committee Meeting
 - d. Minutes from January 10, 2022, Finance Committee Meeting
 - e. Minutes from February 7, 2022, Finance Committee Meeting
 - f. Minutes from January 14, 2022, Violations Committee Meeting
 - g. Minutes from January 28, 2022, Violations Committee Meeting
 - h. Minutes from January 11, MAC Meeting
 - i. Minutes from January 25, 2022, MAC Meeting
 - j. Minutes from February 8, 2022, MAC Meeting
 - k. To seat Ted Krembs on the Finance Committee
5. **General Manager's Report** – RP: report will be posted on website
6. **Owner's Representative Report** – MW: report will be posted on website
7. **Accounting Manager's Report** – JS: report will be posted on website
8. **Business – Operations** –
 - a. Leak Detection – RP addressed this in her report
 - b. Pool Electrical Change Order – *Motion by DB with second by RH to approve the change order for the electrical work at the pool out of General Reserves. Amendment by DB with second by RH: "for a cost of \$22,573; total cost of project not to exceed \$272,370. Amendment carries. Main motion as amended: to approve the change order for the electrical work at the pool by \$22,573, out of General Reserves, total cost of project not to exceed \$272,370. Main motion carries.* Discussion: additional funds are needed to install electrical power that is up to code. Increase exterior pool facility lighting to four LED lights. Will increase security and allow for night swimming. \$22,573 total increase.
 - c. Well 5 – MW gave update in his report.
 - d. Roads and Water – MW gave update in his report.
 - e. Tennis Court Funding – On hold. MW gave update in his report.

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- f. Fines and Fees Schedule – Board look it over before next meeting. *Motion by DB with second by RH to approve the fines and fees schedule dated 2/26 for posting on the website, with modifications as discussed: failure to abide by; define deactivation fee; define gate card misuse; add blue tarp fine \$50. Motion carries. Discussion: continue working on moss issue, gate card misuse.*

9. Business – Governance

- a. Year End Financial Report for 2021 – *Motion by DB to approve the unaudited year end financial report for 2021. Motion carries. Report posted on website.*
- b. 2022 Unaudited Financial Report through January 31, 2022 – *Motion by DB with second by RH to approve the unaudited financial report through January 31, 2022. Motion carries.*
- c. Transfer Resolution – *Motion by RH with second by TK that the Board approve the Transfer Resolution 2022-02-02. Motion to amend by TK with second by RH to add 2022-02-01. Amendment Carries. Amended Main Motion: that the Board approve Transfer Resolutions 2022-02-01 and 2022-02-02. Main Motion carries.*
- d. Break at 10:18 am. Reconvene at 10:28 am.
- e. Harassment Policy – *Motion by DB with second by RH to table to next meeting. Motion carries.*
- f. Action Item on embezzlement – *Motion by DB with second by RH to table to next meeting. Motion carries.*
- g. Violations Review Panel Venues – *Motion by DB with second by RH to table to next meeting. Motion carries.*
- h. May Clean-up Month – *Motion by DB with second by RH to suspend the rule requiring a motion before discussion. Motion carries. MAC coordinate with RP. Get costs from LeMay. Publish costs for Maintenance to pick up trash.*
- i. Committee Reports
- ii. Elections Committee – will meet Monday 2/28 at 9:00. Look at timeline, make recommendations at March Board Meeting
 - iii. Member Activities Committee (MAC) – working on St. Patrick's Day painted rock hunt, with prizes. Easter egg hunt planned for April 9 . Putting together calendar for the year. Fishing Derby April 23. Ask Fish & Wildlife to review sustainability of wildlife and lakes.
 - iv. Community Property Committee (CPC) – on hiatus till April; possibly some work parties in May, as part of Clean-up Month?
 - v. Violations Committee – Some huge fines accumulating.
 - vi. ACC – AB and RH have the lead, issuing permits. 20 houses currently being built.
- j. Communication to Residents
- i. Volunteer Spotlight – Election Committee: Linda Doucette – has served on virtually every committee.
 - ii. Media –
 - 1. Weekly Email Newsletter -
 - 2. Website – updating and possibly adding Resource page – not endorsing. *Motion to keep Zoom recordings on website for 90 days only.
 - 3. Facebook – Next Finance agenda: Gate card shutoffs.
 - 4. Quarterly newsletter – Action Item: put on hiatus and see reactions.

10. Member Open Forum – Comments from members.

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11. Executive Session – Legal and Personnel Issues – *Motion by DB with second by RH to adjourn to executive session at 11:53 to discuss legal and personnel issues, with guest Racheal Paige. Motion carries.*

12. Reconvene General Session – 12:22 pm

13. Motions Resulting from Executive Session

- a. *Motion by DB with second by RH to authorize the GM to proceed as discussed regarding Div 15 Lot 21. Motion carries.*
- b. *CPC – Motion by RH with second by TK to remove MS from the CPC. Motion carries. In Favor: RH, AB, TK, TM, SS. Abstain: DB*
- 14. **Motion by DB with second by RH to retain video recordings of Board meetings on the website for 90 days. Motion carries. Discussion: exceeding the allowed storage space on Zoom cloud; not feasible to use internal storage.*
- 15. **Adjourn** – 12:25 pm. *Motion to adjourn by RH with second by TK. Motion carries.*

16. Future Agenda Items

- 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. Resolutions for 2022
 - i. R&R on Releasing information
 - ii. To recoup costs relating to vandalism

17. GM Action Items

18. 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, Secretary

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