

Clearwood Community Association
Regular Meeting of the Board of Directors
May 21, 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** – meeting is being audio and video recorded. Let's respect the time so we can enjoy the sunshine.
3. **Roll Call**
 - a. **Directors:** Richard Houghton, (President) (RH); Alexa Burns (Secretary) (AB); Tyler Marketon, (Director) (TM); Deborah Baker, (Director) (DB); Sabrina Soriero, (Director) (SS)
 - b. **Absent:** Walter White, Vice President (WW); Tim Kramer (Treasurer) (TK); Malinda Poirier (Ex Officio Member) (MP)
 - c. **Staff:** Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner's Representative (MW)
 - d. **Guests:** Jackie Lambert, Phil Holzinger, Gary LaGuire joined at 9:30 am
4. **Introductions**
5. **Approval of Agenda** – *Motion by RH with second by DB to approve the agenda for the May 21 meeting of the Board. Motion carries.*
6. **Member Questions and Comments on Agenda Items** - none
7. **Approval of Consent Agenda** – *Motion by DB with second by RH to affirm the Consent Agenda for May 21, 2022. Motion carries*
 - a. Minutes of April 23, 2022, Board Meeting
 - b. Minutes of April 18, 2022, Finance Committee Meeting
 - c. Minutes of May 2, 2022, Finance Committee Meeting
 - d. Minutes of May 9, 2022, Elections Committee
 - e. Minutes of April 26, 2022, MAC Meeting
 - f. Minutes of March 11, 2022, Violations Committee
 - g. Minutes of March 25, 2022, Violations Committee
 - h. Minutes of April 8, 2022, Violations Committee
 - i. Minutes of April 22, 2022, Violations Committee
 - j. Seat Nate Karnes to the Finance Committee
8. **General Manager's Report** – GM not present. Will send written report.
9. **Owner's Representative Report** – Pickleball contract signed, will start next week. Pool project: 4 sections of concrete were rejected, removed, and replaced at contractor's cost. Waiting for concrete to cure. Well project: tracking to cost. Waiting for big equipment to come to reinstall. Should come online by July 15. Roads: 2 weeks behind schedule. 2 contractors interested in bidding on roads work. Need to decide when to initiate 2023 design – take to Finance for discussion about this. Currently only issuing fixed price contracts. May have to change to time and materials if inflation continues.
10. **Accounting Manager's Report** – This year will be a challenging budgeting cycle. So far, 70% collections, anticipate reaching 90% collections rate. Will be watching closely. Other items will be covered under Board Business.
11. **Board Business**
 - a. KPFF 90% report – *Included for Board's information.*
 - b. 2022 Unaudited Financial Report through April 30, 2022 – *Motion by DB with second by RH to accept the Unaudited Financial Report through April 30, 2022. Motion carries.* Discussion: Fines are high, as well as fines not collected. Violations has been assessing fines equally, according to regulations. Some larger fines are doubling, which pushes up the total.
 - c. April 2022 Reserve Reconciliation Report – *Motion by DB with second by RH to suspend the rule requiring a motion before discussion. Motion carries.* There are enough funds to

