

*Clearwood Community Association*  
**Annual General Membership Meeting**  
November 4, 2023, via Zoom and at Lackamas School

**MINUTES**

1. Call to Order at 9:08 am
2. Certification of Quorum - General Manager Racheal Paige reported that a total of 216 ballots were received, exceeding the required quorum of 136.
3. Proof of Notice of Annual General Meeting – Racheal Paige reported that a contracted printing company addressed and mailed out the ballots, with one sent to office as proof of mailing.
4. 2024 Reserves Report – Jennifer Spidle, Accounting Manager reported that General Reserves are currently funded at 8%, and Water Reserves are funded at 11%. As long as we closely watch expenditures, we will be able to fund the roads and water work without a special assessment unless the estimates come in much higher. Currently we have some extra funds in Operations, which could be applied if needed.
5. 2022 Audit Presentation – Jennifer Spidle presented the financial statements. Everything is as it should be. There are a few adjustments which have to do with how fixed assets are reported, not fraudulent activities. Dan Mortenson, Auditor stated that the report includes 2021 and 2022. It is the opinion of the auditors that the financial statements present fairly the financial condition of Clearwood. Operating is well funded, sufficient for at least a year. Reserves fund has excess funds which would not be good for tax purposes. There could be some tax liability if the application for 501 (c) (4) non-profit status does not go through.
6. Committee Reports
  - a. Finance Committee – Phill Holzinger explained that the committee is tasked with developing the proposed budget, in conjunction with the Accounting Manager and the General Manager. It is based on actual expenditures for the previous year. It also monitors the Reserve Accounts. Working toward skate park and new office and meeting space. The committee meets on Mondays at 5:30 once or twice a month.
  - b. Architectural Control Committee (ACC) – Alexa Burns: – anything that will impact the outside of the home/lot requires a permit. The committee meets on Friday mornings to review requests and issue permits.
  - c. Violation Committee – Richard Houghton: there is a staff member who travels around the community weekly looking for areas of concern and bringing them to the committee. Usually the first step is to issue a warning. The main aim is compliance with rules and regulations, not fines, but there is a fine structure. There is an appeals process, in case of disagreements.
  - d. Member Activities Committee – Alexa Burns: next events are the Santa Run, Holiday Decorating Contest, and Polar Plunge. The committee meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday at 6:30 pm.
7. Certification of Election Results – Racheal Paige reported that 216 ballots were received.
8. 2024 Budget Results
  - a. Resolution 2023-09-01 – A Resolution to Ratify the 2024 Budget –76 Yes 119 No. Passes.  
*Per RCW 64.38.025, a majority of the owners (678 in the case of Clearwood) must vote to reject the budget or it passes.*
9. Administrative Resolutions
  - a. Resolution 2023-09-02- A Resolution to Comply with the RCW 64.38.045 the Annual Audit - 176 Yes, 9 No. Passes
  - b. Resolution 2023-09-03- A Resolution to Approve the 2022 Annual Membership Meeting Minutes - 166 Yes, 13 No. Passes.
10. Board Candidate Election Results

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- a. Richard Houghton – 154
  - b. Alexa Burns - 154
  - c. Kelly Burningham - 32
11. Member Open Forum\* -
- a. Gary LaGuire – question regarding when we will hear about non-profit status. JS said it could be 3 to 6 months.
12. Adjournment – Motion to adjourn by Richard Houghton with second by Walter White. Meeting adjourned at 9:59 am.

Zoom Attendance: Richard Houghton, Alexa Burns, Jackie and Don Lambert, Jennifer Spidle, Tim Kramer, Phil Holzinger, Kelly Burningham, Liz Christenson, Cathie Alonzo, TMT, Dan Mortenson, Phill Garner, Racheal Paige, Gary LaGuire, Christy Stahlman, Walter White.