

Clearwood Community Association
Regular Meeting of the Board of Directors
August 27, 2022 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

1. **Meeting Called to Order – 9:00 am**
2. **Welcome and Opening Comments** – This meeting is being audio and video recorded. Please raise/lower 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); Tyler Marketon, (Director) (TM); Sabrina Soriero, (Director) (SS); Deborah Baker, (Director) (DB)
 - b. **Absent:** Malinda Poirier (Ex Officio Member) (MP)
 - c. **Staff Present:** Racheal Paige, General Manager (RP); Mitch Waterman, Owner's Representative (MW)
 - d. **Guests:** Phil Holzinger; Gary LaGuire; Mariel Holzinger; 1253
4. **Introductions** – Board Members, Staff and Guests introduced themselves.
5. **Approval of Agenda** – *Motion by RH with second by WW to approve the Agenda for the August 27 meeting, amending to remove Items 11.K and Item 10. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – None
7. **Approval of Consent Agenda** – *Motion by WW with second by DB to approve the Consent Agenda. Motion carries.*
 - a. Minutes of July 23, 2022, Board Meeting
 - b. Minutes of August 15, 2022, Special Board Meeting
 - c. Minutes of July 11, 2022, MAC Meeting
 - d. Minutes of July 25, 2022, MAC Meeting
 - e. Minutes of June 24, 2022, Violations Committee
 - f. ACC Open Permits as of August 24, 2022
8. **General Manager's Report** – Report is posted online.
9. **Owner's Representative Report** – Report is posted online.
10. **Accounting Manager's Report** – No Report. Accounting Manager Not Present.
11. **Business**
 - a. 2022 Unaudited Financial Report through July 31, 2022 – *Motion by DB with second by WW to Table the 2022 Unaudited Financial Report through July 31, 2022, the July 2022 Reserve Reconciliation Report and Transfer Resolution 2022 08 01 to the September meeting. Motion carries.*
 - b. July 2022 Reserve Reconciliation Report – Tabled to September Meeting.
 - c. Transfer Resolution 2022 08 01 – Tabled to September Meeting.
 - d. DNR Bond – *Motion by WW with second by RH to suspend the requirement to have a motion before discussion. Motion carries.* Discussion: \$5000 bond for Department of Natural Resources is the last account being held at Key Bank. Need to close the account at Key Bank and open an account at CIT Bank. *Motion by WW with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.* *Motion by RH with second by DB to open a DNR bond account at CIT Bank and authorize Malinda Poirier to close the account at Key Bank and open the account at CIT Bank. Motion carries.*
 - e. Capital Request: Meter Setup for Phase 1 – *Motion by WW with second by TK to approve a Water reserve allocation not to exceed \$71,532.41 to fund the purchase of Project 1B meters, setters and boxes. Motion carries.*
 - f. Renter Fee Increase to \$250 – *Motion by WW with second by DB to authorize the General Manager to increase to \$250 the renter's fee starting in 2023. Motion carries.*

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- g. Funding Two Employees Out of Reserves for 2023 and 2024 – *Motion by DB with second by TK for the Board to fund two employees out of Reserves for 2023 and 2024. Motion carries.* Discussion: employees have been doing work relating to Reserve projects and the money has been transferred to Operations to cover it. This will make budgeting more accurate.
- h. Election/AGM 2022 Update – Action Item: RP to work with Ashley McCulley to be sure the draft voter's pamphlet gets done.
- i. Drafts of resolutions from Legal – Action Item: Board members are to review the drafts and give corrections/changes to Racheal, copying Board.
 - i. Scheduling Resolutions/Candidates Town Hall – schedule the Resolutions and Candidates Town Hall for Thursday, October 13.
 - ii. *Motion by DB with second by RH to schedule a Special Board meeting to review the resolutions on Thursday, September 8, at 6:00 pm, to move the next regular Board meeting to September 17 at 9:00 am, and to hold the resolutions and candidates Town Hall for October 13 at 6:00 pm. Motion carries.*
- j. Trash Removal on camping lots – removed from agenda
- k. Speed limit near swimming pool – *Motion by WW with second b RH to suspend the rule requiring a motion before discussion. Motion carries.* Pedestrian traffic is heavy, make it hazardous. Action Item: RP to arrange for 10 MPH to be painted on the roads: Rampart just before the turn onto Parkcrest coming from either direction, and just before the pool.
- l. State Road Rules applying in Clearwood – RP has spoken with the law enforcement officer who often patrols this area. He says the rules of the road apply within Clearwood and he will enforce them. Children cannot drive motorized scooters on roads. It is illegal to carry people in the back of a pickup truck.
- m. Committee Reports
 - i. Elections Committee – nothing further
 - ii. Member Activities Committee (MAC) – Hot August Nites was cancelled due to conflicting events, Country Fair is next event, September 10.
 - iii. Community Property Committee (CPC) – none.
 - iv. Violations Committee – in packet, AB will put out information to members about numbers of violations issued, etc.
 - v. ACC – some of the permits on the list are completed, can list be updated.
- n. Communication to Residents – Over 1100 names are on the eNewsletter list. RP and AB get together to remove those who no longer live in Clearwood. See if there is a way to add a 2nd email address to one account, where 2 members of the same household each want to receive the information.
- b. **Executive Session – Personnel and Legal Issues** – *Motion by RH with second by WW to move into Executive session at 10:35 am for the purpose of discussing personnel and legal issues, with Racheal Paige as guest. Motion carries.*
- c. **Reconvene General Session** – *Motion to reconvene the General Session at 11:00 am.*
- d. **Motions Resulting from Executive Session** –
 - a. *Motion by RH with second by DB to decline the assessed fines counteroffer regarding Division 3, Lot 166. Motion carries.*
 - b. *Motion by RH with second by DB to approve General Manager to negotiate violations fines on Division 08 Lot 94. Motion Carries.*

