

Clearwood Community Association
Regular Meeting of the Board of Directors
November 19, 2022 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

1. **Meeting Called to Order** – 9:02 am
2. **Welcome and Opening Comments** – This meeting is being recorded on Zoom. The recording will be posted on the Clearwood website as soon as it is available. The agenda for today's meeting is also on the Clearwood website. Raise your digital hand to be recognized. Guests have a time at the beginning of the meeting for questions about the agenda and time at the end of the meeting for other questions and/or comments.
3. **Roll Call**
 - a. **Directors Present:** Richard Houghton, (President) (RH); Walter White, Vice President (WW); Alexa Burns (Secretary) (AB), Phillip Holzinger (Director) (PH); Christian Gates (Director) (CG); Sabrina Soriero, (Director) (SS)
 - b. **Absent:** Tim Kramer (Treasurer) (TK)
 - c. **Staff:** Racheal Paige, General Manager (RP); Mitch Waterman, Owner's Representative (MW); Jennifer Spidle, Accounting Manager (JS)
 - d. **Guests:** Craig, Gary L and Jeremy Stendahl
4. **Introductions** –
5. **Approval of Agenda** – *Motion by WW with second by PH to approve the agenda for the November 19, 2022, meeting of the Board. Correction: the next Board meeting will be December 17, not December 14. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – no members present. (Note: several members joined the call later.)
7. **Approval of Consent Agenda** – *Motion by PH with second by WW to approve the Consent Agenda for the November 19, 2022, Board Meeting. Motion carries.*
 - a. Minutes of October 22, 2022, Board Meeting
 - b. Minutes November 5, 2022, Special Board Meeting
 - c. Minutes of October 17, 2022, Finance Committee Meeting
 - d. Minutes of October 17, 2022, MAC Meeting
 - e. Minutes of October 24, 2022, MAC Meeting
 - f. Minutes of August 26, 2022, Violations Committee Meeting
 - g. ACC Open Permits as of November 17, 2022
8. **General Manager's Report** – RP reported: Roof project was completed, behind schedule. The Sheriff's office is still not doing private patrols. 177 homes were sold in 2022. 337 members cast ballots at the Annual General Meeting. Regarding the Embezzlement: charges were filed against Dolanna Burnett on October 31, and the arraignment is scheduled for December. Additional charges are pending. A Police report was filed in 2018. Further legal bills are anticipated for the forensic auditor to work with the prosecutor. Have been asked to keep details on need-to-know basis in order to not risk compromising the case. 7 boats were not removed by the deadline and have been impounded. A list of proposed projects for Maintenance will be presented to the Board at the December meeting. There is a new maintenance worker. His name is Chris. Maintenance has been prepping for snow – getting the plows ready, etc. There is a 23 week wait on water meters, setters and boxes. That is why a capital request is being submitted now for Phase 2. Having them available might allow Maintenance to install them to save money. The gates were repaired and then broken again. Ongoing concerns regarding Vandalism: even with some cameras in place, it is often difficult to prove who is doing it. Some cameras are placed, they get vandalized too. Update on purchasing the skid steer – considering one in New Mexico. The others they gave looked at. Status of office repairs – has been on back burner, due to extensive list of projects. Some needed repairs are on the Reserves list for 2023.

