

MEETING MINUTES - Clearwood Community Property Committee

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

Meeting

Date	Thursday, May 14, 2020
Started	7:00 PM
Ended	9:30 PM
Location	Zoom Meeting
Purpose	Regular scheduled meeting
Chaired by	Brandon Schock
Recorder	Ron Parsons

Attendance

Present: Ron Parsons, Malinda Poirier, Hank Risen, Brandon Schock, Cookie Skelly, Walter White
Absent: Christina Audley

Invited guests: Deborah Baker, Bob Owen

Meeting documents

Minutes

1. CALL TO ORDER / ROLL CALL

2. COMMUNITY GUESTS IN ATTENDANCE:

2.A. Bob Owen

Mr. Owen provided some perspective of past efforts for the dog park initiative. There were several reasons why past efforts failed in spite of a community vote to develop a park. No one on the CPC was willing to spearhead this current effort as the previous reasons for non-implementation remain and will require more study and time to seek possible answers to concerns. The group voted to table further discussion of a dog park at this time but will place the issue in the tasks list for a future relook. Thank you to both Ms. Baker and Mr. Owen for your time and expertise and the valued information that you both provided.

Status: Completed

2.B. Deborah Baker

Ms. Baker was assigned by the BOD to chair the subcommittee to develop standardized charter format to be utilized by all committees. She was brought in to discuss the Charter with CPC advising that a committee charter template has been developed and approved by the board and will be the standard for all committees to work from. No deadline was established for release of template nor expected charter completion by each committee. She also provided Two new BOD policies regarding Clearwood Committees and clarification of Board Liaison Duties (see under saved documents).

Status: Completed

3. APPROVAL OF MINUTES:

3.A. APPROVAL OF MINUTES:

The minutes from the April 2020 meeting were approved as written. Walter made a motion that the minutes be accepted as written and the motion seconded by Cookie. Unanimous agreement by members.

Status: Completed

4. NEW BUSINESS ADDED TO AGENDA

4.A. New Business Added to Agenda

There were no new agenda items added

Status: Completed

5. APPROVAL OF AGENDA:

5.A. Approval of Agenda

Approval of Agenda Motion made by Walter and seconded by Cookie to accept the agenda as published. Group unanimous approval vote.

Status: Completed

6. BOARD LIAISON/MANAGEMENT REPORT

6.A. Board Liaison/Management Report

Liaison will report on each task when they are under discussion as an assigned agenda item. See tasker list for assigned requests from the committee. a) clarify with maintenance the number trash cans to be placed around Blue Lake. Currently there are three and the group thought there was to be five placed. There is not one at the dog waste bag station. b). She will clarify with the BOD if work parties of ten or less are in compliance with Governor Insley's Covid quarantine guidance. c.) Cookie asked if there was any feedback from the BOD regarding the addition of "committee" to the Teen Volunteer work program release form? Liaison reports nothing different from last meeting.

Status: Completed

7. OLD BUSINESS:

7.A. Work party reports

7.A.1. Work Party and Trail Report

Chair asked for approval to combine work party reports and Care of Parks and Trails into one item. The group had no objections. Nothing to report at this time due to quarantine issues.

Status: Completed

7.B. Care of Parks/Trails Report

7.C. CPC Charter

Per Ms. Bakers information from the BOD that written guidance will be coming from the BOD of a standardized, templated, charter format that all committee's will use to develop their individual charters. Further CPC committee discussion will be postponed until said documentation is available. Deferred to Task Tracker.

Due date:

Status: Completed

- Clearwood Committees Document April 2020.doc
 - Clearwood Liasion Duties Document April 2020.doc
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7.C.1. Charter Standard Format

Guest Speaker Deborah Baker

Due date:

Status: Not started

7.D. Longmire Landscape Wall

Longmire retaining wall. Cookie felt this issue should be placed on the BOD to do list as a priority and any trees needing removal should be take down prior to any new construction. She also asked if materials from the beach bulkheads that are being replaced can be utilized for this project.

Status: Deferred until 6/11/2020

7.D.1. Longmire Dead Trees

Deferred to Task Tracker

Due date:

Status: Not started

8. NEW BUSINESS:

8.A. Dog Park

- Guest speaker Bob Owens

Thank you Walter for bringing this issue to the groups attention and inviting Mr. Owen to discuss past efforts and pitfalls with accomplishing this task. See Mr. Owen's comments above. Walter made a motion to table this task for this time and move it to the task list for future review. Ron seconded the motion. The group voted unanimously to approve the motion.

Status: Parked

8.B. Community Garden

- Possible Locations

Walter also asked the group their opinion regarding the establishment of a community garden. After the group discussed the issue at length Malinda made a motion that we should place this item in the task list and relook again before the next planting season. Ron seconded the motion. The group unanimously approved.

Status: Parked

8.C. CPC Budget

Walter advised the group that the BOD Finance/Budget committee needed our budget request for the FY 2021 NLT 15 May 2020. Walter recommended to the group that \$500.00 per annum is a good starting point. Brandon presented a sample budget accounting spreadsheet that will provide the BOD with tracking of any budgeted money. Malinda also recommended that we submit a request to the BOD finance group for a similar amount for this year as well. This will primarily cover the cost of flower baskets for the front office and other plant care within the community. A community member donated the planters, plants, and labor to maintain the previous years baskets. Ron made a motion that we accept the \$500.00 budget request for this year and the next FY as well. He also motioned that we utilize the spreadsheet developed by Chair. Chair to act as treasurer for present. Seconded by Walter. Vote unanimous to approve.

