

Clearwood Community Association
Regular Meeting of the Board of Directors
February 25, 2023 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

1. **Meeting Called to Order – 9:00 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:** Walter White, Vice President (WW)(Presiding in the Absence of the President); Alexa Burns (Secretary) (AB), Tim Kramer (Treasurer) (TK); Phillip Holzinger (Director) (PH); Christian Gates (Director) (CG);
Absent: Richard Houghton, (President) (RH); Sabrina Soriero, (Director) (SS)
 - b. **Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS)
 - c. **Guests:** Ron Lassen, Gary LaGuire, Jackie Lambert
4. **Introductions**
5. **Approval of Agenda** – *Motion by WW with second by PH to approve the agenda for the January 28, 2023, meeting of the Board. Motion passes.*
6. **Member Questions and Comments on Agenda Items** – Ron Lassen re Violations Issue: scheduled for March meeting.
7. **Approval of Consent Agenda** – *Motion by WW with second by CG to approve the Consent Agenda for the January 28, 2023, Board Meeting without the ACC Open Permits report. Motion passes.*
 - a. Minutes of January 28, 2023, Board Meeting
 - b. Minutes of January 23, 2023, Finance Committee Meeting
 - c. Minutes of January 9, 2023, Member Activities Committee Meeting
 - d. Minutes of January 23, 2023, Member Activities Committee Meeting
 - e. Minutes of January 27, 2023, Violations Committee Meeting
 - f. Decisions of February 11, 2023, Violations Review Panel
 - ~~g. ACC Open Permits~~
 - h. Recommendation to the Board that Jeremy Sendall be seated on the Finance Committee for 2023
 - i. Recommendation to the Board that Jeremy Sendall be seated on the Member Activities Committee for 2023
8. **General Manager's Report** – RP:
 - a. Vandalism has been low, except for litter all along the roads and gate damage.
 - b. Violations: 38 warnings, 9 calls to talk before a violation is issued, 10 RV fines, 11 for working without an ACC permit, 8 for unsightly lot, 8 for mossy roof, 2 for no garbage service, 1 for dumping on community property, 2 for not covering up perk holes.
 - c. RH and RP meeting with companies that offer pool pass software. Plan to make selection in March and get info out to the community asap.
 - d. Status of assessment income: 433 promissory notes signed, 132 signed up for ACH payments, 614 paid in full, 176 have made no arrangements and will be going into the collections process.
 - e. Well 5 went online for test on February 10, made some adjustments, communication and power line through same conduit, causing issues. Running new conduit. New generator getting set up as soon as part arrives. Meeting NWW onsite this week, to go over the whole Well 5 system.

