

Clearwood Community Association
Regular Meeting of the Board of Directors
October 22, 2022 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

1. **Meeting Called to Order** – 9:07 am
2. **Welcome and Opening Comments** – Meeting is being audio and recorded.
3. **Roll Call**
 - a. **Directors:** Richard Houghton, (President) (RH) (left at 9:55); Alexa Burns (Secretary) (AB), **Presiding:** Tim Kramer (Treasurer)(TK); Tyler Marketon, (Director) (TM); Walter White, Vice President (WW) (joined at 9:55 am)
 - b. **Members Absent:** Deborah Baker, (Director) (DB); Sabrina Soriero, (Director) (SS); 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:** Kali Phoenix, Gary LaGuire, Jackie, Craig, Phil Holzinger, Cara Farmer
4. **Introductions** – Board members introduced themselves.
5. **Approval of Agenda** – *Motion by TK with second by TM to approve the agenda for the October 22, 2022, meeting of the Board. Motion passes.*
6. **Member Questions and Comments on Agenda Items** – None
7. **Approval of Consent Agenda** – *Motion by TK with second by TM to approve the Consent Agenda for the October 22, 2022, meeting. Motion passes.*
 - a. Minutes of September 17, 2022, Board Meeting
 - b. Minutes of September 19, 2022, Finance Committee Meeting
 - c. Minutes of September 12, 2022, MAC Meeting
 - d. Minutes of September 26, 2022, MAC Meeting
 - e. Minutes of August 26, 2022, Violations Committee Meeting
 - f. ACC Open Permits as of October 21, 2022
8. **General Manager's Report** – (1) Pool closed Sept 6, on budget; (2) Maintenance bldg. roof behind schedule; (3) embezzlement case: a new prosecutor has been assigned, have not been able to speak to them yet; (4) sheriff's dept not doing extra duty contracts at this time; (5) postal boxes, damaged further – may have to replace all boxes in the row at Blue Lake Court; (6) Consolidated and American Pump are to resolve the Internet issue for the wells; (7) There are 104 registered renters; (8) Have drawings now for the bridge that was damaged by a car evading the police; (9) the gates are getting powder coated and straightened out, receiver for sally arm replaced; (10) Horseshoe Lake trail needing a lot of work, had to raise over 2 feet, pick back up next year; (11) presenting capital request today for a piece of equipment to be used on the trails; (12) all bathrooms are closed and winterized; (13) have started receiving ballots for the election; (14) list of vandalism (most incidences involved feces and drug paraphernalia in bathrooms.)
9. **Owner's Representative Report** – posted on website
10. **Accounting Manager's Report** – Financially, on track; pool finished on budget; 90% collections for Operations; audit on track to get finished and presented at AGM; reserve study finalized and in.
11. **Business**
 - a. Executive Session – Legal Issue
 - i. *Motion by TK with second by TM to Adjourn to Executive Session at 9:22 for a Legal Issue, with guests Racheal Paige and Kali Phoenix. Motion passes.*
 - ii. Reconvened at 9:32 am
 - b. Financial Reports –
 - i. *Motion by TK with second by TM to suspend the rule requiring a motion before discussion. Motion passes.*

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- ii. 2022 Unaudited Financial Report September 20, 2022
 - iii. September 2022 Reserve Reconciliation Report
 - iv. Transfer Resolution 22 10 01
 - v. *Motion by TK with second by TM to reinstate the rule requiring a motion before discussion. Motion passes.*
 - vi. *Motion by AB with second by RH to accept the Unaudited Financial Report as of September 20, 2022, the September 2022 Reserve Reconciliation Report, and to approve Transfer Resolution 2022 10 01. Motion passes.*
 - c. Capital Request - Design for Phase 2 of Roads & Water Project –
 - i. *Motion by TK with second by RH to approve the Capital Request for Phase 2 of the Roads and Water Project, not to exceed \$217,943 from Reserves. Motion passes. Motion to amend by TK with second by RH to add "to auth the GM to initiate" TK/RH. Amendment passes.*
 - ii. *Motion as amended: to approve and to authorize the General Manager to initiate the Capital Request for Phase 2 of the Roads and Water Project, not to exceed \$217,943 from Reserves. Motion passes.*
 - iii. Discussion - Project 1A and 2A for 2023, requesting funds for engineering and contract support to put out to bid: bridge replacement, back gate to Brookside Ct; put in a water loop to resolve dead head problem (stagnant water).
 - d. Capital Request for Horseshoe Lake Trail – No cap request yet. Postpone to December.
 - e. Capital Request – Skid Steer – *Motion by TK with second by RH to approve the capital request for the skid steer, not to exceed \$35,000, from Reserves. Motion to amend by TK with second by RH: "not to exceed \$38,000". Motion passes.*
 - i. *Motion by TK with second by RH to approve the capital request for the skid steer, not to exceed \$38,000, from Reserves. Motion passes.*
 - ii. Discussion: includes \$24,900 for machine, \$5,500 for shipping, with the extra for any servicing it needs. Makes sense to purchase rather than continue renting. Observation made that the one selected does not have tracks, which may be a problem. Will bring back any changes to a future meeting.
 - f. Change Order – *Motion by TK with second by RH to approve the change order for Well 5/6 increasing it by \$3891.60, to be spent from Reserves. Motion passes.* Discussion: at cost (no markup). Will include Well 5/6, Well 1 and 2, reservoir tanks at Weyerhaeuser.
 - g. Committee Reports
 - i. Elections Committee – no report
 - ii. Member Activities Committee (MAC) – Halloween decorating; Halloween party next Saturday; Christmas decorating
 - iii. Community Property Committee (CPC) – on hiatus
 - iv. Violations Committee – need more members, everything on schedule.
 - v. ACC – going okay.
 - o. Communication to Residents – 850 residents getting newsletter.
- 12. Member Open Forum** – Several members had comments/questions:
- a. There is no policy for leaving holiday decorations up.
 - b. Concerns expressed regarding mailboxes with regard to receiving time-sensitive medical supplies. It is in the hands of the Postal Service. Alternative is to pick up mail at the Post Office.

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- c. Back gate (roads) project, impact on water to members: currently water hits a dead end, which means there is no alternative way to provide if something goes wrong with the system.
 - d. It is costing \$9400 to cut trees in the cul-de-sacs.
 - e. Skid steer is in working order, Clearwood has a contract with a mechanic in case it needs any work.
 - f. Water assessment fee – should actually be termed a base rate. Currently the water charges are not paying the full costs of providing water to the community. Clearwood will be contracting for a water rate study to come up with fair and appropriate rates;
 - g. Concerns expressed regarding vandalism;
 - h. Only one bid was receiving on the roads project. The request for bids will be reissued.
13. **Executive Session – Personnel and Legal Issues** – Motion to adjourn to Executive Session with Guest Racheal Paige at 10:37 am
14. **Reconvene General Session** – 10:59 am
15. **Motions Resulting from Executive Session** –
- a. *Motion by TK with second by WW to approve the settlement to allow Racheal Paige to have Legal draft the covenants as per the discussion in Executive Session. Motion passes.*
16. **Adjourn** – 10:59 am *Motion to adjourn by TK with second by WW. Motion passes.*

Our sincere thanks to outgoing Board members Deborah Baker, Tyler Marketon and Ex Officio member Malinda Poirier, for all they have contributed to the Clearwood Community.

Next Regular Board Meeting: November 19, 2022, at 9:00 am