

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**November 18, 2023 at 9:00 am** via Zoom  
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

**AGENDA**

1. **Meeting Called to Order –**
2. **Welcome and Opening Comments –**
3. **Roll Call**
  - Directors:** Richard Houghton, President (RH); Walter White, Vice President (WW); Alexa Burns (Secretary) (AB), Phillip Holzinger (Director) (PH); Christian Gates (Director) (CG); Tim Kramer (Treasurer) (TK)
  - Staff:**
  - Guests:**
4. **Introductions –**
5. **Approval of Agenda for November 18, 2023 –**
6. **Member Questions and Comments on Agenda Items –**
7. **Approval of Consent Agenda for November 18, 2023 –**
  - a. Minutes of October 28, 2023, Regular Board Meeting
  - b. Minutes of November 4, 2023, Special Board Meeting
  - c. Minutes of October 11, 2023, Finance Committee Meeting
  - d. Minutes of October 23, 2023, Member Activities Committee Meeting
  - e. Minutes of October 13, 2023, Violations Committee Meeting
  - f. Minutes of October 27, 2023, Violations Committee Meeting
  - g. Appointment of Kelly Burningham to the Violations Committee
  - h. Acknowledging the resignation of Sabrina Soriero as a Board Member
8. **General Manager's Report –**
9. **Owner's Representative Report –**
10. **Accounting Manager's Report –**
11. **Business**
  - a. Financial Reports –
    - i. October Financial Reports
      1. 2023 1031 Unaudited Financial Report as of October 31, 2023 (Old and New Formats).
      2. 2023 1031 Reserve Reconciliation
      3. Transfer Resolution Ratifications 2023 1101, 2023 1102, 2023 1103, and 2023 1104.
  - b. 2021/2022 Audit Report –
  - c. Meter Boxes Quote for 2024 Construction
  - d. Certification of Election
  - e. 2024 Construction Scope
  - f. Community Plan Update –
    - i. PowerPoint Summary and Final Report
    - ii. Signage
  - g. Skate Park Discussion
  - h. Cyber Security Training for everyone with a CCA email
  - i. New RCW 64.38.130 regarding tenant screening
  - j. New RCW 64.38.045 regarding record retention
  - k. Communication to Residents –
    - i. CCA water system processes for ensuring safe drinking water
    - ii. CCA plans regarding vandalism
  - l. Committee Reports
    - i. MAC –
    - ii. ACC –

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- iii. Violations Committee –
- iv. Elections Committee –
- v. CPC –

**12.Member Open Forum –**

**13.Executive Session –**

**14.Reconvene General Session –**

**15.Motions arising from Executive Session -**

**16.Adjourn –**

**Next Regular Board Meeting:**

December 16, 2023, at 9:00 am