

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

MINUTES

1. **Meeting Called to Order** – 9:01 am
2. **Welcome and Opening Comments** – *We are being video and audio recorded. Raise virtual hand if you want to speak.*
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:** Sabrina Soriero, (Director) (SS); Deborah Baker, (Director) (DB); Malinda Poirier (Ex Officio Member) (MP)
 - c. **Staff Present:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner's Representative (MW)
 - d. **Guests:** Erika Clough; Phillip Holzinger; Jeff Thomas; Gary LaGuire; Mariel Lindblad.
4. **Introductions** – Directors, Staff, and Guests introduced themselves.
5. **Approval of Agenda** – *Motion by WW with second by RH to approve the agenda for the meeting of July 23, 2022. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – Erika: Check email address on website.
7. **Approval of Consent Agenda** – *Motion by WW with second by RH to approve the consent agenda for July 23, 2022. Motion carries.*
 - a. Minutes of June 25, 2022, Board Meeting
 - b. Minutes of July 18, 2022, Finance Committee Meeting
 - c. Minutes of June 20, 2022, Finance Committee Meeting
 - d. Minutes of June 27, 2022, MAC Meeting
 - e. Minutes of June 13, 2022, MAC Meeting
 - f. Minutes of May 27, 2022, Violations Committee
 - g. ACC Open Permits as of July 20, 2022
8. **General Manager's Report** – Some highlights from RP: Pool up and running, schedule adjusted. Closed for one day due to contamination. Will update on embezzlement in Executive Session. Has been in contact with the Post Office regarding mailbox locks- no estimated date for replacement. This is not in control of the HOA. Longmire pickleball court is tentatively scheduled to open August 4. A-frame on Loop Lane has been turned over to new owner, work is beginning. Well 5 is making more progress. 127 homes sold in 2022; Front gate was removed & repaired. Motorcycle exit mechanism at back gate has been installed. One pool heater has been replaced. Three more need to be replaced. Draft budget presented to Finance, will be seen by Board today. Vandalism report is smaller this month. Violations: 35 warnings issued. See website for complete report.
9. **Owner's Representative Report** – MW: water service plan amended to modify the timeline. Well 5, awaiting generator so it can be installed. Should be finished this month. All wells will be online by Labor Day. Roads/Water project - Water meter installation: awaiting the water meters (supply chain issues). Only have one bid, need more vendors. Pickleball court: ready for topcoat, then fence will go up. See website for complete report.
10. **Accounting Manager's Report** – JS: spending time on budget and forecasting for the end of the year.
11. **Business**
 - a. 2022 Unaudited Financial Report through June 30, 2022 – *Motion by WW with second by TM to accept the 2022 Unaudited Financial Report through June 30, 2022, to accept the June 2022 Reserve Reconciliation Report, and to approve Transfer Resolution 2022 07 01. Motion carries.* Discussion: we will hit 90%

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collections by the end of the year. This month's transfer resolution will include fully funding the reserve accounts because funds are now available.

