

Clearwood Community Association
Regular Meeting of the Board of Directors
December 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 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), Tim Kramer (Treasurer) (TK); Phillip Holzinger (Director) (PH); Christian Gates (Director) (CG); Sabrina Soriero, (Director) (SS)
 - b. **Absent:**
 - c. **Staff:** Racheal Paige, General Manager (RP); Mitch Waterman, Owner's Representative (MW); Jennifer Spidle, Accounting Manager (JS)
 - d. **Guests:** Erika Clough; Gary LaGuire; Gregory Marshall
4. **Introductions** –
5. **Approval of Agenda** – *Motion by RH with second by WW to approve the agenda for the December 17, 2022, meeting of the Board with the Executive Session moved to just after the General Manager's Report. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – none
7. **Approval of Consent Agenda** – *Motion by PH with second by TK to approve the Consent Agenda for the December 17, 2022, Board Meeting. Motion carries.*
 - a. Minutes of November 17, 2022, Board Meeting
 - b. Minutes of November 14, 2022, Finance Committee Meeting
 - c. Minutes of November 14, 2022, MAC Meeting
 - d. Minutes of October 14, 2022, Violations Committee Meeting
 - e. Minutes of October 28, 2022, Violations Committee Meeting
 - f. ACC Open Permits as of December 15, 2022
8. **General Manager's Report** – Vandalism has been down, restrooms closed so there is less to be vandalized. Gates are being broken regularly. Violations: 28 warning letters, 15 called, 11 resolved. Sheriff plans to do contracts in 2023.

Met with Kyle at Weyerhaeuser to discuss flooding, went over their new plan. They will not put in a bridge, but will trench out the road and make it more natural (stream), will wait till our bridge is in.

Embezzlement hearing was scheduled for Dec 1, not sure whether it happened. Things are proceeding.

Capital projects list for 2023 is being presented at today's meeting.

We have had one snow event, preparing for another one next week.

Staffing – folks have been out sick, which has slowed some things down. Purchased skid steer. Found large leak on Ridge Lane, repaired quickly using a rented vac truck. (project was completed in 2 hours vs a week if it were done by hand).

Collections – great job, ACC going well. We are at maximum capacity for overseeing new builds. Legal is drafting policy on how many new builds can be going on at once.

Executive Session – *Motion by WW with second by CG to adjourn to Executive Session with RP, MW and JS as guests. Motion carries.*

Reconvene General Session at 9:41 am

Clearwood Community Association
Regular Meeting of the Board of Directors
December 17, 2022 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

9. **Owner's Representative Report** – Well 5 – they are behind, problems have been resolved, but snow may cause disruption this week. Project 1A is on hold, will go out to bid when 2A goes out (January). Weyerhaeuser is now actively involved.
10. **MW left the meeting at 9:57 am**
11. **Accounting Manager's Report** – December is a quiet month, only thing to submit is financial reports and transfer resolution for December. In January she will be preparing everything for the auditors.
12. **Business**
 - a. Financial Reports – *Motion by TK with second by WW to accept the Unaudited Financial Report dated November 30, 2022, the November 2022 Reserve Reconciliation Report and to approve Transfer Resolution 2022 12 01. Motion carries.*
 - i. 2022 Unaudited Financial Report ~~October 31~~, dated November 30, 2022
 - ii. ~~October~~ November 2022 Reserve Reconciliation Report
 - iii. Transfer Resolution ~~22-11-01~~-22-12-01
 - iv. Discussion: currently at 90% collections, reserves are fully funded, collections rate has made Operations whole.
 - b. Primary banking administrator. *Motion by WW with second by PH to approve resolution 2022 12 02 designating JS as primary banking administrator. Motion carries.*
 - c. Update check signature authorities. The check signature authorities have been RH, AB, and SS. Nothing is changing so no action is required.
 - d. Contracts
 - i. Action Item – RP to sign the accounting manager's 2023 contract with Spidle Solutions, to be paid from Operations funds, as reviewed in Executive Session.
 - ii. *Motion by PH with second by WW to approve the agreement and authorize RP to sign the Owner's Representative contract with Mitch Waterman, to be paid from Reserves.*
 - iii. Discussion: Mitch is acting as our Owner's Representative, overseeing project management activities and mentoring Clearwood managers on how to do project management. He was originally hired to address the crisis that was resolved in 2020, and his role changed in 2021.
 - e. Employee Vacation Time cap increase to 300 hours from 200 hours
 - i. *Motion by WW with second by CG to increase employee vacation time cap from 200 to 300 hours. Motion carries.*
 - ii. Discussion: started during COVID when people couldn't travel, accrued more than 200 hours. There are 3 people that are currently over 300 hours. Can be reduced in 2024. This is not an increase in how much vacation time an employee will receive, it is how much they can carry over at the end of the year.
 - f. Well 5 change – *Motion by WW with second by RH that the Board approve the American Pump proposal not to exceed \$25,221.97 for additional Well 1&2 and 5&6 enhancements from Water Reserves. Motion carries.* Discussion – On Well 5 this is a safety measure that was required by Dept of Health, on Well 1 it relates to excess air in the lines.
 - g. Well 1 change is part of the Well 5 project.
 - h. Governing Documents – *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.* Recognition that the Changes

