

Meeting minutes - CPC

Disclaimer: Liaison will abstain from voting on issues that require BOD action. Voting tally will assume all in favor of motion unless otherwise stated.

Thursday, January 13, 2022 7:00 PM - 8:30 PM

Purpose / notes

Regular scheduled meeting

Location: Zoom

Chaired by Kelly Cunningham

Minutes recorded by Zoom / Kelly Cunningham

Minutes last updated on 12/9/2021

1. CALL TO ORDER AND ROLL CALL:

Present: Kelly Cunningham, Cookie Skelly, Henry Risen, Sabrina Soriero

Absent: Craig Adams, Malinda Poirer

Action item / Task

Meeting called to order at 7:02P.M January 13, 2022.

Status: Completed.

2. COMMUNITY GUESTS IN ATTENDANCE:

Richard Houghton

Issue / Discussion - None

Status: Completed

3. APPROVAL OF MINUTES:

Motion: Approved - Cookie Skelly

Abstained: None

Object: None

Seconded: Kelly Cunningham

4. BOARD LIAISON/MANAGEMENT REPORT:

Lead: Sabrina Soriero

Sabrina is new to the liaison position and has reviewed the management report but has not had the opportunity to review with the GM, Board or maintenance. It was requested that once she had the opportunity to get answers to the management report she could email the chair and the report could then be distributed to the other CPC members.

Status: In progress

5. AGENDA ADDITIONS AND APPROVAL:

No Additions

Status: Approved.

5.A. APPROVAL OF AGENDA

Motion / Resolution

Motion to approve January 13, 2022 agenda be accepted as published by Kelly and seconded by Henry Risen.

6. MONTHLY AMENITY REVIEW:

Completed Section 12.

Kelly thanked Richard Houghton for assisting with amenity review. Litter pick up continues to be on hold through the winter months.

DISCUSSION:

Review conducted with members and email sent to GM and maintenance for issues that need attention.

7. WORK PARTIES

Work parties are on hold through winter months.

7.A. PARK REPORTS

Issue / Discussion

7a1. Cookie reported that Windy Beach was cleaned up by Steve after the recent storm and was very pleased that maintenance had already removed the pile of debris. Cookie also noted that Steve and Shannon are committed to the trail pick up in their area.

7a2. Henry is looking to get a status on the dock that floated away near bridge 2 at the Blue Lake Trails. He noted that the dock is tied to the bank but partially submerged. Racheal responded to Richard that the dock will not be repaired and will be disposed of or repaired once it could be floated out of Blue Lake. Racheal has been in communication with Weyerhaeuser to pay for dock repair given it occurred when Weyerhaeuser flooded Blue Lake.

7a3. Cookie reported that the dead tree near her property on the Clearwood trail was taken out by Eric and Mike of Clearwood maintenance and they did a great job. Cookie wanted to provide recognition to the maintenance team and their efforts.

7.B. FUTURE WORK PARTIES

On going.

8. OLD BUSINESS:

8.A CPC PowerPoint presentation - Completed.

8.B. Request for maintenance to remove toilet from loop lane. - in progress

8.C. CPC members to update form for background check and waiver to be seated as a member to Community property committee for 2022. Has to be given to the office no later than the January 22nd Board meeting - in progress.

8.D. Pet waste stations order status - in progress.

8.E. CPC secretary volunteer is still needed - Kelly will continue until someone is willing to take this role. In progress.

8.F. CPC member volunteer promotion (business cards). Kelly drafted cards through Canva thinking the office could print but the office cannot print business cards. Kelly will go through Vista to get this completed and update Cookie Skelly once done. In progress.

8.G. Painting of Balustrades to remain on agenda until the work party is scheduled. In progress.

8.H. Outdoor fitness equipment subcommittee (workout stations). In progress

Discussion: Richard viewed the company website and there was a disclaimer due to high lumber prices they have a limited number of stations available. Richard emailed them for an update on what is available and waiting for response and it may be that another company will be used. In progress.

9. NEW BUSINESS:

9.A. Amenity review for section 1 will be conducted on January 22nd at 1 PM. Meet at Otter Beach parking lot. Cookie will join in the amenity review.

9.B. Discussion on the CPC Tracker that was created by Mitch.

The tracker is a spreadsheet that tracks everything completed by CPC members in the given year. Do we want to use the tracker as a guide to gauge future work parties and to track what has been completed. Cookie felt it helped the communication between maintenance and to look back at what has been completed and a project that is outstanding. It was decided that the tracker be used as back up to the amenity review.

9.C. Kelly notes she will have to resign her position as chair for at least 6 months due to construction projects. Henry suggested in the past that during the winter months that meetings are placed on hold until May. Kelly noted she feels that some items that require CPC attention should be performed prior to May.

Motion made by Henry Risen to put meetings on hold February and March.

Abstained: None

Object: None

Seconded: Cookie Skelly

9.D. CPC makes a motion that community trail signage have a placard to adopt a trail and that MAC present adopt a trail or park at the April Earth Day event.

Motion by: Kelly Cunningham

Opposed: No one

Abstain: No one

Seconded by: Cookie Skelly

10. CPC Budget Review

10.a. 2022 Budget - \$500

11. CPC MEMBER COMMENTS

Issue / Discussion. None.

11. CLEARWOOD GUEST COMMENTS:

Issue / Discussion. Sabrina posed a question regarding if she sees an issue on the trails whether it is a tree down or vandalism what is the protocol to report. Kelly advised it can be sent to the chair or directly to the office. Richard noted that in his experience with his role that members are the eyes and ears of the community and that protocol should be to direct concerns directly to the office at the info@clearwood.org or call the office.

12. ADJOURNMENT:

Motion: Kelly made the motion to adjourn the meeting at 8:12 PM.

Seconded: Richard Houghton