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9. **Owner's Representative Report** – MW reported: Project 2A - \$217,943 has been authorized. Met with contractor, added Woodside Drive and two one-way roads by pool and still reduced the cost by \$7000. Weyerhaeuser is choosing the option that has the most impact on us, we pushing for them to reconsider. Rebidding 1B and new bid for 2B. Well 5 – have uploaded telemetry program. Tank doesn't leak, shower works, more installation Tuesday, send out alarm messages. Caustic being installed, generators being installed 11/28, trial run 11/30, then training, report to Dept. of Ecology. Wells 5/6 should be open early December. Still on budget, but behind schedule. Will check on the type of winterizing that should be done while still incomplete, and closing down Wells 1 & 2. Pool tiles are overdue, MW following up. Pool cover can't go on till tiles are replaced. MW left the meeting at 9:35 am
10. **Accounting Manager's Report** – JS, Budget went through in the election. Quiet time for accounting until books are closed out after 1st of year. Final financial reports for 2022 will be presented in February, after all bills are cleared. Jan-Feb, will start looking at budgeting for Capital Finances next year.
11. **Business**
 - a. Financial Reports – *Motion by WW with second by PH to accept the Unaudited Financial Report dated October 31, 2022, the October 2022 Reserve Reconciliation Report and to approve Transfer Resolution 2022 11 01. Motion carries.*
 - i. 2022 Unaudited Financial Report October 31, 2022
 - ii. October 2022 Reserve Reconciliation Report
 - iii. Transfer Resolution 22 11 01
 - b. Capital Request – Water Meters for Phase 2. *Motion by WW with second by RH to approve Capital Request for \$19,783.82 from Water Reserves for water meters to be used in Phase 2 of the roads and water project. PH/WW. Motion carries.*
 - c. Committee Assignments – *Motion by RH with second by WW to suspend the requirement to have a motion before discussion. Motion carries.*
 - i. Elections – Walter White
 - ii. Member Activities – Richard Houghton
 - iii. Finance Committee – Tim Kramer
 - iv. Community Property – Phillip Holzinger
 - v. Violations – Walter White/Christian Gates
 - vi. Architectural Control – Christian Gates/Alexa Burns
 - vii. (New) Committee on Teens – Sabrina Soriero
 - d. Board Training – Board members need to watch video again. Write down questions and meet with Jennifer for live training on finances on December 10 at 9:00 am, via Zoom. Next year: Do Bylaw amendment next year to extend the deadline for Board training to 90 days.
 - e. Update Community Plan – 4 out of 5 goals have been met. It's time to create new goals. It's a living document, and it should be updated regularly. More details soon.
 - f. Background Checks for Board and Committees – Liaisons should get with their committees about background checks and members for the year.
 - g. Committee Reports
 - i. Elections Committee – Report by WW. There was 25% participation in the election this year. Would like to consider ways to increase that. The committee will be holding a meeting in January. *Motion by WW with second by RH to certify the 2022 Annual General Meeting Election Results. Motion carries.*

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- ii. Member Activities Committee (MAC) – Report by AB. Christmas activities are the house decorating competition Santa Run. There will be a Polar Plunge on January 1. The committee is beginning to plan for next year.
- iii. Community Property Committee (CPC) – on hiatus
- iv. Violations Committee – Report by WW. The committee would like to recognize Jackie's contributions. RP compiled current violations, which will be published. 104 warning letters have been sent out, with 3 violations in appeals currently.
- v. ACC – Report by AB. Expressing appreciation for Janelle and the Maintenance Crew. Things are going smoothly, but more committee members are needed.
- o. Communication to Residents – one newsletter was missed due to Internet issues and illness, back on track now.
- p. Board Meeting Schedule for 2023 – Table till January/February agenda.
- q. *Motion by PH with second by CR to reinstate the requirement to have a motion before discussion. Motion carries.*
- r. *Correction of Procedural Error: Motion by WW with second by RH to certify the 2022 Annual General Meeting Election Results. Motion carries. (This motion had been made while the rules were suspended.)*

12. Member Open Forum –

- a. GaryL: how long will the wells work if the power goes out? RP: the new well generator is propane, don't know how long but several days for each well, plus water reservoirs. It's a very fluid number, affected by usage and availability of company to refill the propane tanks.
- b. GaryL: What is the maintenance schedule for the water system? RP: daily checks by Maintenance staff and monthly by Northwest Water Systems. Water reports are on the website, under Water.
- c. GaryL: Embezzlement investigation – how much will be spent before it's written off? RP: the civil case is open and will be seen through.
- d. Craig – When will the Blue Lake bridge reopen? RP: they are awaiting materials, the concrete should be poured within a week.

13. Executive Session – Personnel and Legal Issues – *Motion by PH with second by RH to adjourn to Executive Session for legal issues, with RP as guest. Motion carries.*

14. Reconvene General Session – 11:11 am

15. Motions Resulting from Executive Session – none

16. Adjourn – *Motion to adjourn by RH with second by WW at 11:12 am. Motion carries.*

For December Meeting –

Teen Committee Report – SS and RH
2023 Board Meeting calendar

Next Regular Board Meetings:

December 17, 2022, at 9:00 am
January 28, 2023, at 9:00 am