

## CPC Meeting minutes - August 2021

**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, August 12, 2021 7:00 PM - 8:30 PM

Purpose / notes

Regular scheduled meeting

Location

Zoom

Chaired by Kelly Cunningham

Minutes recorded by Ron Parsons

Attendance

**Present:** Craig Adams, Kelly Cunningham, Ron Parsons, Malinda Poirier, Cookie Skelly, Hank Risen

**Absent** None

Minutes

#### 1. CALL TO ORDER AND ROLL CALL:

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

Action item / Task

Meeting called to order at 7:00 PM by chairperson

Due date:

Status: Completed

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#### 2. COMMUNITY GUESTS IN ATTENDANCE:

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

Issue / Discussion

Richard Houghton

Status: Completed

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#### 3. APPROVAL OF MINUTES:

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

Motion / Resolution

Minutes of June 10,2021 motioned for approval as published by Cookie and seconded by Craig.

Motion

Status: Carried (note: meeting for July 2021 cancelled due many members missing due to vacation and other commitments)

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

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

Lead: Malinda Poirier

Issue / Discussion

- CPC wants to host a litter pick up on August 22nd. Can Ron drop by Friday (tell us what time is good for you) to pick up Gloves, Garbage bags and stain. They would like to know how much stain was purchased. [We bought a bucket of stain, they are about \\$300.00 per 5 gallons. The gloves, bags, paint, and stain will be here for you to pick up today.](#)
- Paint posts around Fire Hydrants - August/Sept - CPC is willing to paint the posts to make them more visible during winter/snow before the wet season. Just need paint. [The paint will be here today for you to pick up.](#)
- Wld like clarification if the paint scrapers, are they for CPC to continue using? [I purchased them for CPC to use.](#)
- Outdoor Gym - Insurance answer back? [Insurance approved equipment on May 25th. Equipment is currently unavailable due to shortage of wood supply. Once purchased, kits can be stored at the maintenance shop until installation can be performed.](#)
- Loop Lane - If we really believe it was just the window, can it be secured? -Iron Gates, padlocks, windows- secure, wood, iron? Is there power? Is the Bathroom usable in general sinks/toilets? CPC does not want to use toilets but would like to use sinks. Just curious if they in fact work. [Will check with GM and maintenance.](#)
- Can you ask insurance if there would be a liability issue if we supplied Ash cans for the BBQ pits? [I will get back to you.](#)
- Specifically what sprinklers throughout the community work or don't work. Which ones do we know that are being used? [We are currently assessing all of them, the staff has been working on these since the end of last week.](#)
- Back Gate Blind Spot when leaving back gate onto Bald hill - Is Maintenance going to take care of this, or can CPC? [CPC is welcome to if they are willing to take it on, we'd appreciate it.](#)
- Maintenance is not mowing grass under benches/tables.
- Loop lane storage area. [GM does not suggest the use of the Loop Lane right now, because it has been broken into recently and sleeping bags found.](#)

Status: Completed

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#### 5. AGENDA ADDITIONS AND APPROVAL:

## **5.A. ADDITIONS TO AGENDA**

**Issue / Discussion:** Refresh painting of signage for parks and other community areas

Status: ongoing

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## **5.B. APPROVAL OF AGENDA**

**Motion / Resolution**

Motion to approve the August 12, 2021 agenda be accepted as published, with above addition, by Kelly and seconded by Ron

Status: Carried

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## **6. MONTHLY AMENITY REVIEW:**

### **6.A. MONTHLY AMENITY REVIEW**

**Assigned to:** Brandon Schock

**Action item / Task**

No amenity review done for June or July. Kelly asked the CPC members if they wished to continue the monthly amenity review? All were in agreement that the CPC should continue this valuable community effort. Next scheduled amenity review will be of section 5 & 6 on 22 August 2021. We will also sponsor a litter pickup for those areas at the same time. Notice has been placed community wide asking for volunteers to assist with the litter collection. We will meet at the Windy Beach parking area at 1:00 PM on 22 August 2021. Thank you, Malinda for coordinating with the main office in getting the word out.

As in the past the amenity walkthrough and review of findings for area 5&6 once completed will be forwarded to the G/M.

Assigned to: Chair

Due date:

Status: Ongoing

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## **7. WORK PARTIES**

### **7.A. PARK REPORTS**

**Issue / Discussion**

Cookie reported that the parks and beaches look to be in good order for the present time.

