

Clearwood Community Association
Regular Meeting of the Board of Directors
June 24, 2023 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

AGENDA

1. **Meeting Called to Order – 9:02 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 Member 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**
 - Directors Present:** Richard Houghton, President (RH); Walter White, Vice President (WW); Alexa Burns (Secretary) (AB), Tim Kramer (Treasurer) (TK); Phillip Holzinger (Director) (PH); Sabrina Soriero, (Director) (SS); Christian Gates (Director) (CG);
 - Absent:**
 - Quorum:** Verified
 - a. **Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
 - b. **Guests:** Kelly Cunningham, Gary LaGuire, Mariel Lindblad; Jackie Lambert
4. **Introductions**
5. **Approval of Agenda** – *Motion by RH with second by PH to approve the agenda for the June 24 meeting of the Board, with the removal of Items 11.f and 11.g and moving 11.j to the Owner’s Representative Report section. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – None.
7. **Approval of Consent Agenda** – *Motion by PH with second by TK to approve the Consent Agenda for June 24, 2023. Motion carries.*
 - a. Minutes of May 20, 2023, Regular Board Meeting
 - b. Minutes of May 15, 2023, Finance Committee Meeting
 - c. Minutes of May 8, 2023, Member Activities Committee Meeting
 - d. Minutes of May 22, 2023, Member Activities Committee Meeting
 - e. Minutes of May 12, 2023, Violations Committee Meeting
 - f. Minutes of May 26, 2023, Violations Committee Meeting
 - g. Report of ACC Permits
8. **General Manager’s Report** – Racheal Paige reported:
 - a. Pool operations are going well, closed early one day due to heavy rain (lifeguards must be able to see the bottom of the pool for safety reasons); great feedback on pool pass software.
 - b. Staffing shortages, having difficulty recruiting due to a wage issue. HR is conducting a salary survey and wage study for 2024 budget.
 - c. Embezzlement trial is scheduled for July.
 - d. Sheriff patrols are going well with speed enforcement, high visibility at the parks, beach patrols; part of the 2024 budget proposal will be for a contract with the Sheriff for a patrol officer 5 days a week – full time.
 - e. 79 homes sold in 2023, 99 registered renters.
 - f. Completed in-house projects include painting the office, Longmire restroom, Perimeter Park restroom, and re-siding Longmire, Perimeter and Rampart restrooms; rebuilding the office deck (this weekend).
 - g. May collections rate remains at 74%
 - h. Road/water project going well; waiting for water dept. permit to proceed. Don’t need a permit the for Woodside Loop; Capital Request for 2024 design is on today’s agenda; most likely need permit culvert for the meadow road section; budget assumptions.

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- i. Have discovered a flaw in the water system which is the need for a generator at the reservoir site to provide water during power outages.
 - j. Repaired one water line break on Blue Water Drive
 - k. The new well is online running well. Getting ready to do submission for final Department of Health letter.
 - l. Contract awarded to replace the roofs on old maintenance building and the Vine Lane restroom; The old maintenance building is being repurposed for MAC storage.
 - m. No bids received for the repair of the hi-lo basketball court. Has asked Roglnins, the road construction contractor, if they can provide a bid.
 - n. Court on June 16, order to foreclose on the home on Basin View.
 - o. Consumer Confidence report for 2023 on the water system is posted on website.
 - p. House on Rampart that has been a problem is now in the hands of the VA and on the market.
 - q. Water meter readings have been completed for July. 3 houses with water disconnected.
 - r. Vandalism – Rampart (meter cap stolen), Madrona (broken beer bottles); perimeter fence cut near Otter boat ramp and household debris dumped; graffiti at Sunset Beach 3 times; bathroom toilets and tanks smashed, at Harrington Park and Madrona; feces smeared all over at Longmire.
 - s. Ongoing gate repairs and roadside trash removal.
9. **Owner's Representative Report – MW:**
- a. Roads project moving well, need permit. 2024 roads/water; capital request today for design and inspection project for N Clear Lake from the main gate to Clear Lake Blvd E; Rampart Dr W, and the area at the end of Parkcrest. There will be 3 ft walkway adjacent to N Clear Lake Blvd. Combines 2 different scopes from the 10-year plan. \$242,765 needed (includes 15% contingency) from Water and Roads Capital funds.
 - b. Warranty minor repair on pickle ball court – they will put a sleeve around the posts.
 - c. Office building – imminent issue is septic system, which is currently failing. Recommends Board discuss scope of project, where and how big for septic system. RP and MW bring back conceptual plan, expending funds from Reserves.
Motion by PH with second by RH to authorize the General Manager and Owner's Representative to expend \$50,000 from Reserves to obtain an estimate for conceptual design and site plan and proper sizing of a septic system for a new office. Motion carries.

MW left the meeting at 9:34 am

10. **Accounting Manager's Report – Full Report** is posted on the website. JS: implementing new water meter software; review to identify renters who are not registered, 74% collections; 990 (non-profit) application in process; audit in process.