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- cover all capital projects, they just need to be moved around. *Motion by DB with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*
- d. Transfer Resolution 2022 05 01 – *Motion by RH with second by DB to approve Transfer Resolution 2022 05 01. Motion carries.*
 - e. 2023 Budget Assumptions – *Motion by DB with second by RH to accept the 2023 Budget Assumptions. Motion carries.*
 - f. Pool Funding Request – Need to repair or replace water pump. This was unanticipated and is not part of the pool remodel. GM has contingency funds to start this project, will bring to the board later.
 - g. Roof Capital Request – Maintenance building roof needs replacement. GM will bring capital request to next Board meeting.
 - h. Reschedule November and December Board Meetings – *Motion by RH with second by DB to move the November meeting to the 19th and December meeting to 17th. Motion carries.*
 - i. Elections Timeline for 2022 – *Motion by DB with second by RH to adopt the Elections Timeline for 2022. Motion carries.*
 - j. Revisions to Elections Manual – *Motion by DB with second by RH to adopt the 2022 Elections Manual, as revised. Motion carries.*
 - k. Audit Waiver (moved from below) – *Motion by DB with second by RH to suspend the rule requiring a motion before discussion. Motion carries.* Discussion. This resolution was recommended by Finance Committee. The intention was to create a Resolution to change the Bylaw VII.7 to reflect that, in the event that the membership votes to waive an audit, the Finance Committee may recommend that a review by an auditor be done. *Motion by DB with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*
 - l. Dates for Town Halls – *Motion by DB with second by RH to suspend the rule requiring a motion before discussion. Motion carries.* Need JS schedule to be able to set dates for budget town halls. Schedule at next meeting.
 - m. Aesthetics – Vehicles, mossy roofs, etc. – Let the Violations Committee apply the aesthetics requirements, come to the Board if they want to recommend a resolution. Violations may wish to recommend a resolution on driveways/vaults.
 - n. Resolutions for 2022
 - i. R&R on Releasing information – request that attorney make simpler, smaller, less ambiguous.
 - ii. To recoup costs relating to vandalism – RP needs to explain
 - iii. Audit Waiver – (see k Above).
 - iv. Buyer's Transfer Fee – already drafted by attorney, but bylaws require all resolutions be reviewed by the attorney before being placed on the ballot. – Ask JS to speak to this resolution, several Board members are not comfortable with it.
 - v. Monthly Assessments – change Bylaw IV.4. from 12% to amount at Board's discretion.
 - vi. Basketball Hoops – that they be removed from community property, including edges of roads, when not in use.
 - vii. Policy committee is assigned to discuss needs for resolutions, develop ideas around safety issues, basketball hoops, carports.
 - o. Committee Reports
 - i. Elections Committee – no additional items. Committee is done with its work until after the next election. Ashley will write the voter pamphlet.

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- ii. Member Activities Committee (MAC) – Planning on opening ceremonies for pool and well 5. Garage sale end of July.
 - iii. Community Property Committee (CPC) – Requesting clarification of maintenance responsibilities (debris removal, staining picnic tables, etc). Should some areas be allowed to go back to natural, for aesthetics and cost saving? CPC does not need to increase its budget for 2023. Should make an appointment with Racheal for the clarification requested.
 - iv. Violations Committee – working with Jackie doing compliance, going well.
 - v. ACC – RH and AB working with Maintenance to approve and issue permits. Going well.
 - p. Communication to Residents
 - i. New Member Orientation – Has been on hiatus since last fall. Possibly change to quarterly, post a PowerPoint online, and/or have a potluck this summer. Discuss further at next meeting.
 - ii. *Motion by DB with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*
- 12. Member Open Forum** – Members offered suggestions and comments.
- 13. Executive Session – Legal and Personnel Issues** – *Motion by RH with second by DB to adjourn to Executive Session at 10:57 am. Motion carries.*
- 14. Reconvene General Session** – 11:09 am
- 15. Motions Resulting from Executive Session** - none
- 16. Action Item Resulting from Executive Session** – RH to have a discussion with Mitch and Racheal concerning releasing information to a non-member. Request must come from a member, what can be released, viewed, etc.
- 17. Adjourn** – *Motion to adjourn by RH with second by DB at 11:10 am. Motion carries.*
- 18. Future Agenda Items**
- a. Scheduling Town Halls
 - b. Contingency Account
 - c. Use of grazing animals to clear brush
 - d. Discussion on best use of boat yard
 - e. Signs warning of pedestrian traffic
- 19. 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.
- 20. Board Action Items**
- f. Policy Committee to discuss needs for resolutions, develop ideas around safety issues, basketball hoops, carpools.
 - g. RH to have a discussion with Mitch and Racheal concerning releasing information to a non-member. Request must come from a member, what can be released, viewed, etc.
 - 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

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- j. RH design sign for sharing road with pedestrians
- k. RH, AB and RP to explore using grazing animals to clear brush
- l. AB advertise member resolutions and Board openings.

Next Regular Board Meeting: June 25, 2022, at 9:00 am