

Clearwood Community Association
Regular Meeting of the Board of Directors
July 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** – 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); Christian Gates (Director) (CG)
 - Absent:** Sabrina Soriero, (Director) (SS)
 - Quorum:** Verified
 - a. **Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
 - b. **Guests:** Jackie Lambert, Kelly Burningham; Allyson McGuire
4. **Introductions**
5. **Approval of Agenda** – *Motion by RH with second by WW to approve the agenda with removal of item d., as that issue has been resolved, for the July 22 meeting of the Board. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – none
7. **Approval of Consent Agenda** – *Motion by AB with second by PH to approve the Consent Agenda for July 22, 2023, removing items g., i., j., and k. Motion carries.*
 - a. Minutes of June 24, 2023, Regular Board Meeting
 - b. Minutes of June 19, 2023, Finance Committee Meeting
 - c. Minutes of June 12, 2023, Member Activities Committee Meeting
 - d. Minutes of July 10, 2023, Member Activities Committee Meeting
 - e. Appointment of Christine Stahlman to the Member Activities and Community Property Committees
 - f. Appointment of Phillip Holzinger to the Community Property Committee
 - g. *Appointment of Marija Holzinger to the Community Property committee
 - h. Appointment of Christen Baker to the Community Property and Member Activities Committees
 - i. *Appointment of Kelly Cunningham to the Community Property Committee
 - j. *Appointment of Keturah Hudgins to the Community Property Committee
 - k. *Appointment of Kelly Burningham to the Violations and Architectural Control Committees

*Pending completion of background check
8. **General Manager’s Report** – RP:

Vandalism report for July: 6/23 - Madrona Beach, Bathroom toilet paper holders broken and graffiti on the tables; Windy Beach Cabana, graffiti; 6/25 - Sunset cabana, graffiti on all tables; Madrona cabana graffiti on all tables, Windy Beach Cabana, graffiti on all tables; 6/26 – Perimeter Bathroom, drug paraphernalia all over the restroom, toilet paper strewn about; Windy Beach cabana, graffiti on the table, Longmire Beach sink clogged with paper towels and vomit all over; Harrington Park, resident debris dumped; 6/28 Reichel Beach graffiti; 7/6 Otter boat ramp, bench was broken; 7/10 - Sunset Beach Cabana, tables covered in graffiti; 7/11- Hi-Lo Park trail light broken; 7/12 – Madrona Beach roof vent was ripped off; 7/15 – Driver got out of car and destroyed the front gate barrier arm, mounting and assembly; 7/16 - Sunset restroom, feces on the floor; Madrona Beach, tables and signs

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graffiti, 7/19 – Windy Beach, graffiti on the bench; front gate barrier bent, assembly broken, sally arm broken and has been replaced; Daily Problems - roadside trash and repairing gate arms. Madrona Beach ropes were cut and dock part was removed that held the piling together;

Violations: on Thursday, 14 mossy roof violations were sent out, 4 working without an ACC permit; 3 no garbage service; 3 loose dogs, 2 vehicles that were disabled or in disrepair, 2 out of compliance with ACC permits, 1 parking on community property, 1 vandalism, 2 noise complaints, 6 unsightly lots. 42 warnings were issued, 12 violations resolved, 12 appeals for a total 100 violations communications that went out since our last meeting.

Water bills and gate card audit coming back in.

Legal fees over budget due to foreclosures that were approved by the Board

RP Will be off for the next 2 weeks, available if necessary. Answering emails and staff phone calls.

We are at 78% collections.

Has been discussing with the Sheriff's office a contract to get a full-time officer for the area. The Sheriff does not have the staffing to be able to do that for 2024 but would like to consider it for 2025.

On the first Saturday in July, at 5:30 am, RP was robbed outside the office. She has filed charges, will be discussing updates for security cameras later in the meeting.

9. **Owner's Representative Report** – MW: Construction going well, meeting scheduled for a week from Monday on-site to look at project, walk the job, discuss the 2024 design, 3 items to consider adding; contract returned and signed for 2024 design work; feedback invited about quality of work being done. Looking for architect/design firm for office building/septic system. Have received a quote which is well within the budget. The conceptual design we have been using is suitable to work from. Questions relate to the size of septic system that will serve the needs of the new building, as well as the current office.
10. **Accounting Manager's Report** – JS: 78% collections (same as last year); has been providing information to vendors regarding budget; 990 application on today's agenda; working on budget; CIT Bank was bought by First Citizens Bank, she will update the paperwork, but nothing has changed. Budget clock needs to be discussed. Insurance increase, water meters. Full Report is posted on the website.