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- c. Motion by DB with second by RH to authorize GM to approve settlement agreement with Mr. Melbie, contingent on following Clearwood rules and regulations. Motion carries*
- 12. **Member Open Forum** – Members made comments.
- 13. **Adjourn** – 11:00 am
- 14. **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
- 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
 - c. RH, AB and RP to explore using grazing animals to clear brush

Next Regular Board Meeting: September 17, 2022, at 9:00 am

- The pool has been running successfully, we have had to close twice this month for vomit or feces in the pool. I would like to discuss billing the Member back the cost incurred for these closures and treatment of the pool.
- Our roofing contract was awarded, and we have signed the contract, we should begin construction in the next few weeks.
- I have been in contact with the Sherriff's department and the Prosecutor on the embezzlement case.
- I have been in contact with the Sherriff's department about a contract for extra duty patrol, they are not signing any contracts at this time.
- I have repeatedly reached out to the Postal service about the repair that needs to be done at Blue lake court mailboxes and the replacement of *their* lock at all mailbox locations in Clearwood and have not been able to get a commitment from them to get the work done. As a reminder for folks this is *not* a lock that we can replace. There is no estimated date for the Clearwood locks to be replaced.
- The tree removal in the cul-de-sacs for Roads and water project construction has begun.
- The Pickleball courts project is well underway and scheduled to be completed on September 12th and opened September 20th . We have rejected the fence portion of the project and the contractor will be replacing at their cost.
- Well 5 has made more progress this month. We are on budget and scheduled to be completed October 2022.
- 142 homes have sold to date in 2022
- We have completed our annual water system tests this year for lead & copper, PFAS (forever chemicals) and are awaiting results.
- The outgoing gate that was damaged when a school bus hit it was removed and repaired last month was damaged again and we are in the process of getting an estimate for repair.
- The three pool heaters that were approved last month for replacement were replaced.
- We have worked very hard on preparing a budget for 2023 and have presented a draft budget to Finance 2023. We had our Budget Town Hall this month.
- Vandalism report for August

7/20/22- Resident dumped brush in the parking lot below the pool. Picked up and disposed of.

7/25/22- Graffiti in the women's restroom at Reichel. Removed

7/26/22- Feces in the urinal at Madrona. Cleaned

7/27/22- Feces again in the urinal at Madrona. Cleaned

8/01/22- Repaired swim ropes at Longmire that were cut

8/07/22- Feces on the floor in the perimeter bathroom, Broken glass in the Madrona parking lot. Cleaned

8/08/22- Broken glass all over the Reichel cabana floor. Cleaned

8/08/22- Graffiti on the Madrona tables. Cleaned. Also, all 4 lights at the Longmire cabana were smashed. Waiting for parts. Also, at Otter restroom the toilet tank lid was smashed along with the light fixture. Replaced and cleaned.

8/09/22- The chain was cut at the E-gate. Replaced with a thicker chain

8/11/22- Parking boarder cross board at HiLo park was broken. Replaced

8/16/22- The Sun set cabana had graffiti in the sink and light. Cleaned and repainted. Also, at the pool all the security cameras were spray painted over. Cleaned.

08/18/22- Madrona restroom trash can bent beyond use. replaced

8/21/22- Madrona restroom the toilet guts bent up. Replaced

8/22/22- Street signs throughout the community stolen. Still replacing

8/21/22- Vine Cabana ceiling had graffiti, painted over

8/23/22- Otter bathroom walls sprayed with something sticky. Cleaned

8/24/22- Ongoing roadside garbage pickup.

8/24/22- Ongoing front and back gate arm repair.

