

Clearwood Community Association
Regular Meeting of the Board of Directors
August 26, 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 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:** Walter White, Vice President (WW); Alexa Burns (Secretary) (AB), Tim Kramer (Treasurer) (TK); Phillip Holzinger (Director) (PH); Christian Gates (Director) (CG); Sabrina Soriero, (Director) (SS)
 - Absent:** Richard Houghton, President (RH)
 - a. **Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
 - b. **Guests:** Gary LaGuire; Dr Jeffery Simon
4. **Introductions**
5. **Approval of Agenda** – *Motion by WW with second by PH to approve the agenda for the August 26 meeting of the Board, removing items j.k and l. Motion carries.*
6. **Member Questions and Comments on Agenda Items** –
7. **Approval of Consent Agenda** – *Motion by WW with second by TK to approve the Consent Agenda for August 26, 2023. Motion carries.*
 - a. Minutes of July 22, 2023, Regular Board Meeting
 - b. Minutes of August 18, 2023, Special Board Meeting
 - c. Minutes of July 17, 2023, Finance Committee Meeting
 - d. Minutes of July 24, 2023, Member Activities Committee Meeting
 - e. Minutes of June 9, 2023, Violations Committee Meeting
 - f. Resignation of Christian Gates from the Violations Committee
 - g. Appointment of Richard Houghton to the Violations Committee
 - h. Resignation of Carol Anderson from the Violations Committee
 - i. Appointment of Marija Holzinger to the Community Property committee
 - j. *Appointment of Kelly Cunningham to the Community Property Committee
 - k. *Appointment of Keturah Hudgins to the Community Property Committee
 - l. *Appointment of Kelly Burningham to the Violations and Architectural Control Committees

*Pending completion of background check
8. **General Manager’s Report** – RP: going well in Operations; pool closed due to construction, opened up yesterday. Will likely close pool Monday and Tuesday, due to traffic concerns relating to construction. Collections are going well. Office and Maintenance doing well. Capital projects going well, plan to make some changes soon.
9. **Owner’s Representative Report** – MW: website showing what’s going on with roads. First construction project finishing in the next month. Now going into design for Phase 2. Added dust control. 2 change orders approved. Design for septic system contract sent to RP. Pickle ball warranty work not done yet. WW – suggested revising wording in the KPFF report that is online, since the order of the projects has changed. There is one page where it makes the most sense to add updates.
10. **Accounting Manager’s Report** – JS: sending over printed copy. Better than budget; working on 2024 proposed budget. Collections at 82%, compared to 83% last year. Audit field work was completed yesterday, and it was successful.

11. Business

The reference materials used at this Board meeting are available to be transmitted digitally at no charge. There will be a cost associated with a print copy. Please complete a Request to Inspect Association Records form available in the office or at <http://www.clearwood-yelm.com/documents-and-forms/>

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- a. Financial Reports – *Motion by TK with second by CG to accept the Unaudited Financial Report as of July 31, 2023, the 2023 07 Reserve Reconciliation and to approve Transfer Resolution 2023 08 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. July Financial Reports
 - 1. 2023 07 Unaudited Financial Report as of July 31, 2023
 - 2. 2023 07 Reserve Reconciliation
 - 3. 2023 08 01 Transfer Resolution Ratification
- b. 2024 Reserve Study - *Motion by WW to accept the 2024 Reserve Study Documents, as amended. Motion withdrawn. Motion by WW with second by PH to table until next meeting. Motion carries.*
Motion by WW with second by CG to suspend the rule requiring a motion before discussion. Motion carries.
- c. Water Rate Study – Discussion – 3 different options, A, B, and C. Finance recommended B because it includes some water usage in the base rate and is easiest on those with lower usage.
- d. 2024 Budget – Interested residents can view the Zoom presentation from this meeting for a good understanding. JS recommends posting something 48 hours before Budget Town Hall.
Motion by WW with second by PH to reinstate the rule requiring a motion before discussion. Motion carries.
Motion by WW with second by TK to accept the 2024 Water Rate Study as presented by NW Water Systems and adopt Schedule B. Motion carries.
Motion by WW with second by PH to suspend the rule requiring a motion before discussion. Motion carries.
- i. Communication to Residents – RP working with Ashley and Alexa to have office staff do newsletter and website. WW/RP discussion about new radio read water meters.
- j. Committee Reports
 - i. MAC: Clearwood Country Fair is on 9/9.
 - ii. Violations Committee: One potential new member, currently barely make quorum at each meeting.
 - iii. Elections Committee: Still looking for new members, hoping for next meeting in September.
 - iv. CPC: PH hoping to restart in winter to plan for spring. Sprinklers by Longmire may be damaged.

12. Member Open Forum –

Gary L. Asked if there is an increase in bank foreclosures. RP said it has decreased if anything. Asked if R&W construction will be completed on time. RP yes. Asked about water rate change, couldn't we make the increase more on the top tier of users. RP Average usage is 1,324, and change was least impactful to lowest tier. Wondered if there is another issue with hiring in maintenance other than wages. Asked if fire prevention backlog is a result of the lack of staff in maintenance. RP Yes, and the county and individual owners are responsible for clearing brush.

Dr. Simon: No questions, just new member.

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

Break at 10:43 am.

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Reconvene at 10:50 am.

- 13. Executive Session** – *Motion by WW with second by TK at 10:51 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 11:43 am.*

15. Motions arising from Executive Session

- a. Motion by WW with second by TK to uphold fines in Newton Violations appeal. Motion carries.*
- b. Motion by WW with second by TK to authorize the GM to pay 2023/2024 foreclosure expenses out of past years assessments collections. Motion carries.*

- 16. Adjourn** – *Motion to adjourn by WW with second by TK. Motion carries. Meeting adjourned at 11:45 am.*

Next Regular Board Meeting:

September 16, 2023, at 9:00 am (Note that this is the THIRD Saturday, in order to meet the time frames for approving the budget.)