

Clearwood Community Association
Regular Meeting of the Board of Directors
March 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:** Richard Houghton, (President) (RH); Walter White, Vice President (WW); Alexa Burns (Secretary) (AB), Phillip Holzinger (Director) (PH); Christian Gates (Director) (CG)
 - b. **Directors Absent:** Tim Kramer (Treasurer) (TK); Sabrina Soriero, (Director) (SS)
 - c. **Staff:** Racheal Paige, General Manager (RP); Mitch Waterman, Owner's Representative (MW)
 - d. **Guests:** Gary LaGuire
4. **Introductions**
5. **Approval of Agenda** – *Motion by CG with second by RH to approve the agenda, with the addition of agenda Item Roads Project under 16.e. for the March 25, 2023, meeting of the Board. Motion carries.*
6. **Member Questions and Comments on Agenda Items** –
7. **Approval of Consent Agenda** – *Motion by WW with second by RH to approve the Consent Agenda for the March 25, 2023, Board Meeting.*
 - a. Minutes of February 25, 2023, Board Meeting
 - b. Minutes of February 20, 2023, Finance Committee Meeting
 - c. Minutes of February 13, 2023, Member Activities Committee Meeting
 - d. Minutes of February 27, 2023, Member Activities Committee Meeting
 - e. Minutes of February 24, 2023, Violations Committee Meeting
 - f. ACC Open Permits
8. **General Manager's Report** – Racheal Paige reported:
 - a. Vandalism: considerable damage at Reichel Beach, sideboards at pool ripped off, 2 truckloads of furniture, garbage and debris dumped by Blue Water bathrooms, Madrona Beach covered in graffiti and several light posts broken;
 - b. Violations: 8 fines for unsightly lots, 5 for no garbage service, 7 for garbage cans not stored properly 6 for RV's and boats not properly stored, 5 for mossy roofs, 2 for vehicles disabled or in disrepair, 4 for parking on community property, 1 for vandalism, plus 32 warnings.
 - c. Year to Date: 32 homes have sold.
 - d. Collections: 132 members on ACH, 447 on promissory notes, 664 who have paid in full working with 112 to bring them into compliance. Finished February at 60% collections.
 - e. Pool pass software has been selected. We will be using AccessGranted.
 - f. In-house capital projects are going well. Completed the work on 2 Blue Lake docks, starting work on 3 more docks.
 - g. 2023 Board Training has been scheduled for November 11, one week after the annual meeting and election in the fall.
 - h. Have received 3 bids for Roads and Water project, will discuss more later in the meeting.
 - i. Well 5/6 is currently offline for troubleshooting.
 - j. The excavator was repaired for under budget, \$2600.

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9. **Owner's Representative Report** – MW – Bids have been received for the 2023 Roads Project 2A, the Low bid is \$1,837,700.
10. **Accounting Manager's Report** – JS not present.
11. **Executive Session** – *Motion by CG with second by PH to adjourn to Executive Session, for legal and personnel issues with guests Racheal Paige and Mitch Waterman, at 9:17 am. Motion carries.*
12. **Reconvene Regular Session** at 9:37 am
13. **Business**
 - a. Park closure hours – *Motion by WW with second by RH to approve a change in the park closure hours from 10:00 pm to dusk and change all the signs. Motion carries.* Discussion: Sheriff's Department is recommending changing park hours to dusk or dark.
 - b. Replace Valves – *Motion by PH with second by WW to approve the valve work to be done from Reserves in an amount to exceed \$31,331.10. Motion carries.*
 - c. Change Order for Well 5 and 6 – *Motion by WW with second by RH to approve the Change Order for Well 5 and 6 in an amount not to exceed \$62,585, from Reserves. Motion carries.* Discussion: according to the contract, if we could not use existing materials for everything, we would pay for the additional materials.
 - d. Quote for Meters – *Motion to approve an amount not to exceed \$137,808.04 to purchase 600 meters, from Reserves. Motion carries.* Discussion: it's cheaper to have our in-house Reserves workers do this now.
 - i. Roads and Water Bids, 1B, 2B, including 1A and 2A. *Motion by PH with second by RH to suspend the rule requiring a motion before discussion. Motion carries.* We have 3 qualified bids, have time to do the work, would like permission to go forward with the low bid, with a start date of May 1. Would like authorization to proceed. *Motion by PH with second by RH to reinstate the rule requiring a motion before discussion. Motion carries. Motion by CG with second by RH to authorize the GM sign the contract for \$1,837,700 from Reserves to proceed. Motion carries.*
 - e. Final Pool Rules - *Motion by WW to suspend requiring a motion before discussion. Motion carries.* Discussion regarding pool rules. They were adopted at the last meeting and no changes needed. *Motion by WW with second by PH to reinstate the rule requiring a motion before discussion. Motion carries.*
 - f. Financial Reports –
 - i. January Financial Reports – *Motion by WW with second by PH to accept the 2023 01 Unaudited Financial Report and the 2023 01 Reserve Reconciliation Report and Ratify the 2023 03 01 Transfer Resolution. Motion carries.*
 1. 2023 01 Unaudited Financial Report as of January 31, 2023
 2. 2023 01 Reserve Reconciliation
 3. 2023 03 01 Transfer Resolution Ratification
 - ii. February Financial Reports - *Motion by WW with second by PH to accept the 2023 0228 Unaudited Financial Report and the 2023 0228 Reserve Reconciliation Report and Ratify Transfer Resolution 2023 03 02 and Approve Transfer Resolution 2023 03 03. Motion carries.*
 1. 2023 0228 Unaudited Financial Report as of February 28, 2023
 2. 2023 0228 Reserve Reconciliation

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3. 2023 03 02 Transfer Resolution Ratification
 4. 2023 03 03 Transfer Resolution
 - a. Committee Reports –
 - i. Elections Committee – WW: no report
 - i. Member Activities Committee (MAC) – AB: Easter Egg Hunt and Fishing Derby (move to Sunday)
 - ii. Community Property Committee (CPC) – WW: Getting fertilizer for rhododendrons.
 - iii. Violations Committee – WW: community decisions
 - iv. ACC – have been issuing 5 to 7 permits each week,
 - i. Communication to Residents – pool pass instructions will go out with April water bill.
- 12. Member Open Forum –**
- a. Gary L – With the change in park closure hours to dusk, what is the penalty? What about winter when it gets dark right after dinner? RH – it's okay to take walks after dark. The concerns relate to vandalism and other problem behaviors.
 - b. Gary L – with the Sheriff ticketing for speeding is that helping the Clearwood budget? RP – the fine is paid to the county, not the community.
 - c. Gary L – What is the difference in costs to have a project completed in-house rather than contracted out? RP – it's cheaper for our guys to do it.
 - d. Gary L – Can the financial reports be read at the Board meeting? RP – they are reviewed and discussed in depth at the Finance Committee meeting and posted on the website.
- 13. Adjourn** – Motion to adjourn by PH with second by RH at 10:15 am. Motion carries. Meeting adjourned at 10:15 am.

For Future Meetings –

Updating Community Plan
RV parking location in Clearwood

Next Regular Board Meeting:

April 22, 2023, at 9:00 am