11. Business

- a. Financial Reports – *Motion by PH with second by TK to accept the Unaudited Financial Report as of June 30, 2023, the 2023 06 Reserve Reconciliation and to approve Transfer Resolution 2023 07 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. June Financial Reports

1. 2023 06 Unaudited Financial Report as of June 30, 2023
2. 2023 06 Reserve Reconciliation
3. 2023 07 01 Transfer Resolution Ratification

Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.

- b. 2024 Budget – missing information: fines (discussion point); PC tech, business insurance, employee benefits, payroll (waiting for salary survey); lakes (need new lake mitigation contract); water department (rate study mid August). No change in assessments as of now, but this is not final. Moved projected collections from 90% to 92%, due to improved collections practices. Firming up half-time office position level,

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RP meeting with HR. This does not include Reserves, as we do not have the Reserve Study yet.

Motion by WW with second by RH to reinstate the rule requiring a motion before discussion. Motion carries.

- c. 990 Packet (Application for 501.c.4 status) – *Motion by PH with second by RH to authorize the Board President to sign the 990 application for 501.c.4.status. Motion carries.*

Discussion: Goal is to save taxes for the association, may open the community up to Federal funding in a crisis. Category is reserved for HOA's and unions.

- d. David Asher – member/owner – situation resolved prior to the meeting.
- e. Change order for Roads Project – *Motion by WW with second by CG to authorize the General Manager to have additional work done not to exceed \$7000, payable from General Reserves. Motion carries.* Discussion: to take care of a blow-off valve problem due to lack of staffing to handle this, cost is comparable to doing it in-house.
- f. Security Camera Upgrades for Association – *Motion by WW with second by PH to the General Manager to contract with Desko AV not to exceed \$65,000, from Reserves, to upgrade the security camera system. Motion carries.* Discussion: this is in the Reserve plan and needs to be done as many cameras are not working. There are 15 cameras, few in working order, none with remote capabilities. Will also help law enforcement.
- g. Late Night Swim – *motion by PH with second by RH to authorize the General Manager to reschedule the late night swim, due to the cancellation of the Pool Party late night swim. Motion carries.*
- h. Valve Project Final Bill Approval – *Motion by PH with second by WW to authorize the General Manager to pay the American Pump and Drilling bill for \$56,023.39 out of Reserves. Motion carries.*
Discussion: valve tree by back gate, previously approved for \$39,000. Main transmission line for PSE was encountered. Plus a leak that was encountered for an unanticipated cost overrun.

Motion by RH with second by WW to suspend the rule requiring a motion before discussion. Motion carries.

- i. Scheduling Budget Town Hall – September 7th, 6:00 pm, via Zoom.
- j. Scheduling 3rd strategic planning meeting – September 12th, 6:00-8:00 pm, via Zoom.
- d. Update on Attorney's opinion regarding proposed Board Resolutions – RP reported here discussion with CCA's attorney. Putting the proposed board resolution in the bylaws is acceptable.
- e. Update on Administrative Office Design – previous design acceptable, have quote within budget to do conceptual site plan, prepared to move forward.
Mitch and Jennifer left at 10:29 am
- i. Banners recruiting volunteers – Use Board Budget to put banners over the road by the gates. Conduct a feasibility study – possibly place it under the Clearwood sign at the front gate. Get feedback from volunteers.
- j. Communication to Residents – nothing new to report.
- k. Committee Reports
 - i. MAC: next event is the garage sale and poker run on July 29-30
 - ii. Violations Committee: lost chair, has new potential chair, need 1 or 2 more members.

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- iii. Elections Committee: lost chair, need 1 or 2 more members, reaching out to long-time residents and Violations Review Panel members.
- iv. CPC has 3 official members – PH, can have a meeting now.

12. Member Open Forum –

- a. Kelly Burningham introduced himself. He has 25 years working with HOAs, is familiar with the process, is applying to run for the Board, currently working on completing the volunteer packet.
- b. Allyson McIntyre – is not a full-time resident, part-time in Arizona. Interested in volunteering, will look for packet online. She had one suggestion: people could post a sign saying Volunteer Neighborhood Watch.

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

- 13. Executive Session –** *Motion by PH with second by RH at 10:48 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 11:15 am.*

15.Motions arising from Executive Session

- a. *Motion by WW with second by RH to, in the appeal of Div 06 Lot 579, to reduce the current assessed fines by half. Motion carries.*

- 16.Adjourn –** *Motion to adjourn by RH with second by PH. Motion carries. Meeting adjourned at 11:18 am.*

For Future Meetings –

RV parking location in Clearwood

Next Regular Board Meeting:

August 26, 2023, at 9:00 am