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- f. Bid walk for Roads and Water process this Thursday.
- g. In-house Projects: Have been working on Horseshoe Lake Trail, going well. Began Blue Lake docks and Blue Lake Inlet bridge projects. Excavator broke down, will be submitting capital project request.
- h. Extra duty Sheriff's patrols have begun. 2 arrests, 6 traffic stops on first shift. Deputy received reports of people sleeping in parks, will be walking down there. Need additional Sheriff funding to get 2 patrols a week.
- 9. **Owner's Representative Report** – Not present. His information is included in the GM report.
- 10. **Accounting Manager's Report** – JS: Will send printed report.
- 11. **Business**
 - a. Financial Reports – *Motion by WW with second by TK to accept the Unaudited Financial Report dated December 31, 2022, the December 2022 Reserve Reconciliation Report and to approve Transfer Resolution 2023 02 01. Motion passes.*
 - i. 2022 Unaudited Financial Report dated December 31, 2022
 - ii. December 2022 Reserve Reconciliation Report
 - iii. Transfer Resolution 23-02-01
 - iv. Discussion: JS summarized reports. These are end-of-year reports, with virtually all bills in and paid.
 - b. Increase Budget for Patrols – *Motion by WW with second by CG to suspend the rule requiring a motion before discussion. Motion passes. Discussion: \$10,000 was budgeted, not used last year due to staffing in Sheriff's office. This will fund 1 patrol/week. RP recommends increase to 2 patrols/week, with possible additional increase later in the year. Motion by WW with second by TK to reinstate the rule requiring a motion before discussion. Motion passes. Motion by WW with second by PH to approve an increase to the 2023 budget for Sheriff's Patrols by \$10,000, from excess Operating funds.*
 - c. Capital Project for Repair – *Motion by WW with second by CG to authorize the GM to expend not to exceed \$4076.60 for repair of the excavator, from General Reserves. Motion passes. Discussion: estimate 14 hours of work to replace the main swivel seal and several smaller seals, actual cost will be reported next month.*
 - d. Pool rules for 2023 – *Motion by WW with second by PH to approve the pool schedule and rules for 2023. Discussion: Members must register and get a pool pass in advance. How many free pool guest passes (2 per week). Members can use app to purchase additional guest passes (\$4 per pass, maximum 6 per day). All information to be sent out with April water bill.*
 - i. *Motion by AB with second by PH to amend the motion to add two free guest passes per week, which can be used cumulatively, with a limit of six guests per day, and a cost of \$4 per additional guest pass. Amendment passes*
 - ii. *Main Motion: to approve the pool schedule and rules for 2023 adding two free guest passes per week, which can be used cumulatively, with a limit of six guests per day, and a cost of \$4 per additional guest pass. Main motion passes.*
 - e. Who should have keys to office – *Motion by WW with second by AB to suspend the rule requiring a motion before discussion. Motion passes.*
 - i. Board members no longer need keys. There is a checkout system for occasional use. Would be appropriate to collect any outstanding keys.

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- f. Automation enhancements for more efficiency with committees and Board – Secretary used Sharepoint, which was helpful. Will keep looking for other ways to simplify.
- g. Board Training Date for next November – This is mandatory Board training for all members. Schedule well in advance so people can make sure to be available. Suggested: the Saturday one week after the Annual General Meeting and Election. Tentative: November 11 in 2023 (9:00 am). RP will contact trainers to see if it will work for them.

Break at 10:51. Reconvened 11:04

- h. Committee Reports
 - i. Elections Committee – nothing happening
 - ii. Member Activities Committee (MAC) – next activity, St Patrick’s Day Treasure Hunt
 - iii. Community Property Committee (CPC) – there is a \$500 budget, WW and PH (and his wife) and any other volunteers will use some of it to fertilize the rhododendrons
 - iv. Violations Committee – looking at automation, would like to see earth day and clean-up day.
 - v. ACC – Changed day permits are issued to Friday.
 - i. Communication to Residents –Content of Newsletter. Brainstorming additional topics.
- 12. Member Open Forum** – Gary L had several questions:
- a. Embezzlement update. RP: charges filed, trial date set and then cancelled, out of CCA’s hands.
 - b. New wage transparency law does not apply to CCA due to having less than the minimum number of employees.
 - c. Sheriff’s Patrols: does crime rate justify it; RP: it was private security that was too costly to justify.
 - d. Use gate cards at pool? RP: can’t use due to differences in systems.
 - e. Could he get a copy of the Unaudited expense report: available online.
 - f. eNewsletter: could it be done monthly and supplemented with special editions.
 - g. Can the overage this year offset future assessments? The association was not over-budgeted, there were changes, including a greater than anticipated collection of assessments (96% collection rate compared to projection of 90%). No promises can be made at this time. Finance Committee will be looking at where the funds can best be applied.

Motion by WW with second by PH to Reinstate the rule requiring a motion before discussion. Motion passes.

- 13. Executive Session** – *Motion by WW with second by CG to adjourn to Executive Session with RP as guest at 11:39 am. Motion passes.*

14. Reconvene General Session at 12:03 pm

- a. *Motion by WW with second by AB to uphold the fine against Division 7, Lot 58. Motion passes.*

- 15. Adjourn** – *Meeting adjourned at 12:04 pm*

For Future Meetings –

Updating Community Plan
RV parking location in Clearwood
Ron Lassen – Violations Issue

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Next Regular Board Meeting:

March 25, 2023, at 9:00 am