

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**April 22, 2023 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), Phillip Holzinger (Director) (PH); Christian Gates (Director) (CG); Sabrina Soriero, (Director) (SS)  
**Directors Absent:** Tim Kramer (Treasurer) (TK)  
**Quorum Confirmed**
  - b. **Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner's Representative (MW)
  - c. **Guests:** Kristie Stahlman, Gregory Marshall, Mariel Lindblad; Kelly Cunningham; iPhone
4. **Introductions**
5. **Approval of Agenda** – *Motion by PH with second by WW to approve the agenda for the April 22, 2023, Board Meeting, with the addition of item 11.h. to discuss fines for not following pool rules. Motion carries.*
6. **Member Questions and Comments on Agenda Items – none**
7. **Approval of Consent Agenda** – *Motion by AB with second by CG to approve the Consent Agenda for the April 22, 2023, Board Meeting, deleting item 7.f., ACC Open Permits. Motion carries.*
  - a. Minutes of March 25, 2023, Regular Board Meeting
  - b. Minutes of April 12, 2023, Special Board Meeting
  - c. Minutes of March 20, 2023, Finance Committee Meeting
  - d. Minutes of March 13, 2023, Member Activities Committee Meeting
  - e. Minutes of March 10, 2023, Violations Committee Meeting
  - f. ~~ACC Open Permits~~
8. **General Manager's Report** – RP: (additional details on Zoom recording)
  - a. staffing changes: open position in Maintenance and accepting applications for pool staff
  - b. No update around embezzlement, new prosecutor assigned
  - c. Sheriff patrols going well.
  - d. 41 homes sold, 91 registered renters
  - e. Dock repairs. One dock cannot be replaced, will place benches instead.
  - f. Processing pool passes, 557 processed so far.
  - g. 66% collections rate.
  - h. Working on contract for Roads and Water project
  - i. Began valve work, power line over water lines, unclear how much impact on water supply.
  - j. Well 5 getting close to completion.
  - k. RP will be out the first week in May.
  - l. Vandalism (additional details on Zoom recording)
  - m. Violations: 3 for no ACC permit, 5 for no garbage service, 8 for unsightly lot, 5 for mossy roofs, 3 for disabled vehicles, 4 trailers/boats here after November 1, 3 for parking on community property, plus 32 warnings sent out.

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9. **Owner's Representative Report** – MW: Full report posted on the website. MW – on the roads project, the bridge on Blue Hills Drive has been deleted due to cost. Contract with Raglan's will be signed this week. Construction manager staffing - no answers from MTC yet, will need special board meeting or board poll to approve. Has made requests for warranty work on pickleball court and pool.
10. **Accounting Manager's Report** – JS: Full report posted on the website. 66% collection YTD, on track to 90% collections, insurance up for renewal, waiting for numbers, budgeted 12% increase. Payroll, 2 employees let go, making sure with to stay within budget with new hires. 42% of members are on payment plans, office staff checking to be sure they are current. Reserves being used on in-house projects are tracking to budget. Auditors have received all requested materials.
11. **Business**
  - a. Financial Reports –
    - i. March Financial Reports – *Motion by WW with second by PH to accept the Unaudited Financial Report as of March 31, 2023 and Reserve Reconciliation 2023 03, and to approve 2023 04 01 Transfer Resolution Ratification. Motion carries.*
      1. 2023 03 Unaudited Financial Report as of March 31, 2023
      2. 2023 03 Reserve Reconciliation
      3. 2023 04 01 Transfer Resolution Ratification*Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
    - b. 10-year Reserves Plan – JS: shows all assets owned by the association and when they need to be repaired/replaced. Will be reviewed for possible adjustments.
    - c. Draft calendar for the budgeting process – JS: starting in May with budget assumptions. Other benchmarks are Finance Committee recommendations, and the Town Hall for community input.
    - d. Updating Community Plan – RH: most projects have been completed. Schedule meeting to set priorities for the next few years. MW and JS will facilitate, starting with survey. (Action Item)  
JS left the meeting at 10:05 am
    - e. CPC – Expenditure for Rhododendrons. RP – usually procedure would use committee meeting Minutes, but CPC is currently on hiatus. Consider reactivating CPC committee. There is no water available for rhododendrons at Windy Beach. RP to work with CPC liaison (PH) on using CPC budgeted funds.
    - f. Committee Reports
      - i. Elections Committee – WW: should meet soon to follow process for appointing subcommittees.
      - ii. Member Activities Committee (MAC) – RH: Fishing Derby tomorrow, drawing for 5 fishing poles for youth; May is Clean-up month (Habitat and garage sale), Photo contest in June.
      - iii. Community Property Committee (CPC) – on hiatus
      - iv. Violations Committee – WW: focus on mossy roofs
      - v. ACC – AB: need to verify completion of work and remove old permits.
    - g. Communication to Residents – AB to meet with RP to develop a backup plan for community-wide emails and moderating Zoom meetings.
    - h. Pool Rules – set a fine for failure to comply with pool passes, pool rules. \$100 fine for not following staff directives.

**Break at 10:45, reconvene at 10:55 am**

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*Motion by AB with second by PH to reinstate the rule requiring a motion before discussion. Motion carries.*

*Motion by WW with second by CG to authorize the General Manager to work with the CPC liaison on using CPC budgeted funds. Motion carries.*

*Motion by CG with second by PH to create a new fine of \$100 for not following CCA staff directives. Motion carries. Action Item: include in fine structure.*

**12. Member Open Forum –**

a. Gregory Marshall –

Why do we need consultants? PH: Board makes all decisions, use consultants as needed.

When are we going to start meeting one on one instead of via Zoom? PH: we do not have space available to meet in person; RH: it's hard to show documents in person.

WW: the meetings are recorded for those who can't attend. RP: the members voted to approve the use of Zoom for meetings.

Kelly Cunningham – she is happy to volunteer with the plantings.

**13. Executive Session –** *Motion by CG with second by WW to adjourn to Executive Session for legal and personnel issues at 11:11 am with guest Racheal Paige. Motion carries.*

**14. Reconvene Regular Session** 11:49 am

**15. Adjourn –** *Motion to adjourn by PH with second by RH. Motion carries.* Meeting is adjourned at 11:49 am.

**Action Items:**

1. MW and JS prepare survey in preparation for updating the community plan.
2. AB and RP meet regarding back-up plan for community-wide emails and moderating Zoom meetings.
3. AB to add newly approved fine to the website.

**For Future Meetings –**

RV parking location in Clearwood

**Next Regular Board Meeting:**

May 20, 2023, at 9:00 am