Due date:

Status: Completed

- CPC budget estimate.xlsx
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8.D. CPC Treasurer

Chair to act as treasurer for present.

Status: Completed

8.E. Monthly amenity audit

Proposal to split the community into twelve sections and audit all amenities in one section every month as a committee to verify annually that all Community Property amenities are being maintained.

Brandon has developed a schedule that will cover a 12 month period and 100% of community amenities. The goal being that we will have current data regarding amenity status that can be shared with the Maintenance Department if immediate action is required. Brandon will maintain the spreadsheet, with pictures, monthly and report to the CPC any pertinent findings.

Status: Completed

- CPC Proposed Monthly Amenity Review.pptx
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8.F. Member/Volunteer recruiting

No discussion at this time. This remains an ongoing effort and all seated members were asked to discuss with other community members to think about joining our merry band of misfits.

Status: Parked

8.F.1. Facebook Page

Brandon shared with the group a CPC Facebook site that he created. The goal is to offer an additional communication tool available to community that can be linked to the Clearwood home page. The group agreed that this is a great option for the community and should be employed. Thank you Brandon for this great tool.

Status: Parked

8.F.2. Annual CPC party

Tabled for present.

Status: Parked

8.G. MyCommittee

CLEARWOOD COMMUNITY
PROPERTY COMMITTEE

Brandon also developed this site for the CPC to use to communicate between members. Most of the members have looked at this site and felt that the site has great potential and should be used. Ron made a motion that everyone access this site for the next three (3) months and provide feedback at our August meeting if we should adopt this site as our official committee communication tool. Seconded by Brandon. Unanimous vote to use the site for the next three months and provide feedback in August.

Status: Deferred until 8/13/2020

8.H. Scotch broom count within Clearwood

Proposal that the CPC do a community walk through sometime in May looking to provide information within Clearwood regarding Scotch broom.

Information Below:

State Agency to Count Scotch Broom, Asks for Help From Residents

http://www.yelmonline.com/news/article_3e7892a9-0368-5a0a-9cad-ad9d9edd01ac.html

<https://invasivespecies.wa.gov/report-a-sighting/>

#TheGreatScotchBroom2020Census (Facebook, Instagram and Twitter)

Ron asked the group to read the attached newspaper article regarding a State wide effort to monitor the invasive weed problem associated with Scotch Broom. He also noted that we do have some growth within the community and should consider being part of this effort. He volunteered to research this further and will be prepared to provide feedback at the June 2020 meeting. Ron asked the group to look at the website listed in the newspaper article for further information for further information.

Status: Deferred until 6/11/2020

8.I. CPC Reserve Study Review

Finance has requested to have two teams analyze our amenities and make recommendations for items that need to be repaired or replaced. One team would be members from CPC, and the other would be from our Clearwood Maintenance Department. Because of the timing of this, and if the BOD passes this request on Saturday, CPC members who are ok with a Socially Distant group getting together would need to tour the Amenities and finalize our recommendations by the end of the CPC meeting on 14MAY.

Walter was asked by the finance committee/BOD to have the CPC do a review of all CCA amenities that have a 0 to 3 year scheduled replacement. This was in conjunction with the BOD that will also do an independent review. Both lists of findings will be compiled by the BOD to determine an action plan. He reported to the group that the audit was short notice due to the Finance committee needing the information before our monthly meeting in May. The walkthrough was completed on 10 May 2020 and went well. Ms. Baker reported that the spreadsheet that Brandon forwarded to her was very much appreciated, very detailed and thanked the CPC for all of the hard work done to accomplish this assignment. Thank you Walter for organizing this effort and thank you to Walter, Brandon and Ron who reviewed all amenities for signs of damage/wear and supplied written descriptions and pictures of areas of concern. The finance committee, in conjunction with Maintenance will prioritize the list and develop a plan of action.

Due date:

Status: Completed

- 2019 Reserve Study 0 to 3 years remaining useful life MAY 2020.docx
 - 7223-HOA-6-ReserveStudy GENERAL RESERVE STUDY 2019.pdf
 - CPC Reserve Study Review May 2020.xlsx
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8.J. 2021 priority recommendations

CLEARWOOD COMMUNITY
PROPERTY COMMITTEE

The CPC was asked to develop and provided a top ten list of amenities needing immediate attention for action. Top ten list is located inside CPC Reserve study review May 2020 Excel.

Status: Completed

9. UPDATE REVIEW

9.A. Vine Lane Restroom

Deferred to Task Tracker

Due date:

Status: Not started

9.B. Sunset Retaining Wall

Deferred to Task Tracker

Status: Parked

9.C. Bridges

Deferred to Task Tracker

Due date:

Status: Not started

9.D. Blue Lake Garbage Cans

Due date:

Status: Completed

9.E. Tatum Guide

Due date:

Status: Completed

9.F. Longmire Tennis Court

Deferred to Task Tracker

Due date:

Status: Not started

10. CPC MEMBER COMMENTS:

10.A. CPC Member Comments

None

Status: Completed

11. CLEARWOOD GUEST COMMENTS:

11.A. Guest Comments

None

Status: Completed

12. ADJOURNMENT:

12.A. Adjournment

Walter made the motion at 9:30PM that the meeting be adjourned. Ron seconded the motion. Vote unanimous to adjourn. Brandon apologized for meeting length and thanked every for their participation and understanding.

Next meeting scheduled for 11 June 2020 at 7:00 PM.

Status: Completed
