

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**December 16, 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 at [www.clearwood-yelm.org](http://www.clearwood-yelm.org). 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 on Agenda Items” and Item 12 “Member Open Forum”. Please keep comments to 3 minutes or less.
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); Tim Kramer (Treasurer) (TK)
  - Absent:**
  - Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
  - Guests:** Jeremy Sendall, Kelly Burningham, Eric Frost, Erika Clough, Gary LaGuire
4. **Introduction –** Guests were introduced.
5. **Approval of Agenda –** Motion by WW with second by TK to approve the agenda for the December 16 meeting of the Board. Motion carries.
6. **Member Questions and Comments on Agenda Items –** none
7. **Approval of Consent Agenda –** Motion by WW with second by TK to approve the Consent Agenda for December 16, 2023. Motion carries.
  - a. Minutes of November 18, 2023, Regular Board Meeting
  - b. Minutes of November 13, 2023, Finance Committee Meeting
  - c. Minutes of November 13, 2023, Member Activities Committee Meeting
  - d. Seating of Sarah Eden to the Finance Committee
8. **General Manager’s Report –** Rachael Paige:

*Collections:* we finished November at 95% collections. This is excellent! Average collections for HOA’s is 87% to 90%.

*Sheriff’s patrols:* Signed 2024 contract for extra duty sheriff’s patrols. The patrols are going well, with speed enforcement and lots of visibility at the parks and gates. Feedback from members is that they appreciate the patrols.

*Home Sales:* 143 homes sold in 2023.

*Recap of capital projects completed:* finished repainting the office building and the restrooms at Longmire, Reichel Beach, HiLo, Blue Water, Perimeter Park, and Rampart, the restrooms were also re-sided where needed. The deck at the office was rebuilt. A portion of the Horseshoe Lake Trail was also rebuilt, work to be ongoing over the next few years. The backstop was replaced at Harrington Park. Roads & Water: Project 1 of 10 was completed. Began design of Project 2 of 10. Upgraded the camera system, purchased a trailer for water line repairs. Did leak detection and repaired multiple large water leaks throughout the community. Replaced 2-wheel drive truck with 4-wheel drive, to be used for snow removal. Started planning for a new administration building. Installed a generator at reservoirs to ensure seamless water distribution when the power goes out. Rebuilt two new walking path bridges on Blue Lake and resurfaced 3 of the docks. Built a bench in the area where the 4<sup>th</sup> dock could not be replaced. Replaced the leaking roofs at the Maintenance building, the old Maintenance shed, and the Vine Lane restroom.

Water meter readings for the January water billing have been completed and are being uploaded onto the billing software. Working on getting the software upgraded for the new radio-read meters. The 600 water meters that were ordered a year ago are finally in. 2024

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assessments have been uploaded to the billing software and will be sent to the printer on Monday. Still have 3 houses currently with water disconnected. TK did the bank reconciliations yesterday. Wells 5 & 6 have been online, not handed over officially by DOH. There is still some fine tuning going on relating to the positioning of the caustic injector,

9. **Owner's Representative Report** – Mitch Waterman reporting: A full report will be posted on the website. 2023 Road and Water project has been completed, except for a couple of punch list items. The 2024 R&W project design engineering and permitting documents, have begun for the road from the front gate in. 50% design review has been completed, and the updated estimate is \$1.557 million, \$1.9 million total, including the base bid with tax and contingency. This is on target in the range we are looking for. We have a \$78,000 alternate estimate for a small section of roads. Hired contractor J2 that does design work for HOA's to undertake site feasibility study for a new office, report attached. The estimate is coming in at \$280 to \$310 per sq ft. for 4250 sf, which totals \$1.275 million. Next step: septic design and installation. The skate park is on hold, and there has been no word on removing the paint from pickle ball court. It may become an insurance claim if the court must be resurfaced.
10. **Accounting Manager's Report** – Jennifer Spidle reporting: A full report will be posted on the website. 95% collections through November; 24 capital projects finished, costing a total of \$2.6 million, of which \$2.4 million was for roads and water, plus \$200,000 on backlog projects. Water meters installation software is now on the Administration computer and the Accounting Manager's computer, so we can begin using the radio read dials to bill for water usage.

