

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**January 28, 2023 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 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)
  - b. **Absent:** Sabrina Soriero, (Director) (SS)
  - c. **Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS)
  - d. **Guests:** Gary LaGuire, Jackie Lambert; Erika Clough; Mariel Lindblad
4. **Introductions** –
5. **Approval of Agenda** – *Motion by PH with second by WW to approve the agenda for the January 28, 2023, meeting of the Board. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – Question regarding interest rate on monthly payment plans, see agenda item 11.b.
7. **Approval of Consent Agenda** – *Motion by WW with second by CG to approve the Consent Agenda for the January 28, 2023, Board Meeting. Motion carries.*
  - a. Minutes of December 17, 2022, Board Meeting
  - b. Minutes of December 12, 2022, Finance Committee Meeting
  - c. Minutes of December 12, 2022, Member Activities Committee Meeting
  - d. Minutes of October 28, 2022, Violations Committee Meeting
  - e. ACC Open Permits
  - f. To seat on the Finance Committee for 2023: Phillip Holzinger, Tim Kramer, Alexa Burns, Jeff Thomas, Jackie Lambert, and Walter White.
  - g. To seat on the Member Activities Committee for 2023: Janelle Jackson, Richard Houghton, Mariel Lindblad and Alexa Burns.
  - h. To seat on the Elections Committee for 2023: Carol Anderson, Linda Doucette, Mariel Lindblad, Walter White, and Alexa Burns.
  - i. To seat on the Violations Committee for 2023: Carol Anderson, Linda Doucette, Mariel Lindblad, Deborah Baker, Walter White, and Christian Gates.
8. **General Manager's Report** – Will be posted on the website.
9. **Owner's Representative Report** – Has been posted on the website.
10. **Accounting Manager's Report** – Has been posted on the website.
11. **Business**
  - a. Engagement letter for 2022 Audit – *Motion by PH with second by RH to authorize RH to sign the engagement letter for DNM Associates to conduct the 2022 audit. Motion carries.* Discussion: While changing auditors every few years is considered a best practice; this firm is very good (not afraid to ask the hard questions). Furthermore, the first year with a new auditor is more expensive as they get up to speed. Look at changing auditors every five years.
  - b. Interest rate for monthly payment plans – *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.* Discussion: Board members concur with leaving the rate at 0% for 2023. *Motion by AB with second by TK to reinstate the rule requiring a motion before discussion. Motion*

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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*carries. Motion by WW with second by PH for the Board to waive interest charges on promissory notes for 2023 assessments. Motion carries.*

- c. Reinvesting CD's that are coming due in February and March – *Motion by PH with second by TK to reinvest the CDs coming due in February and March for another year. Motion carries.* Discussion: there are sufficient funds available to cover capital projects for this year. Rolling these CD's over for another year maximizes interest earned.
- d. Emergency Capital Request for 2023 - *Motion by WW with second by PH to approve the 2023 Emergency capital funding request for the GM to use Reserve funds for emergency situations. Motion carries.* Discussion: Requires pre-approval from two directors. A maximum of \$10,000 can be used. The expenditure, and any additional related expenses, must still be presented for approval at next board meeting.
- e. Draft Pool Rules – *Motion by RH with second by PH to table so that Board members can give Racheal feedback and they can be finalized at the February meeting. Motion carries.* Discussion: some rules are negotiable, some are not (Health Dept Requirements). Board members had questions, brought up possible issues with implementation.
- f. Approval for Contractor to start work on bridge at 4:00-5:00 am – *Motion by WW with second by PH to approve the contractor for the bridge project to be able to work starting at 4:00 am. Motion carries.* Discussion: This will reduce the inconvenience to traffic and will mean the workers are not working in the heat of the day. This should speed up the completion of the project.
- g. Clarification on motion from June 2021 regarding using the same contractor Weyerhaeuser is using for engineering and design of Blue Hills Drive Project. *Motion by WW with second by TK to correct the Minutes from the June 26, 2021, Board meeting that we are using the same contractor as Weyerhaeuser and are not sending the contract out to bid. Motion carries.*
- h. 2023 Board Meeting Schedule – *Motion by AB with second by TK to approve the 2023 Board Meeting Schedule. Motion carries.*
- i. Distribution of Materials for Board Meetings. *Motion by WW with second by RH to suspend the rule requiring a motion before discussion Motion carries.* Discussion: How to make it easier for Board members to go through the voluminous materials they receive before a Board meeting. Looking for ideas to break up the packet somehow. Will be trying some things and coming to a decision later.

**10:22 – Break. Reconvene at 10:33 am**

- j. Photo Contest – this item was overlooked.
- k. Committee Reports
  - i. Elections Committee – WW – Some members have been seated, no plans to meet yet, as things went well and there is no need to debrief.
  - ii. Member Activities Committee (MAC) – AB – Valentine's coloring contest underway, St. Patrick's Day and Easter coming up. Most of the events schedule is posted now. There are a couple of events that require some further planning and scheduling.
  - iii. Community Property Committee (CPC) – on Hiatus
  - iv. Violations Committee – WW - Will have some violations issues for the February Board Meeting.

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- v. ACC – There are currently 110 open permits. Christian Gates is joining the committee. Starting in February, permits will be issued on Friday rather than Wednesday. This will give Maintenance more time to evaluate the requests.
- o. Communication to Residents – RH and AB will be scheduling a new member orientation soon. We should communicate about volunteer opportunities. People appreciated the summary of Violations activities. Could that be made available monthly? Let people know there will be disruptions due to construction this summer.

**12. Member Open Forum –**

- a. **GaryL.:** thanks to Jackie and AB for their hard work.
  - i. **Pool:** where did the \$4 fee for guests come from? Could the Office issue 2 free guest passes? **RP:** rules came from CAI recommendations and looking at other HOA pool rules. The purpose of the fee is to better control usage by guests so that members have access.
  - ii. **Water quality:** something corrosive is getting into appliances. **RP:** our water is acceptable according to the regular testing that is done.
  - iii. **Interest rates:** if there is no interest charge, is there any benefit to paying in full at the beginning of the year? **RH:** No. It will cost the same.
  - iv. **4:00 am Start Time:** would the early start be discontinued if there were noise complaints? **RP:** No. Everyone is going to be inconvenienced by the construction. The project will not take as long if the crew can start early.
- b. **Erika:**
  - i. **pool rules:** some people like lounging around the pool during the lap session. **WW:** the intention of that rule is to curtail kids running around and causing disruptions. They can allow flexibility without disruption.
  - ii. **Power flickering:** – **RP** and **RH:** the HOA is not able to help. Keep after PSE and contact Public Utilities Commission.
- c. **Mariel** – question about where the bridge is going to be. **RH:** we are replacing the culvert by the back gate with a bridge. This relates to the changes Weyerhaeuser is making, which will make our current culvert system inadequate.

**13. Executive Session** – *Motion by RH with second by WW to adjourn to Executive Session at 11:09 for personnel and legal issues with RP as guest. Motion carries.*

**14. Reconvene General Session – 11:42 am**

- a. Action Item – send a legal cease and desist letter to Terry Jonason.
- 15. **Adjourn** – *Motion to adjourn by RH with second by PH. Motion carries. Meeting adjourned at 11:43 am.*

**For Future Meetings –**

Updating Community Plan  
Newsletter to go out with water bill  
RV parking location in Clearwood

**Next Regular Board Meeting:**

February 25, 2023, at 9:00 am