

## 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

<b>Date</b>	Thursday, August 13, 2020
<b>Started</b>	7:00 PM
<b>Ended</b>	8:30 PM
<b>Location</b>	Zoom
<b>Purpose</b>	Regular scheduled meeting
<b>Chaired by</b>	Brandon Schock
<b>Recorder</b>	Ron Parsons

### Approval

**Minutes approved on:** Not yet approved

### Attendance

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

### Meeting documents

### Minutes

## 1. CALL TO ORDER AND ROLL CALL:

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### 1.A. CALL TO ORDER & ROLL CALL

Meeting called to order by Chairperson Brandon at 7:02 P.M. 13 August 2020. See list of seated members present at meeting.

**Status:** Completed

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## 2. COMMUNITY GUESTS IN ATTENDANCE:

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### 2.A. COMMUNITY GUESTS IN ATTENDANCE

**Status:** Completed

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#### 2.A.1. Racheal Paige

Rachel, General manager, was invited to participate at this meeting by Brandon. She was asked to provide input to the group regarding preferred method of communication between the CPC and the G.M. She agreed that the CPC should primarily communicate through the liaison but is amenable to direct contact via the CPC chair as well. Anyone can contact her in the event of a "critical" issue but would prefer we utilize the preferred method of utilizing the liaison first. Brandon expressed the committee's concerns of not receiving timely feedback of requests from the CPC to her. She expressed her heart felt gratitude and thanks to the CPC for all of the hard work and past efforts made to improve the community at large and looks forward to working closely with the committee in the future. The committee members expressed their thanks to Rachel for attending the meeting and agreed to keep up our efforts to improve the community grounds and amenities.

**Status:** Completed

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#### 2.A.2. Ryan Shields

Ryan Shields, Maintenance Department Head, was also asked to attend this meeting by Brandon with the purpose of improving communication between the maintenance department and the CPC. Ryan expressed his thanks to the committee for all of the hard work and past efforts in support of his department. He is very responsive to our requests for support and makes every effort to meet our needs in a timely manner.

**Status:** Completed

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#### 2.A.3. Jacob Rutledge

Jacob is new to community and was invited to attend the meeting to gain a perspective of the committee's activities and needs. He volunteered to assist with the CPC's upcoming clean-up efforts at the front and back gates.

**Status:** Completed

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### 3. APPROVAL OF MINUTES:

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#### 3.A. APPROVAL OF MINUTES

Walter made a motion that the minutes of last month's meeting be approved as published. The motion was seconded by Cookie. Ron asked if two of the projects listed at last month's meeting had been accomplished. Namely, removal of the ivy from the trees in front of the pool and if the planters for the office were done. Neither effort was completed. Motion approved

**Status:** Completed

- Minutes-2020-07-09-v1.pdf
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### 4. BOARD LIAISON/MANAGEMENT REPORT:

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#### 4.A. BOARD LIAISON/MANAGEMENT REPORT

Malinda reported that the bridge assessment was completed in July as scheduled but the findings had not been received by the BOD at this time. She was unable to secure the materials to complete the planting at the office and recommended that we table that effort for this year.

**Status:** Completed

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#### 4.A.1. Code of Conduct

She also advised the group that the BOD has developed a "Code of Conduct" for all committee members to sign. (see attachment)

**Status:** Completed

- Discrimination Harassment and Retaliation Policy.pdf
  - Ethics Prof Conduct-07.2020.pdf
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### 5. AMENITY REVIEW & WORK PARTY:

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#### 5.A. AMENITY REVIEW

CLEARWOOD COMMUNITY  
PROPERTY COMMITTEE

Completed Section 5 and 7 Review. Schedule Section 8 Review.

Brandon asked for volunteers to do a walk through of the amenities for Section 8. Craig and Ron agreed to help. Walk through scheduled for 23 August 2020 at 09:00 A.M.

**Status:** Completed

- 2020 Section 5 Amenity Review.pptx
  - 2020 Section 7 Amenity Review.pptx
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## 5.B. WORK PARTIES

**Status:** Completed

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### 5.B.1. Clean Park Signs

Ongoing effort. No specific date, time or work group identified to complete this task. Ron reported that he completed from the back gate to the maintenance shed and along Rampart drive to the pool, Blue Hills Dr. entire length including side streets. He also took pictures of signs needing attention or missing stop signs at some intersections.