**11. Business**

- a. Financial Reports – *Motion by TK with second by PH to accept the 2023 1130 November Unaudited Financial Report and 2023 1130 Reserve Reconciliation Report and to approve Transfer Resolution Ratifications 2023 1201 and 2023 1202. Motion carries.* Discussion: reports are posted on the website.
- i. November Financial Reports
1. 2023 1130 Unaudited Financial Report as of November 30, 2023
  2. 2023 1130 Reserve Reconciliation
  3. Transfer Resolution Ratification 2023 1201
- b. Capital Request: Sweeper Repair – *Motion to table by PH with second by RH. Motion carries.*
- c. Board Meeting Schedule for 2024 – *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.* Discussion: is it better to schedule a December 14 meeting and cancel if not needed, or to cancel the December meeting now? *Motion by RH with second by WW to reinstate the rule requiring a motion before discussion. Motion carries.*  
*Motion by WW with second by RH to adopt the schedule for 2024, as written by AB. Motion carries.*  
*Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
- d. New Office Building Conceptual Design – a meeting is scheduled to go over the with J2, ask questions and make changes. Mail any comments to [info@clearwood.org](mailto:info@clearwood.org).
- e. Chlorinating the wells – RP: if the system tests positive for total coliform 4 times in a 12-month period, we are required by DOH to begin chlorination. We have 2 positive tests so far. It has never happened twice in one year before. Northwest Water is suggesting if we receive another hit, we should invest in a simple

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chlorination system and start chlorinating. The requirement for chlorination is a DOH decision, except we have some discretion over when. Our drinking water is safe. It is not a well issue. It is more likely relating to Roads and Water project and/or leakage. Members will be notified if it ever is not safe.

Break at 10:22. Resumed 10:30 am

- f. Interviews of Candidates for Vacant Board Position
  - i. Kelly Burningham - selected.
  - ii. Jeremy Sendall
  - iii. Eric Frost
- g. Community Planning Update
  - i. Signage for 2024 projects – will bring suggested language after the first of the year.
  - ii. Publishing community plan – WW will provide the format from the last plan, with a request that the new plan have a similar look and content.
- h. New RCW 64.38.130 regarding tenant screening – awaiting a report from the attorney.
- i. Communication to Residents – committees making changes to their meeting schedule and/or wanting anything publicized should go through AB.
- j. Committee Reports
  - i. MAC – AB: Polar Plunge is the next event.
  - ii. ACC – RH: few permits right now.
  - iii. Violations Committee – WW: next meeting in January, right on track; a member came to last meeting to discuss their violation and it was explained.
  - iv. Elections Committee – nothing to report.
  - v. CPC – PH – no change, still on hiatus, looking for chairperson. Next activity fertilizing the rhododendrons at Windy Beach.

**12. Member Open Forum –**

- a. Gary LaGuire –  
*Feedback:* suggested a closed session for selecting a Board member.  
*Water:* let people know of any contaminants and how it's being dealt with. RP: the water is not contaminated.  
*New building:* will this increase assessments? RP: no plan for a special assessment, would use cash on hand. Could the meeting room be used as an amenity and not just for committee meetings? RP: not sure yet. It could be used for MAC events, etc.
- b. Eric Frost – proposed new building: could you add an area for construction workers to store their materials and park. Water: people not accustomed to laws, procedures, what is supposed to happen. Explanation is helpful.

*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 CG to adjourn into Executive Session at 11:40 am 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 by consensus at 12:05 pm.*

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

- a. *Motion by WW with second by KB to authorize the Board President to sign the accounting manager's contract with Spidle Office Solutions for a period of five years,*

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*to be paid out on an annual basis, with an annual minimum increase of 3% per year and a maximum of 9% per year. Motion carries*

- b. Motion by WW with second by PH to authorize the Board President to sign the 2024 contract for the Owner's Representative, with MAW consulting, to be paid out of reserves. Motion carries.*
- c. Motion by WW with second by RH to authorize RH and RP to negotiate and sign the purchase and sale of Division 17 Lot 37. Motion carries.*
- d. Motion by WW with second by RH to authorize the Accounting Manager to write off the debt against Division 17 Lot 37 for accounting purposes. Motion carries.*
- e. Motion by WW with second by RH to authorize the Accounting Manager to write off the debt against Division 16 Lot 54 for accounting purposes. Motion carries*

**16.Adjourn** – *Motion to adjourn by RH with second by PH. Motion carries. The meeting adjourned at 12:10 pm.*

**Next Regular Board Meeting:**

January 27, 2024, at 9:00 am