8/23/22- house on Upland dumping their debris on the trail behind her house. This has happened several times this month. Disposed of

- In Violations there were 47 warnings issued and 32 fines.
- We have been removing the free piles people leave at the street and disposing of them.
- The pool was broken into again for the 4th time this year.
- The alarm system at the Well 5&6 site has been installed.
- This month we said goodbye to Mike one of our Maintenance folks. We wish him well on his new adventures!
- One of our few remaining accounts with a large balance has been paid in full.
- We met with the vendor for our meter box set ups and will be submitting a capital request to the BOD at the August meeting to purchase those since there is such a long lead time. Once we have approval to do design for project two I will submit to purchaser those immediately because of the long lead time on those items.

To: Board of Directors, Clearwood Community Association

From: Mitch Waterman

Date: August 25, 2022

RE: Owners Representative Monthly Board Report – August 2022, to date of last report

Well 5: This is a new construction project which includes installation of a 525-gpm filtration system for iron and manganese removal, caustic soda injection system for pH adjustment, installation/ connection of two new well pumps, electrical power supply for the system and controls, new phone line service, pumphouse, security measures, and acceptance testing. Prime contractor for this project is American Pump and Electric LLC. Design Engineer (including inspection) is NWS. PSE is contracted to CCA for power design and transmission routing from service to new connection.

1. Prime Contractor status:

- a. As has been reported, delivery of the generator is the long lead item. The system cannot be placed online without an operational generator. A complete system, minus generator, can be operated manually but at risk to the Association. The generator remains the longest lead item.
 - i. Delivery date remains unknown. Vendor gives APE a 40-day advance notice of delivery, and no notice has been received to date.
- b. American Pump actions due complete this month include:
 - i. Finalizing manifold installation and testing.
 - ii. Test the communication system via the newly installed internet connections.
 - iii. Installing new security cameras.
 - iv. Coliform sampling to be obtained during treatment startup (could be performed if we allow manual operation).
 - v. Filter system testing.
 - vi. Filling caustic soda tank.

• Issues

- a. Generator delivery and installation will prevent Contractor to complete by Labor Day.
 - i. Evaluating rental of temporary generator. We have asked the contractor to take responsibility to connect to Well 5/6 with this temporary system installed the contractor can proceed to do his work at Wells 1/2.
- b. The two-week effort of work at Wells 1/2 (replacement of controls and one pump) will be delayed until Well 5/6 are operational and online.
- c. Project remains on budget to complete as agreed.

Pool Reconstruction – Project complete. Warranty work due after pool is seasonally closed.

2022 Roads Project 1A - (Project 1A is the design with Project 1B construction). Project consists of implementing the first phase of the 10-Year Capital Improvement Water and Utility Roads Plan finalized June 16, 2021. Prime Contractor is KPFF Engineers under contract to CCA. The complete plan can be found on the CCA web site.

1. Received one bid; extended bid submission date and did not receive additional bids.
2. The Construction Manager cost proposal dropped by 50% and is aligned with our expectations.
3. The only submitted bid is significantly higher than original estimate.
4. Procurement team believes our viable construction window for 2022 is closing and recommends delay Project 1A construction to FY2023.
 - a. This option allows Team to continue to obtain additional bids.
5. The design team has learned that Weyerhaeuser has not moved along with their permitting as they have so stated their schedule.
 - a. Management Team is scheduled to meet on 9/1/22 to determine best course of action for proceeding on Blue Hills Drive culvert.
 - b. September 1 meeting will also be used to finalize the design scope for Project 2A.
6. Based on information obtained in item 5 above, we will prepare a new Capital Request for Project 2A Design.
7. General Manager will be submitting Capital request to order all meters, setters and boxes required for Project 1 and 2. This will eliminate long lead times with very low risk.

Maintenance Bldg. Re-roof

1. We have completed a contract with acceptable terms and conditions to authorize the contractor to initiate the reroof of the maintenance building.

Longmire Pickleball Court. – Demolish existing tennis court, remove/ dispose, and install new single pickleball court.

1. Contractor was notified they are out of contract due to not making schedule. Remaining open actions include fence and gate installation, court leveling, top coating and painting. A corrective plan was requested
 - a. KBH has signed a new contract with Beynon, a top provider of sports court surfaces. Beynon is contracted to complete in mid-September; however, the topcoat work is weather dependent.
 - b. Beynon will complete the surface work including, court leveling, application of final topcoat, and surface painting.
 - c. Contractor agreed to install fence at time of request.
2. Scheduled and conducted on-site meeting to review compliance, project status, and path forward with contractor, maintenance, and Landscape Architect. Board President was present.
 - a. Architect review of construction stated work completed to date follows specifications.
 - b. All reviewed the newly installed fence (minus gates) and agreed to reject fence fabric due to height. Contractor agreed to order correctly sized fabric, remove existing and install new at no cost to project.
 - c. Owners Rep reviewed signed Beynon contract with Contractor and Architect.

Owners Representative.

1. No additional issues identified.