Clearwood Community Association
Regular Meeting of the Board of Directors
December 17, 2022 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

approved at the Annual General Meeting and Election have been transcribed into the governing documents. Action Item: post updated documents on the website.

- i. Capital Project List Approval for 2023. *Motion by WW with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*
 - i. *Motion by WW with second by RH to authorize \$248,200 out of Reserve funds for previously approved maintenance employees working on Reserve projects. Motion carries.*
- j. Approval for purchase of vacuum truck – *Motion by PH with second by RH to approve \$65,000 for the purchase of a Vacuum Truck, out of Operating funds. Motion carries.* Discussion: will save considerable time in doing water leak repairs (2 hours vs one week). Can also be used for other projects, such as setting fence posts, cleaning out culverts. This is a great price. The General Manager has full authority to expend Operating funds within her budget, as a courtesy is consulting the Board.

RP and JS left the meeting at 10:47 am.

- k. Report on Forming Teen Committee
 - i. *Motion by AB with second by PH to suspend the rule requiring a motion before discussion. Motion carries.*
 - ii. Develop plan for after Spring Break, start meeting in January. SS and RH have the lead.
 - l. Committee Reports
 - i. Elections Committee – WW reported they will be meeting in January for reevaluation of voting processes. No major changes anticipated.
 - ii. Member Activities Committee (MAC) – AB reported Santa Run and House Decorating finished, Polar Plunge on January 1, new schedule of events coming soon.
 - iii. Community Property Committee (CPC) – on hiatus
 - iv. Violations Committee – WW reported that planning is underway to do a couple of reviews, preferably in person. RP to check with fire dept for room availability.
 - v. ACC – Meeting schedule change: CG to pick up materials at 8:00 on Fridays, meet with RH and AB at 11:00 to do the site visits and post permits.
 - o. Communication to Residents – now using Zenfolio to upload Photos.
- 12. Member Open Forum** – Erika – just listening
- a. Gary – (1) budget question. RP explained that no new staff are involved, just taking funds directly from Reserves instead of paying from Operating and then transferring from Reserves to Operating. (2) winter closure of restrooms. RP explained that residents have been misusing the restrooms (drugs, used needles, etc.), causing danger for staff and community members.
 - b. Greg – Delay in posting Zoom recordings. AB explained this is at Zoom's end. It takes them time (up to a week) to make the recordings available.
 - c. *Motion by PH with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*
- 13. Adjourn** – *Motion to adjourn by PH with second by RH at 11:20 am. Motion carries.*

For Future Meetings –

2023 Board Meeting calendar (January or February)
Updating Community Plan
RV parking location in Clearwood

Clearwood Community Association
Regular Meeting of the Board of Directors
December 17, 2022 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

Next Regular Board Meeting:

January 28, 2023, at 9:00 am