

## 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, September 17, 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:** Craig Adams, Ron Parsons, Malinda Poirier, Hank Risen, Brandon Schock, Cookie Skelly, Walter White  
**Absent:** Christina Audley

### 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 at 7:00P.M by Chair Brandon see list on members attending

**Status:** Completed

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#### 2. COMMUNITY GUESTS IN ATTENDANCE:

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##### 2.A. COMMUNITY GUESTS IN ATTENDANCE

Gary L. William Willmet, Richard Houghton, Stephen?

**Status:** Completed

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#### 3. APPROVAL OF MINUTES:

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##### 3.A. APPROVAL OF MINUTES

Motion to accept minutes as published by Walter and seconded by Malinda. Minutes of August 2020 meeting approved.

**Status:** Completed

- Minutes-2020-08-13-v1.pdf
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## 4. BOARD LIAISON/MANAGEMENT REPORT:

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

i. Longmire retaining wall – Action Item - Maintenance to see if it is feasible to save and reuse the bricks from Reichel Beach - They have said, no they're not, but they like the idea and it should be considered a part of the longmire project when the retaining wall for the beach is replaced.

iii. Surveillance Committee – Videos go to the Server, which cannot be made accessible to volunteers, maybe in future if a new security system is obtained.

See attached report from Malinda. Malinda also noted that Rachel has ordered landscaping bark for the front and back gate planting areas and paint for the Longmire Beach cabana. Paint will be available for pick-up at the maintenance shed anytime during their normal duty hours. Cookie asked that the maintenance crew power wash the areas needing painting prior to her obtaining the paint. Malinda will bring both concerns to the GM for action. Cookie will complete the painting as soon as the power washing is done. Malinda noted that the roadways will be painted next week and therefore the maintenance crew may not be available to power wash until that workload is done. Brandon suggested that due to wildfire concerns that bark should not be utilized by the front office area due smokers dropping lit cigarette materials into the dry bark. Due to dropping temperatures if the painting, is not done within the next two or three weeks, may not be able to be done until next spring.

**Status:** Completed

- Bridges-Final-Inspection-Report-8-24-20.pdf
  - CCA-72-Hour-Test-Letter-1.pdf
  - Clearwood-72-HR-Test-Presentation.updated-9.3.20.pdf
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## 5. AMENITY REVIEW & WORK PARTIES:

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### 5.A. AMENITY REVIEW

Completed Section 8 Review. Schedule Section 9 review.

Brandon, Craig, and Ron did a walk through of section 8 earlier this month. Pictures and written/concerns was compiled by Brandon and forwarded to the GM Rachel, Maintenance Manager Ryan and Liaison Malinda for review and action.

**Status:** Completed

- 2020 Section 8 Amenity Review.pptx
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### 5.B. WORK PARTIES

**Status:** Completed

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#### 5.B.1. English Ivy Pool Trees

Task not completed and moved to later in the month. Walter volunteered to complete this tasking.

**Status:** Completed

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#### 5.B.2. Office and Back Gate clean-up

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CLEARWOOD COMMUNITY  
PROPERTY COMMITTEE

A work party attended to the front and back gate flower beds and planting areas early this month. Thank you to Brandon , Walter, Malinda, Craig, Ron, and Richard.

**Status:** Completed

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## 6. NEW BUSINESS ADDED TO AGENDA:

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

Brandon advised the group that section nine (9) was due for an amenity assessment this month and asked for volunteers. The walk through is scheduled for Sept. 26 2020 at 10:00 am. Brandon, Craig, Walter and Ron agreed to meet at Harrington Park to perform this task.

**Status:** Completed

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## 7. APPROVAL OF AGENDA:

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### 7.A. APPROVAL OF AGENDA

Ron made the motion that the agenda be approved as published. The motion was seconded by Cookie. The motion was approved.

**Status:** Completed

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## 8. OLD BUSINESS:

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### 8.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

On hold for present awaiting evaluation by Ryan. Ron will prepare a list of necessary materials for this project and Brandon will forward the list to Rachel and Ryan for review. (see comments in liaison report above).

**Status:** Completed

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### 8.B. Longmire Cabana Painting

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

Paint is available at the maintenance shop. Area needs power wash prep prior to painting. Cookie will follow up with Ryan. (see comments in liaison report above).

**Status:** Completed

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## 9. NEW BUSINESS:

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### 9.A. Beauty Bark

Management has beauty bark. Pick locations to put down beauty bark.

Brandon suggested that due to wildfire concerns that bark should not be utilized by the front office area due smokers dropping lit cigarette materials into the dry bark. (see comments in liaison report above).

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**Status:** Completed

- Beauty Bark Locations.docx
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### 9.B. Office tree and garden bed removal

Motion to request approval to remove the tree and garden bed blocks near the office and front gate and fill with gravel. This will increase the ability for people to turn into the gate from the side parking lot and remove the tree that people keep running into.

Brandon made a motion that a small tree and flower bed area in front of the office located near the Handicap Parking are be removed. Ron seconded the motion. Discussion: the removal of the tree and small planting area will facilitate access to the front gate and provide additional parking slots. Walter advised that the current office is to be demolished and a larger structure is to be built. As a result the area in question will be removed and a larger parking area is to be established. He felt that there should be no reason for the recommendation to remove the tree and the small planting bed not go forward now. Malinda to speak to Rachel and/or Ryan. Motion approved.

**Status:** Completed

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### 9.C. Background Checks preparation for November

Annual Background checks for committee volunteers are now required per the bylaws. Committee members will have to download the Background Check form from the Clearwood Website (Documents and Forms area). Send or scan/email to gm@clearwood.org along with a scan or photocopy of their driver's license.

Malinda to have the approval for Craig to be seated as a voting CPC member discussed at this months BOD meeting.

**Status:** Parked

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### 9.D. Committee Report at Annual General Meeting Nov 7

Usually the Chairperson for the Committee will make a brief report on each Committee. Discuss what they do, what they have done, and what they are planning. This is also an opportunity to solicit new volunteers to join CPC.

Malinda notified Brandon that the CPC is to prepare a short introduction of the CPC for the new member ZOOM meeting November 07,2020 meeting. She recommended that any pictures he has showing some of the projects that the CPC has accomplished over the past year be included. Brandon agreed to tp take this on and asked the members if there were any objections to having their picture used in his discussion.

**Status:** Parked

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### 9.E. Recognize Member Resignation

Christina Audley has sent an email officiating her resignation. Motion to remove her from the CPC membership Roll Call and thank her for her volunteer service.

Brandon notified the group the Chris Audley has officially resigned from the CPC. Chris will be missed and wished to thank her for all her hard work and long time dedication to the community at large. THANK YOU CHRIS.

**Due date:**

**Status:** Completed

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## 10. CPC MEMBER COMMENTS:

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### 10.A. CPC MEMBER COMMENTS

CLEARWOOD COMMUNITY  
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None

**Status:** Completed

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## 11. CLEARWOOD GUEST COMMENTS:

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### 11.A. CLEARWOOD GUEST COMMENTS

None

**Status:** Completed

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## 12. ADJOURNMENT:

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### 12.A. ADJOURNMENT

Ron made the motion that the meeting adjourn. Motion seconded by Walter. Motion approved and Brandon adjourned the meeting at 8:49 PM September 17, 2020.

**Status:** Completed

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