

Clearwood Community Association
Regular Meeting of the Board of Directors
April 23, 2022 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES DRAFT

1. **Meeting Called to Order** – 9:00 am
2. **Welcome and Opening Comments** – reminder of video and audio recordings, and to raise digital hand to be recognized.
3. **Roll Call**
 - a. **Directors Present:** Richard Houghton, (President) (RH); Walter White, Vice President (WW); Alexa Burns (Secretary) (AB), Tim Kramer (Treasurer) (TK); Sabrina Soriero, (Director) (SS);
 - b. **Absent:** Tyler Marketon, (Director) (TM); Deborah Baker, (Director) (DB); Malinda Poirier (Ex Officio Member) (MP)
 - c. **Quorum Verified.**
 - d. **Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner's Representative (MW)
 - e. **Guests:** Jackie Lambert, Phillip Holzinger, Christian Gates, Gary LaGuire, Mariel Lindblad (joined at 10:25 am)
4. **Introductions** – Board members, staff and guests introduced themselves.
5. **Approval of Agenda** – *Motion by WW with second by RH to approve the agenda for the April 23 Board Meeting, with modification to move 10.c and 11 a-d up to section 9. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – no comments
7. **Approval of Consent Agenda** – *Motion by Rh with second by WW to approve the Consent Agenda for April 23. Motion carries.*
 - a. Minutes of March 26, 2022, Board Meeting
 - b. Minutes from April 15, 2022, Special Board Meeting
 - c. Minutes from March 21, 2022, Finance Committee Meeting
 - d. Minutes from March 22, 2022, MAC Meeting
8. **General Manager's Report** – Report posted on website
9. **Owner's Representative Report** – Report posted on website
10. **Accounting Manager's Report** – Report posted on website – working on budget assumptions for next year.
11. **Business – Operations** –
 - a. Back Gate Access for Motorcycles – *Motion by RH with second by WW that the Board approve the expenditure of \$6,162.86 from General Reserves for laser scanners at the front and back gates, to allow motorcycle users to exit the gates. Motion carries.* Discussion: will work in conjunction with the loop. Will be mounted by the post for the exit gate.
 - b. Mailbox Lock Fees – *Motion by WW with second by SS to increase the mailbox lock fee by \$10, based on cost increases. Motion carries.* Discussion: people can change their own mailbox locks, or they can go to the post office and arrange for them to do it.
 - c. Water checking account – *Motion by WW with second by RH to close the Water Operations checking account, which is not necessary, and move the funds into the Operations checking account. Motion carries.*
 - d. Pool Fencing – *Motion by RH with second by WW to authorize \$4406.40 from General Reserves for a fortress railing at the back fencing at the pool. Motion carries.* Discussion: will allow a view of the lake from the pool deck.
 - e. New Security system for Water, Well 5, Office and Maintenance – *Motion by RH with second by SS to approve an expenditure from General Reserves in the amount of \$8159.50 to improve the security system. Motion carries.* Current system is 26 years old, malfunctions regularly. Will save costs to do it all at once.

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12. Business – Governance

- a. 2022 Unaudited Financial Report through March 31, 2022 – *motion by WW with second by RH to accept the Unaudited Financial Report through March 31, 2022, the Reserve Reconciliation Report for March 2022, and Transfer Resolution 2022 04 01. Motion carries.*
- b. March 2022 Reserve Reconciliation Report – included in first motion.
- c. Transfer Resolutions 2022 04 01 – included in first motion.
- d. 2021 Audit – Letter of Engagement – Motion WW with second by TK to accept DNM Associates as the auditor for 2021. Amendment by AB with second by TK to authorize RH to sign the letter of engagement. Amendment carries. *Main Motion: to accept DNM Associates as the auditor for 2021 and to authorize RH to sign the letter of engagement. Main Motion carries.*
- e. Reschedule May Board Meeting – *motion by RH with second by WW to reschedule the May Board meeting from May 28 to May 21 due to Memorial Day weekend. Motion carries.*
- f. *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
- g. Committee Charters – Suggestion from CAI that committee charters are current and correct, so that volunteers know what they're getting into. Action item: RH will take the lead on looking at committee charters and creating an on-boarding process for committees members.
- h. Committee Reports
 - i. Elections Committee – meeting scheduled for May 9. Need clarification regarding voting the same day as the annual meeting.
 - ii. Member Activities Committee (MAC) – Fishing Derby, 9-12 Sunday 4/24. Next event: grand opening of the pool, date to be determined.
 - iii. Community Property Committee (CPC) – suggestion to provide a special event permit for members hosting large events on community property, to monitor guests vs. members usage. Consider a reservation system.
 - iv. Violations Committee – Vast improvement over the last 3 years. Need clarification of moss on roof and tall grass violations. RH is researching.
 - v. ACC – AB and RH have been doing the permitting. Maintenance involved in evaluating.
- i. Communication to Residents
 - i. Volunteer Spotlight – working on a potluck this summer to recognize volunteers.
 - ii. Weekly Email Newsletter – is going to over 1000 email addresses, just less than half open it.

13. Member Open Forum – Suggestion to use fire marshal to help with defining moss issue. Please clarify rules for motorized non-licensed vehicles.

14. *Motion by WW with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*

15. Executive Session – Legal and Personnel Issues – *Motion by WW with second by SS to go into Executive Session at 10:10 am with Racheal Paige and Board Members only. Motion carries.*

16. Reconvene General Session – 10:24 am

17. Motions Resulting from Executive Session

- a. *Motion by RH with second by WW to authorize the removal of the most recent violation in the amount of \$200 of the fine against lot 08/53, as discussed in Executive Session. Motion carries.*

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18. **Adjourn** – 10:30 am.

19. Future Agenda Items

- a. Contingency Account
- b. Use of grazing animals to clear brush
- c. Discussion on best use of boat yard
- d. Signs warning of pedestrian traffic
- e. Resolutions for 2022
 - i. R&R on Releasing information
 - ii. To recoup costs relating to vandalism
 - iii. Audit Waiver
- f. Reschedule November and December Board Meetings

20. GM Action Items

- a. Find a location where the Violations Review Panel can meet in person. Suggestions:
Fire Station, Lackamas School, meeting room at Single Tree.

21. Board Action Items

- g. RH take the lead on reviewing committee charters and creating an on-boarding process.
- h. WW to work with JS to bring forward for a vote in November the resolution regarding the Buyer's Transfer Fee.
- i. RP, RH and AB finalize the process for the Volunteer Spotlight
- j. RH design sign for sharing road with pedestrians
- k. RH, AB and RP to explore using grazing animals to clear brush

Next Regular Board Meeting: May 21, 2022, at 9:00 am