**Status:** Completed

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### 5.B.2. English Ivy Pool Trees

Still needs to be completed.

**Status:** Completed

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## 5.C. Office and Back Gate clean-up

Brandon made a motion that a work party be scheduled for 23 August 2020 at 0900 A.M. focusing on the Office and Back Gate areas. Motion seconded by Ron. Motion approved

**Status:** Completed

Report

Brandon made a motion that a work party be scheduled for 23 August 2020 at 0900 A.M. focusing on the Office and Back Gate areas. Motion seconded by Ron. Motion approved

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## 6. NEW BUSINESS ADDED TO AGENDA:

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### 6.A. NEW BUSINESS ADDED TO AGENDA

Craig asked to formally seated as a CPC committee voting member. Ron made a motion that Craig, pending successful back ground check, be approved as a CPC member. Cookie seconded this motion. Motion Approved. Craig agreed to get the appropriate back ground check paperwork from the office and begin the process. Welcome Craig.

**Status:** Completed

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## 7. APPROVAL OF AGENDA:

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### 7.A. APPROVAL OF AGENDA

Ron made a motion that the agenda be approved as published. Walter seconded the motion. Motion approved.

**Status:** Completed

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## 8. OLD BUSINESS:

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### 8.A. Recurring Vandalism

Security Video Review

Rachel advised the group that utilizing car license plates as identification for front and back gates was not allowed. No resolution reached of where to go from here.

**Status:** Completed

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### 8.B. CPC Budget

Rachel advised that she will be the approving authority for purchasing any items requested by the CPC for plants, planting area support or other items that will provide existing planted areas health and maintaining overall beauty. Requests for other supplies, paint, tools, etc. will be incorporated into the general maintenance budget. She will also be the approving authority for these items as well. The CPC has a current budget of \$250.00.

**Status:** Completed

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#### 8.B.1. Planters

Not completed. Issue tabled for this year.

**Status:** Completed

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#### 8.B.2. Fertilizer

Walter made the motion that we use the budgeted amount to purchase the necessary fertilizers/soil amendments now. Motion seconded by Ron. Motion approved. Brandon will contact Henry regarding specific fertilizers and notify Rachel as to specific items needed to be purchased.

**Status:** Completed

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## 9. NEW BUSINESS:

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### 9.A. Madrona Beach Amphitheater

Debra Baker asked if the CPC would be willing to refurbish the seating at the Madrona Beach amphitheater. I looked it over and the repairs should be fairly simple. She asked that we discuss this at our next meeting and if we are agreeable to take this on she will speak with the maintenance manager to secure any needed materials. Ron

Ron asked about the CPC doing the work necessary to replace the seating at Madrona Beach cabana area. Ryan advised that he was unaware of the need for this area and agreed to look into the issue and will get back to the committee with a disposition. Ron felt that the repairs appeared to be straight forward felt that he could find "qualified" community support to enact necessary repairs. He also asked if the "wood lot" needed more support. He was told by Ms. Debra Baker that the current person, Lonnie, was selling his home and would be leaving Clearwood. Lonnie is currently the sole volunteer for this effort. Rachel stated that she would send Ron Lonnie's contact information.

**Status:** Parked

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### 9.B. Pool Deck Painting

CLEARWOOD COMMUNITY  
PROPERTY COMMITTEE

Maintenance would like to know if CPC would be willing to paint the deck of the pool? They'll know when as soon as they order the paint. They said it's not a problem if the weekend works best for us.

Pool deck painting will be completed by maintenance.

**Status:** Completed

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#### 9.C. Longmire Cabana Painting

If we wanted to paint the Longmire cabana it does need to be pressured washed first.

Cookie volunteered to paint the Longmire canbana. Ryan advised that she could secure necessary supplies at the maintenance shed when she was ready to do the work.

**Status:** Completed

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### 10. CPC MEMBER COMMENTS:

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#### 10.A. CPC MEMBER COMMENTS

**Status:** Completed

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### 11. CLEARWOOD GUEST COMMENTS:

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#### 11.A. CLEARWOOD GUEST COMMENTS

**Status:** Completed

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### 12. ADJOURNMENT:

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#### 12.A. ADJOURNMENT

Meeting adjourned 13 /august 2020 at 08:42 P.M.

**Status:** Completed

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