

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**May 20, 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** – We are being video- and audio-recorded on Zoom. The agenda for this meeting is on the website. If a Board Members wishes to speak, raise your digital hand so we can avoid talking over one another. Non-board members will be given two opportunities to speak: under Item 6 “Member Questions and Comments” and Item 12 “Member Open Forum”.
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)  
**Absent:** Sabrina Soriero, (Director) (SS); Tim Kramer (Treasurer) (TK)  
**Quorum:** Established
  - b. **Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
  - c. **Guests:** Aaron Haynes, (on behalf of Richard Davis, CCA Attorney); Jackie Lambert; Ron Lassen; Galen Ward; Xavior; iphoneyinger; Gary LaGuire
4. **Introductions**
5. **Approval of Agenda** – *Motion by PH with second by WW to approve the agenda for the May 20, 2023 Board of Directors Meeting. Motion carries.*  
*Motion by PH with second by RH to amend the agenda, moving Item 11 to Item 8. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – members polled, no questions at this time.
7. **Approval of Consent Agenda** – *Motion by WW with second by CG to approve the Consent Agenda for May 20, 2023. Motion carries.*
  - a. Minutes of April 22, 2023, Regular Board Meeting
  - b. Minutes of April 17, 2023, Finance Committee Meeting
  - c. Minutes of May 1, 2023, Finance Committee Meeting
  - d. Minutes of March 27, 2023, Member Activities Committee Meeting
  - e. Minutes of April 10, 2023, Member Activities Committee Meeting
  - f. Minutes of April 14, 2023, Violations Committee Meeting
8. **General Manager’s Report** – RP
  - a. One new hire in Maintenance – Ken. Pool staff has been hired, holding training May 21.
  - b. No significant update about embezzlement. We have been through 4 prosecutors and have now been assigned a 5<sup>th</sup> prosecutor.
  - c. Sheriff patrols going really well, with speed enforcement at the gates, park and beach patrols. “Closed at Dusk” signs have been posted at parks; receiving feedback from members that they appreciate the sheriff patrols. Exploring a split shift so the sheriff can be on site during commuting times, when people have been passing school buses and speeding, endangering children.
  - d. 66 houses sold this year, 97 registered renters.
  - e. 3 docks at Blue Lake have been completed, benches and cleanup finished.
  - f. 1149 Pool passes have been processed for 249 accounts. 30 free passes have been front loaded to every member account.
  - g. Ended April at 70% collections. This is similar to last year.
  - h. Rognlins contract has been signed for the Roads/Water Project. Work is set to start May 22.

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- i. Insurance is coming in higher than budgeted, RP and JS meeting with the broker to get a better understanding of why.
  - j. Budget assumptions development for 2024 has begun. This is the first step in the budget process.
  - k. Valve work at Blue Hills and Blue Water Drive was completed. Have repaired 3 water leaks, one on E Clear Lake Blvd and 2 on Ridge Lane.
  - l. Well 5 site is online, samples submitted to the lab for review then will be submitted to Northwest Water. When they are satisfied, will submit final letter to Department of Health.
  - m. Office has been repainted, rebuilding the deck is scheduled for next Friday-Sunday.
  - n. Pool being readied for opening, pressure washing etc.
  - o. Bids have been requested on HiLo Park repairs. Going to be asking the company doing our roads to submit a bid, as that is probably the most practical approach. We are confirmed for court June 16 to finish the Basin Court foreclosure. A truck was dumped into the lake. Delay in removing it related to the fact it would cost CCA \$4000 and \$5000 to remove. Since we were able to verify it was stolen, law enforcement removed it at no cost to us. House on Rampart - foreclosure finished, and the house has been turned over to the VA. 3 Houses have their water disconnected, and no contact with the owners.
  - p. Violations: 3 for no garbage service, 3 for unsightly lot, 1 for mossy roof, 4 for vehicles disabled or in disrepair, 1 for working without an ACC permit, 4 for parking on community property, 43 warnings sent out, and staff talked with 8 members about specific potential violations.
  - q. Vandalism: graffiti in multiple locations, restrooms vandalized at least weekly (slightly less than in April) Major incidents: glass in men's room door at pool shattered; Madrona restroom toilet lids all taken off and smashed and toilets were clogged, Sunset cabana graffiti; major roadside pickup after the garage sale (4 staff one full day); 2 full truckloads taken from the corner of Echowood and Blue Hills Drive; ongoing roadside pickup.
9. **Owner's Representative Report** – MW  
Roads/Water project: Contracts are signed with Rognlins to do the construction and MTC to act as project manager. Work starts Monday.  
Warranty claim on pickleball court. Non-adherence of base to topcoat.  
Repairs to pool have been done.
10. **Accounting Manager's Report** – JS  
Full report will be published on the website. <http://www.clearwood-yelm.com/financial-reports/>  
70% collections YTD (same as last year).  
Under budget for April due to staffing changes.  
Budget for 2024 - budget assumptions and strategic planning are underway.  
Reserve study – we have a 3-year contract with Cedcor.  
We should have the 990 (non-profit status) application by next week.  
Capital Planning - working with RP and Maintenance to see status of scheduled projects, meet with WW and RH to rank them. Looks like we can fund all assets on reserve study.
11. **Executive Session** – *Motion to adjourn to executive session at 9:07 am, for legal and personnel issues, with guests Ron Lassen and Aaron Haynes. Motion carries. Aaron left at 9:24 am, Racheal 9nvited to enter at 9:24 am.*
12. **Reconvene General Session** – 9:41 am

