

Clearwood Community Association
Regular Meeting of the Board of Directors
September 16, 2023 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

1. **Meeting Called to Order** – 9:06 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), Phillip Holzinger (Director) (PH); Christian Gates (Director) (CG)
 - Absent:** Sabrina Soriero, (Director) (SS); Tim Kramer (Treasurer) (TK)
 - a. **Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
 - b. **Guests:** Gary LaGuire joined at 9:23 am.
4. **Introductions**
5. **Approval of Agenda** – *Motion by RH with second by PH to approve the agenda for the September 16 meeting of the Board, tabling the 11.a Financial Reports to the October agenda. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – none.
7. **Approval of Consent Agenda** – *Motion by WW with second by PH to approve the Consent Agenda for September 16, 2023, removing e and f. Motion carries.*
 - a. Minutes of August 26, 2023, Regular Board Meeting
 - b. Minutes of August 21, 2023, Finance Committee Meeting
 - c. Minutes of August 14, 2023, Member Activities Committee Meeting
 - d. Minutes of August 4, 2023, Violations Committee Meeting
 - e. *Appointment of Kelly Cunningham to the Community Property Committee
 - f. *Appointment of Keturah Hudgins to the Community Property Committee
 - g. Appointment of Kelly Burningham to the Violations and Architectural Control Committees
 - h. Appointment of Sarah Eden to be added to Violations Committee
 - *Pending completion of background check
8. **General Manager’s Report** – RP:
 - Transferred two Maintenance positions back from Reserves to Operations. Unable to fill vacancies and maintenance work was getting behind.
 - The pool season was successful and it was closed for the year after Labor Day.
 - Dolanna Burnett pled guilty to theft in the first degree and was sentenced to 4 months of home monitoring.
 - Sheriff’s patrols going well with speed enforcement.
 - 122 homes sold, 119 registered renters.
 - Painting was completed on the office, and the restrooms at Longmire, Hi-Lo, Rampart, Perimeter, Reichel, and Woodside residing those that needed it. The office deck was rebuilt, horseshoe dock completed.
 - Roads/water wrapping up. Met with contractors to go over the final to do list and did a drive-thru yesterday.
 - Repair of the Harrington Park fence and back stop has begun and should be done by the end of the month.
 - There is a flaw in the water system. We need to install generator at the tanks, in case of power outage, awaiting current pricing.

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- Ashley McCully is on board to help take on duties currently done by the Board Secretary.
 - Sports Court Restroom has been without power, got power back on; pickle ball power damage has been repaired, trail lights at Sunset will be back on by end of week. The leach fields are failing at the Reichel and Sunset Beach bathrooms, will likely need to replace those soon. The Meadow Road has begun cracking and it's happening quickly, will be monitoring and hoping it will last till next year's Roads & Water Project.
 - Water meter readings have been started for the October billing, 3 houses have their water disconnected, 2 vacant, all in the process of foreclosure.
 - Purchased vacuum trailer for just over \$50,000 which was \$14,000 less than budgeted.
 - Vandalism – Well 4 female restroom walls smeared with feces; signs run over at Otter Beach and Rampart; Broken glass on the road at Madrona; bollard broken at Sunset Beach; stuff thrown on the roof of the Madrona cabana; Well 4 men's restroom toilet broken with large rocks; pool playground digger toy broken; ongoing roadside garbage and repair of front and back gate sally arms.
9. **Owner's Representative Report** – MW: the roads are coming to completion, 80% paid; thermoplastic striping needs to wait 2 weeks, until asphalt cures; there will be a walking path on right side of road. Went on a tour of the project this week and it looks good. Septic design for office: have contracted with J2 for recommendations on where to locate and needed size.
Pickle Ball court: warranty work completed, covers over the posts are on concrete, and the post covers have been powder-coated.
Phase 2 design on Roads and Water project has begun, directors will be able to provide feedback on the proposal. The Store parking lot and private road off Rampart being approached about participating by contributing funds and getting their areas included. The plan is to extend Roglnin's contract to multiple years and go to spot inspections by MTC to save money. There is Board consensus on this.
Strategic planning is completed.
10. **Accounting Manager's Report** – JS: YTD 85% collections (86% last year). Tracking to budget. Refocusing staff that were working on Reserve projects back to Maintenance, using Operating funds. Auditor will present 2022 audit at the November Annual General Meeting. The Form 990 paperwork for 501(C4) status has been submitted, awaiting a decision from the IRS. The Budget Town Hall held and posted on website. A full report will be posted on the website.
- 11. Business**
- a. Financial Reports – Tabled to the October Board Meeting.
 - i. August Financial Reports
 - 1. 2023 08 Unaudited Financial Report as of August 31, 2023
 - 2. 2023 08 Reserve Reconciliation
 - 3. 2023 09 01 Transfer Resolution Ratification
 - b. Approval of 2024 Reserve Study – *Motion by PH with second by WW to approve the 2024 Reserve Study. Motion carries.* Discussion: The item listed as a \$12,000 special assessment is actually expected impact fees. There is no special assessment planned for 2024. "Full funding" would cover all projects planned for the next 10 years. We are not budgeting that way. We are planning ahead but not choosing to have all the funds up front. We have a plan to be able to pay for projects as they come up.

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- c. Adoption of 2024 Budget – *Motion by PH with second by CG to adopt the proposed 2024 budget, to be presented to the membership for ratification at the Annual General Meeting and Election. Motion carries.*

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

- d. Scheduling Town Hall for Resolutions and Candidates - 3 resolutions (Minutes, Budget, Audit) and either 2 or 3 candidates. October 12, at 7:00 pm pending availability of 3rd candidate.
- e. Break at 10:28 am.
- f. Reconvene at 10:39 am
- g. Communication to Residents – AB: Ashley McCully has a contract to, develop a job description for media responsibilities, evaluate the current plan, transition from the Secretary to an admin person, enhance the current newsletter, website, and Facebook page, and explore other possibilities for posting on social media.
- h. Committee Reports
- i. MAC – AB: Country Fair went well, Halloween is next.
 - ii. ACC – AB: new member, Kelly Burningham. Will be looking into change the ACC meeting from Friday to a day when the office is open.
 - iii. Violations Committee - WW: Sarah Eden and Kelly Burningham, new volunteers.
 - iv. Elections Committee – WW: need volunteers, especially a counting lead, will meet in October.
 - v. CPC - PH: still on hiatus, Marija has been accepted as a volunteer, a couple of people have applications in the works.

12. Member Open Forum –

- a. Gary LaGuire: Clarification on bidding process. RP – not use the bid process for continuing the paving project. We have a good relationship with the contractor, who is doing an excellent job.
- How does a resident benefit from the water usage system?
- Why do we pay for a sheriff when the county provides that service? RP – the Sheriff only comes out when called, not for routine patrols. We are on private property.
- Recommends electronic reader boards at the gates. RH: We can discuss this as we move forward on the new administration building. Considerations include not tying up traffic at the gate.

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

13.Executive Session – *Motion by WW with second by RH at 11:21 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 12:00 pm*

15.Motions arising from Executive Session

- 16.** Motion by RH with second by WW to accept the counteroffer of a payment schedule from September through December from Div 6 Lot 579.

- 17.Adjourn –** *Motion to adjourn by WW with second by RH. Motion carries. Meeting adjourned at 12:01 pm.*

Next Regular Board Meeting:

October 28, 2023, at 9:00 am.