11. Business

- a. Financial Reports – *Motion by RH with second by CG to accept the Unaudited Financial Report as of May 31, 2023, the 2023 05 Reserve Reconciliation and to approve Transfer Resolution 2023 06 01. Motion carries.* Full details are presented to the Finance Committee at the 3rd meeting of the month and the reports are published on the website.
 - i. May Financial Reports
 - 1. 2023 05 Unaudited Financial Report as of May 31, 2023
 - 2. 2023 05 Reserve Reconciliation
 - 3. 2023 06 01 Transfer Resolution Ratification

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- b. 2024 Budget Assumptions Board - *Motion by RH with second by PH to approve the 2024 Budget Assumptions as submitted. Motion carries.* Discussion: this is a working document used for preparing the actual budget and is not final.
- c. Resolutions for Annual General Meeting and Election
Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.
 - i. Buyer's Capital Contribution Fee – To help contribute to aging infrastructure, need attorney input.
 - ii. Motorized Vehicles – Need education of membership, as well as Rules & Regulations change.
 - iii. Action Item: RP to take both resolutions to the attorney for review and opinion, drafting appropriate language.
Motion by PH with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.
- d. Capital Request for 2024 Roads Design – *Motion by RH with second by PH that the Board authorize the General Manager to contract with KPFF to initiate the ED&I required for the FY2024 Blue Hills and Rampart Drive project in the amount of \$242,765, funding from Reserves. Motion carries.*
- e. Capital Request for Truck Plow and Sander – *Motion by RH with second by TK to authorize the General Manager to expend Capital funds not to exceed \$100,000 to purchase a truck, plow and sander. Motion carries.* Discussion: replace 2-wheel drive with 4-wheel drive truck with plow and sander.
- f. Capital Request for Backhoe – removed, information not yet available.
- g. Capital Request for Generator for Tanks – removed, information not yet available.
- h. VAC Trailer Instead of Truck – *Motion by RH with second by PH to allow the General Manager to expend the already approved \$65,000 on either a VAC truck or VAC Trailer. Motion carries.* Discussion: significant flaws with truck that was originally identified for purchase, unlikely to find a truck in good repair within the budget.
- i. Roof Replacement for Vine Lane and Old Maintenance Shed – *Motion by RH with second by PH to ratify Board Poll 2023.0608, with cost not to exceed \$ 8,879.87 from Reserves. Motion carries.* This will be a contract with Strongarm Construction. The Old Maintenance Shed will be converted to use by the Member Activities Committee.
Motion by PH with second by RH to suspend the rule requiring a motion before discussion. Motion carries.
- j. Define Scope of Administrative Office Design – discussed under Owner's Rep report.
- k. Mail Delivery During Roads/Water Construction Project – WW: be sure to keep community informed and minimize disruption.
 - i. Committee Reports – RH: flyer for recruiting volunteers is at the pool
 - ii. Elections Committee – WW: need members, current chair is selling her house
 - iii. Member Activities Committee (MAC) – AB: going fine, would like more members, next 3 events are pool party, garage sale and country fair.
 - iv. Community Property Committee (CPC) – PH: have received a couple of inquiries, still looking for a chairperson, scheduling a meeting for next Friday at 7:30.
 - v. Violations Committee – WW: Nothing to report.

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- vi. ACC – RH: doing weekly tour, 13 permits yesterday. Lots of activity. Sending appreciation letters acknowledging properties that look especially nice.
 - i. Communication to Residents – nothing to report.
- 12. Member Open Forum –**
- a. Gary LaGuire,
 - i. Please explain increase from 90% to 92% collections rate. RP: revising assumption based on this year.
 - ii. Septic design – how do you get a design when no decision has been made about scope? RP: decided by the Board today.
 - iii. What do you do with the old snow plow and where does money go? RP: it gets sold and money goes back into the reserve fund.
 - iv. Questions for Accounting Rep or Owner's Rep, work through Racheal.
- Motion by PH with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.*
- 13. Executive Session –** *Motion by RP with second by PH at 10:34 am to adjourn into Executive Session for the purpose of discussing matters relating to legal and personnel issues, with Racheal Paige as guest. Motion carries.*
- 14.Reconvene General Session –** *General Session reconvened at 10:54 am.*
- 15.Motions arising from Executive Session**
- a. *Motion by RH with second by PH to Direct the General Manager to pay taxes from Operations on properties at Div 6 Lot 410 and Div 6 Lot 402. Motion carries*
 - b. *Motion by RH with second by SS to authorize the Board President to sign the contract extending General Manager Racheal Paige's employment contract for 5 years, with any adjustments as per recommendation from HR. Motion carries.*
- 16.Adjourn –** *Motion to adjourn by PH with second by RH. Motion carries. Meeting adjourned at 11:01 am.*

Action Item: RP to take both Board resolution ideas to the attorney for review and opinion, and possibly drafting appropriate language.

For Future Meetings –
RV parking location in Clearwood

Next Regular Board Meeting:
July 22, 2023, at 9:00 am