

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**June 25, 2022 at 8:00 am** via Zoom  
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

**MINUTES**

1. **Meeting Called to Order** – 8:02 am
2. **Welcome and Opening Comments** – Meeting is being video, and audio recorded. The plan is to stay on track and power through to be able to get to the ribbon cutting for the pool. The Agenda is on the website, if any guests want to refer to it.
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. **Staff:** Racheal Paige, General Manager (RP); Mitch Waterman, Owner's Representative (MW); Jennifer Spidle, Accounting Manager (JS) (joined at 8:50 am)
  - d. **Guests:** Jackie Lambert, Erica Clough, Phil Holzinger; Brandon Ragsdale (joined at 8:57 am); Gary (joined at 9:11 am)
4. **Introductions**
5. **Approval of Agenda** – *Motion by WW with second by TK to approve the agenda for the June 25, 2022, meeting of the Board. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – EC: concerns about skate park and bikes on trails.
7. **Approval of Consent Agenda** – *Motion by WW with second by TK to approve the Consent Agenda for June 25, 2022. Motion carries.*
  - a. Minutes of May 21, 2022, Board Meeting
  - b. Minutes of May 16, 2022, Finance Committee Meeting
  - c. Minutes of May 9, 2022, MAC Meeting
  - d. Minutes of May 23, 2022, MAC Meeting
  - e. Minutes of May 13, 2022, Violations Committee
  - f. Minutes of January 13, 2022, CPC Meeting
  - g. Minutes of April 14, 2022, CPC Meeting
  - h. Minutes of May 19, 2022, CPC Meeting
  - i. ACC Open Permits as of June 6, 2022
8. **General Manager's Report** - On the website. Some highlights: Pool fully staffed, opening today. Lake beaches treated on June 8 for aquatic weeds. Update on embezzlement will be provided during the Executive session. Discussed with Sheriff extra shifts, not yet but soon. Postal Service will get to us when they can to replace the broken locks on the mailboxes. Maintenance staff out for COVID slowed some things down. Pickle ball court well under way. Property in foreclosure has been sold and is refurbished and back on the market. 107 homes sold so far in 2022. Large water line leaks, scheduling more repairs. Leakage for first quarter was 43%.
9. **Owner's Representative Report** – Pickle ball court: moving along as planned/designed. Pool grand opening today. Water system on track, have connected IT, permission from county to pressurize the system, on track. Small delay on roads/water.
10. **Accounting Manager's Report** – several budget items were discussed at Finance Committee and the following recommendations made: (1) % for cost of living increase. Finance Committee recommendation is to use 6% for items where there is not a more specific figure. (2) Water rates: postpone water rate study due to fluctuation in the market. Raise renter's fee to \$250. This does not mean a 6% increase for assessments!

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**11. Business**

- a. Capital Request: Roof for Maintenance Building – *Motion by RH with second by TK to authorize the General Manager to expend \$36,153.21 from General reserves to replace the roof at Maintenance. Motion carries.* Discussion: 3 years overdue, roof is leaking. Original roof in 1996. Got 2 bids, couldn't get another one.
- b. Capital Request: Pool Heater – *Motion by RH with second by WW to authorize the General Manager to expend funds from General reserves not to exceed \$9,389.64 to replace one of the four pool heaters. Motion carries.* Discussion: have not been able to get parts to repair current heaters in over a year.
- c. 2022 Unaudited Financial Report through May 31, 2022 – *Motion by WW with second by RH to accept the Unaudited Financial Report through May 31, 2022, the May 2022 Reserve Reconciliation Report, and Transfer Resolution 2022 06 01. Motion carries.*
- d. May 2022 Reserve Reconciliation Report – *See above*
- e. Transfer Resolution 2022 06 01 – *See above*
- f. Publicizing Member-sponsored Events – *Motion by AB with second by WW to suspend the rule requiring a motion before discussion. Motion carries.* Consensus not to publicize member-sponsored events.
- g. Member Resolutions for 2022 – none offered, deadline is past.
- h. Discussion regarding possible skate park – Finance would like to have a special committee to explore further. Sabrina will spearhead. Also consider BMX trail: minimal cost, just move some dirt. Action Item: AB to publicize meeting to form committee.
- i. Committee Reports
  - i. Elections Committee – No report
  - ii. Member Activities Committee (MAC) – Pool Party July 16, extend hours to 8-10. Possible car show – “Hot Summer Nites in August”, garage sale end of July.
  - iii. Community Property Committee (CPC) – Kelly (chair) resigned. Rather than disband, see what develops.
  - iv. Violations Committee – Jackie is doing patrols.
  - v. ACC – AB and RH have the lead. Thanks to Ryan, report is shorter, and many open permits have been closed. *Motion by RH with second by WW to reinstate the rule requiring a motion before discussion. Motion carries.*
- j. Communication to Residents
  - i. Volunteer Spotlight – *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.* AB and RH will come back with recommendation regarding volunteer Spotlight.
  - ii. Weekly Email Newsletter – Nothing new to report.

**12. Member Open Forum** – Several residents had comments and suggestions.

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

**14. Executive Session – Legal and Personnel Issues** – *Motion at 9:20 am by AB with second by RH to adjourn to Executive Session for legal and personnel issues, with guest Racheal Paige. Motion carries.*

**15. Reconvene General Session** – General Session Reconvened at 9:53 am

**16. Motions Resulting from Executive Session**

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- a. No motions resulting from Executive Session.

17. **Adjourn** – Motion by WW with second by AB to adjourn at 9:54 am. Motion Carries.

**18. Future Agenda Items**

- a. Board Resolutions for 2022
- 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**

- a. RP, RH and AB finalize the process for the Volunteer Spotlight
- b. RH design sign for sharing road with pedestrians
- c. RH, AB and RP to explore using grazing animals to clear brush

**Next Regular Board Meeting:** July 23, 2022, at 9:00 am