

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**September 17, 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** – This meeting is being audio and video recorded on Zoom. The Agenda is available online on the CCA website. Board members: please use your digital hand to be recognized. Community members will have an opportunity to speak during the Members' Open Forum near the end of the meeting.
3. **Roll Call**
  - a. **Directors Present:** Richard Houghton, (President) (RH); Walter White, Vice President (WW); Alexa Burns (Secretary) (AB), Sabrina Soriero, (Director) (SS)
  - b. **Absent:** Deborah Baker, (Director) (DB); Tim Kramer (Treasurer) (TK); Tyler Marketon, (Director) (TM); 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:** William Willmott, Arlene Yeagley, Phil Holzinger, Jennifer Ruppert, Mariel Lindblad, Eileen, Erika Clough
4. **Introductions** – Directors and staff were introduced.
5. **Approval of Agenda** – *Motion by WW with second by RH to approve the Agenda for the September 17, 2022 Board Meeting. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – None.
7. **Approval of Consent Agenda** – *Motion by WW with second by RH to approve the Consent Agenda for the September 17, 2022, meeting. Motion carries.*
  - a. Minutes of August 27, 2022, Board Meeting
  - b. Minutes of September 8, 2022, Special Board Meeting
  - c. Minutes of August 15, 2022, MAC Meeting
  - d. Minutes of August 29, 2022, MAC Meeting
  - e. Minutes of July 29, 2022, Violations Committee
  - f. ACC Open Permits as of September 14, 2022
8. **General Manager's Report** – Report is posted online
9. **Owner's Representative Report** – Included in General Manager's Report
10. **Accounting Manager's Report** – Working on getting the budget completed. Update from Noblesdorf regarding non-profit status application: gather preliminary information, deadline is November 15. Audit report for 2021 will be ready before the Annual General Meeting, hoping one of the auditors can come to the meeting and present it. 2023 Reserve Study will be completed before the end of the month, incorporating all of the changes we have been working on. July and August financial reports have been completed and will be presented to the Finance Committee on September 19. Related Transfer Resolutions will come to the Board in a Board poll so they can get acted upon.
11. **Business**
  - a. Proposed Budget for 2023 – *Motion by AB with second by RH to accept and adopt the proposed budget for 2023 with the 4 cent adjustment as discussed, totaling \$1927.20, for inclusion in the 2022 Voter's Pamphlet. Motion carries.*
  - b. *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
  - c. Design for Phase 2 of Roads & Water Project – Meeting with engineers Monday to revise design due to changes by Weyerhaeuser in the project involving the culvert by the back gate.
  - d. *Motion by WW with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*

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- e. Review of Draft Voter's Pamphlet – *Motion by WW with second by RH to accept the 2022 Voter's Pamphlet, as amended. Motion carries.*
    - i. Amendments: Zoom Instructions, and 4 cent adjustment to the assessment, as explained by JS.
  - f. Increase Fine for Tailgating – *Motion by SS with second by WW to change the fine for tailgating. Motion carries.*
    - i. Discussion: Current fee of \$50, is not enough to be a deterrent. Consensus to raise to \$200. Motion carries.
  - g. Horseshoe Lake Trail – *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
    - i. Horseshoe Lake parking lot will be closed for construction. Large rocks and gravel. Full cost not yet known. RP will come back with capital request.
  - h. Committee Reports
    - i. Elections Committee – Counting Committee is ready, there will be a meeting to debrief after the first of the year.
    - ii. Member Activities Committee (MAC) – Country Fair was a success, Horseshoe Tournament with 8 participants, Pickle Ball grand opening September 24, remaining events this year: Halloween decorating contest, Halloween Costume Party, Christmas decorating contest, Santa Run.
    - iii. Community Property Committee (CPC) – on hiatus
    - iv. Violations Committee – Violations are being enforced more consistently.
    - v. ACC – Will start sending out positive notes to people whose yards look exceptional.
  - e. Communication to Residents – List of violations in newsletter was positively received.
- 12. Executive Session – Personnel and Legal Issues** – *Motion by RH with second by WW to adjourn to Executive Session at 10:15 am with guest Racheal Paige, for personnel and legal issues. Motion carries.*
- 13. Reconvene General Session** – 10:43 am
- 14. Motions Resulting from Executive Session** – none.
- 15. Member Open Forum** – Willmott – voting question. PH – nothing. Jennifer Ruppert – Budget questions and snow removal, Arlene – easement issue in covenant as it relates to fence. Eileen – communications, violations info, not getting responses to info email. Erika – tailgating question.
- 16. Adjourn** – 10:43 am. *Motion to adjourn at 10:43 am by RH with second by SS. Motion carries.*

**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

**GM Action Items**

**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:** October 22, 2022, at 9:00 am