## MINUTES

### Motions resulting from Executive Session

*Motion by WW with second by RH to initiate foreclosure on 16/54; 6/410; 1/26; 13/18; 6/417; 6/402. Motion carries.*

### 13. Business

- a. Financial Reports – *Motion by WW with second by RH to accept the Unaudited Financial Report as of April 30, 2023, the 2023 04 Reserve Reconciliation and to approve Transfer Resolution 2023 05 01. Motion carries.* Full details are presented to the finance committee at 3rd meeting of the month and the reports are published on the website.
  - i. April Financial Reports
    - 1. 2023 04 Unaudited Financial Report as of April 30, 2023
    - 2. 2023 04 Reserve Reconciliation
    - 3. 2023 05 01 Transfer Resolution Ratification*Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
- b. Reserve Study Proposals – Have 3-year contract with Cedcor, and they do a good job. We have received a bid from Association Reserves, who had done our Reserve Studies in the past. Will put out for bid after 3<sup>rd</sup> year.  
*Motion by WW with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*
- c. Add Horseshoe Wooden Dock and HiLo, Rampart, and Woodside Restrooms refurbishment to in-house reserve projects list. *Motion by WW with second by RH to add the Horseshoe Wooden Dock and the HiLo, Rampart and Woodside Restrooms to the list of in-house projects to be funded from approved Capital Projects reserve funds. Motion carries.*
- d. John Deere Replacement – proposal not yet received. Table to next month.  
*Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
- e. Updating Community Plan – MW and JS have each submitted a proposal for their role in the strategic planning process. MW proposal is \$2160, JS proposal is \$1800 for the financial piece. Need to have the plan by the end of July. MW will work out who will be the central contact for scheduling a total of 3 sessions.  
*Motion by CG with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*
- f. Ratify Board Poll – *Motion by RH with second by WW to ratify Board Poll 2023 0508 authorizing the General Manager to sign the contract with MTC Construction for construction management for the Roads Project, with funding from Reserves. Motion carries.* Discussion: the contract was not available in time to approve it at the last Board meeting. Each Board member had to approve the Board poll, and then it had to be ratified at the next Board meeting.  
*Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries*
- g. Vandalism – Discussion of possible options for addressing the issue. Consensus to focus from the prevention side (e.g., things to keep the teens occupied). Advertise availability of \$1000 reward for helping identify offenders.
- h. Committee Reports

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- i. Elections Committee – WW: Meeting is being scheduled to assign chair and secretary. Carol Anderson is moving and will no longer be available to chair this committee or the Violations Committee.
- ii. Member Activities Committee (MAC) – RH: Successful fishing derby, photo contest in June. July – pool party. Shed in Boat Yard will be used for ACC storage. Roof needs repair, which is being handled.
- iii. Community Property Committee (CPC) – PH: on hiatus, planning on planting Rhodies May 28 at 10:00, Looking for someone to lead committee. Malinda Poirier mentioned as possibly interested.
- iv. Violations Committee – WW: Tall grass is focus for May.
- v. ACC – CG: 14 permits issued last Friday, need more discussion on following up on completed/expired permits.
- i. Communication to Residents – looking into enhanced (paid) levels of service on Canva/Mailchimp. RP says Operating Funds can be made available, would need to be budgeted for future years.

**12. Member Open Forum –**

Jackie: no comments.

Gary:

Road construction, what is alternate route? RH: Those living off Blue Water should not need an alternate route, unless going to the other end of community.

Why pay a facilitator to help with Strategic Planning? JS: It's best practice to have an objective outsider lead the process.

When will water meters be replaced? RP: concurrent with roads/water project.

Can people be given a break on HOA dues as a reward for reporting vandalism? RP: that is not possible under the covenants. As they are written, everyone must pay the same.

Good idea to invest in stainless toilets.

- 13. Adjourn** – Motion by RH with second by CG to adjourn at 11:00 am. Motion carries.  
*Meeting adjourned at 11:00 am.*

**For Future Meetings –**

RV parking location in Clearwood

**Next Regular Board Meeting:**

June 24, 2023, at 9:00 am