- b. June 2022 Reserve Reconciliation Report – See above.
- c. Transfer Resolution 2022 07 01 – See above.
- d. 2023 Budget Proposal – *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
 - i. Total assessment increase: \$66.75 per year, \$5.56 per month (4% increase, plus increase in water).
 - ii. Quarterly water fee and water rates go up by inflation rate.
 - iii. Postpone water rate study hoping that the inflation rate settles down.
 - iv. *Motion by WW with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*
- e. Capital Request: Pool Heaters – *Motion by RH with second by TM to authorize the General Manager to expend an amount not to exceed \$26,028.73 in General Reserves for the replacement of three of 4 pool heaters. Motion carries.*
- f. Capital Request: Boat Motor – *Motion by RH with second TK by to authorize the General Manager to expend funds from General Reserves not to exceed \$5,493.50 for the replacement of the boat motor. Motion carries.*
- g. Capital Request: Roads and Water – *Motion by WW with second by RH to table the Capital Request on Roads and Water. Motion carries.*
- h. Election/AGM 2022 – *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries*
 - i. Earliest we can vote on budget is Sept. 17. Okay to vote at regular meeting on Sept 24th. Drop dead mailing date is 14 days before meeting.
 - ii. Contracting for some of the communications (website "buttons")
- i. Scheduling Budget Town Hall – Monday, August 8, 2022, 6:00 pm
 - i. Notifying membership – weekly newsletter, website, FB
 - ii. Format to be used – Joint Finance/Board Meeting; post draft budget in advance. JS and RP will work on summary of changes, to be posted
- b. **(10:26 am) Executive Session – Legal Issues –**
 - a. *Motion by RH with second by WW to reinstate the rule requiring a motion before discussion.*
 - b. *Motion by WW with second by RH to adjourn to Executive Session at 10:26 am with guest Racheal Paige for the purpose of discussing legal issues.*
- c. **Reconvene General Session – at 10:58 am**
- d. **Motions Resulting from Executive Session –**
 - a. *Motion by RH with second by WW to counter offer \$10,000 to settle Violations on Div 03 Lot 166. Motion Carries.*
 - b. *Motion by RH with second by TM to remove all fines on Div 04 Lot 266. Motion Carries with WW abstaining.*
- e. **Business (cont'd)**
 - a. Pool – Planning for 2023 season. Some possible rules changes to be discussed:
 - i. Limiting ages of unaccompanied children, currently 14 for pool and hot tub.
 - ii. Limiting number of guests per resident -
 - iii. Requiring the host be present when guests are at the pool
 - iv. Pool check-in systems – being explored.
 - v. Wifi access is not currently available to members.
 - b. Open Board Positions – Action Item: AB to post at gates, at office.
 - c. Board Resolutions for 2022 –

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- i. Buyer's transfer fee – remove. For the record: several Board members feel it is not a good idea.
- ii. Basketball hoop – no resolution
- iii. Clarify on disclosure form – is it legally required to maintain privacy?
- iv. Consensus of Board to forward the summary of resolutions to Legal
- d. Members using Board of Directors email instead of Info@clearwood.org – Racheal is correcting.

11:29 am – break – Reconvened at 11:36 am.

- e. Ongoing accidents on Bald Hill Road between front/back gates – WW is suggesting outreach to Thurston County, traffic safety, or possibly Weyerhaeuser. Petition to get turning lane at front gate. WW will talk with RP about options.
- f. Committee Reports
 - i. Elections Committee – No report – Action Item: AB re-send final document "Elections Timeline" to Board.
 - i. Member Activities Committee (MAC) – sandwich board – RH. Hot August Nights August 27. Country Fair Sept. 10. Potluck Brunch for staff and committee members August 5, 11:00 at Reichel Beach.
 - ii. Community Property Committee (CPC) – Need a chair and more involvement.
 - iii. Violations Committee – 35 violations issued this month. Budgeting for fines next year. It makes sense financially because the money is coming in, even though the Violations process is about compliance, not making money.
 - iv. ACC –
- a. Communication to Residents
 - ii. Orientation for new residents – AB will take the lead, do it by PowerPoint and possibly have an in-person session once or twice a year.
 - iii. Publicizing the costs of vandalism – AB and RP finding ways to publicize in order to make the community aware to be alert for it.
 - iv. Communicating with residents about speed limits – WW suggests keeping an awareness of the speed limit in front of the members.
- 12. **Member Open Forum** – Erika following up on "no trespassing/no tailgating signs". Gary asked about 3 bid minimum on contracts. RH – yes, still use good faith efforts to get 3 bids. Water service fee going up, what service is being provided? RH - It's base rate, not service fee.
- 13. **Adjourn** – Motion by WW with second by RH to adjourn at 12:17 pm. Motion carries.

14. Future Agenda Items

- a. Set date for Resolutions Town Hall at August meeting.
- 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

15. GM Action Items

16. Board Action Items

- a. RP, RH and AB finalize the process for the Volunteer Spotlight
- b. RH design sign for sharing road with pedestrians – no trespassing/no tailgating signs

The reference materials used at this Board meeting are available to be transmitted digitally at no charge. There will be a cost associated with a print copy. Please complete a Request to Inspect Association Records form available in the office or at <http://www.clearwood-yelm.com/documents-and-forms/>

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- c. RH, AB and RP to explore using grazing animals to clear brush

Next Regular Board Meeting: August 27, 2022, at 9:00 am