Status: ongoing

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## **7.B. FUTURE WORK PARTIES**

### **Issue / Discussion**

Status: ongoing

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### **7.B.1. Stain stairway at Sunset Beach**

#### **Issue / Discussion**

Cookie asked for support to power wash the front office deck and will paint the area when done. Kelly agreed to do the power washing and will coordinate with Cookie. Malinda advised that she will discuss this with the G/M beforehand to ensure that there will not be any timing issues or other concerns and asked that the power washing and painting be held off until she has notified the G/M.

The Clearwood signage at the front gate still needs repainting. Malinda volunteered to take this on. She will coordinate with the G/M for painting supplies.

Status: Ongoing

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### **7.B.2. Sunset Beach Painting**

#### **Issue / Discussion**

The power washing at Sunset has been completed and the painting has been done. As noted above the stairway needs to be stained. Two of the trash cans have been repaired. The others will be completed once the price of materials comes down.

Status: Ongoing

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## **8. OLD BUSINESS:**

### **8.A. Outdoor Gym Equipment Subcommittee**

**Moved:** Malinda Poirier

#### **Motion / Resolution**

- Research outdoor equipment
- Best order of workouts
- Signs?
- Draft trail map

Kelly reported that the sub-committee, Kelly, Richard Houghton, and Ryan met to discuss the way forward. They performed a walk-through to identify potential equipment locations on June 17, 2021. Ryan stated that an insurance review be done to identify any potential liability concerns for a project of this nature. A proposal will be forthcoming for the CPC to approve prior being sent to the BOD as

a recommendation to purchase and install the equipment. Ryan did advise that the CPC will need to assist in installation and assembly of the equipment.

Status: ongoing

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## **8.B. Plants and Planters**

**Lead:** Kelly

**Issue / Discussion**

Plants for the front office and general area. Kelly advised that the current plant hangers purchased by the CPC failed.

Motion: Kelly motioned that the CPC purchase rail planters for future use. An agreement needs to be established that the office staff will maintain the watering of any plants placed there. Ron seconded the motion.

Motion passed.

Status: ongoing

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## **8.C. CPC Budget**

**Lead:** Kelly

**Issue / Discussion**

Kelly will update the financial spreadsheet to reflect costs and current balance.

Status: ongoing

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## **9. NEW BUSINESS:**

### **9.A. Monthly Community Cleanup**

**Lead:** Malinda Poirier

**Issue / Discussion**

Motion: Ron made a motion that the CPC use our monthly amenity walk through as a good time to coordinate a community litter pick-up effort. The CPC will establish a set date and time for our scheduled walk through of each section and ask for community volunteers during that time. Malinda recommended that we utilize the signup wizard program already in place for interested community volunteers to register. Also, a flyer will be placed on the community newsletter/web site for communicating date/time and location of each walk through. Seconded by Malinda. She also requested the group to please review the Clearwood website for details and future projects.

Motion passed. (Next scheduled walk-through Sunday 22 August, 2021 at 1:00 PM Windy Beach area.)

Status: ongoing

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## **10. CPC MEMBER COMMENTS:**

### **10.A. CPC MEMBER COMMENTS**

#### **Issue / Discussion**

Ron asked the group to extend our profound thanks to Henry, and his neighbor, for their quick actions taken to extinguish a fire along Blue Lake trail. THANK YOU, Henry.

Status: Completed

Ron also wished to express his thanks to Ray, Malinda and her son, for their help at the woodlot. Dennis Anderson will be unable to continue with the work at the lot. He will be available to assist community members needing to pick up purchased wood. Thank you to the board for the purchase of a new wood splitter. Money raised from the sale of wood has made this possible. Anyone wishing to assist at the woodlot your participation would be greatly appreciated.

Status: ongoing

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## **11. CLEARWOOD GUEST COMMENTS:**

### **11.A. CLEARWOOD GUEST COMMENTS**

#### **Issue / Discussion**

None

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## **12. ADJOURNMENT:**

### **12.A. ADJOURNMENT**

#### **Motion / Resolution**

Ron made the motion that the meeting be adjourned and was seconded by Craig. Kelly adjourned the meeting at 08:30 P.M. August 12, 2021.

Motion / Resolution #:

Moved by:

Seconded by:

Status: Carried