

- We held a small ribbon cutting on Friday March 5th for the opening of Hi-Lo park.
- There were no shutdowns in operations in March for COVID-19
- We had no water line breaks in the month of March. Staff did find a small leak on our side of a meter when reading meters.
- Of our 1355 lots we have 753 residents that have paid in full, 367 people on promissory notes, 106 people on ACH. We will continue reaching out the remaining 129 owners that have not paid or made arrangements.
- The engineer for the docks and bridges project came out on 07/24/2020. We toured all the bridges in the community and 3 docks. We should receive the report back in the next few weeks. The report came back from the engineers on 8/25/2020. We will be prioritizing the repairs and planning the projects. We have 2 bridges that need replaced we are requesting funding for the engineered drawings for the replacement of those bridges. That capital request was approved, and we ordered the drawings from Mc Squared Engineering. The drawings for the bridges were ordered, I was updated that the drawings will be to us in the first week of December. We received the drawings and will start planning those projects for 2021. If these projects are to be completed in 2021 we may need to consider hiring contractors to do the work.
- We had no break ins at the pool in the month of March.
- The engineers for the WH, Water and roads, and the tennis courts projects visited CCA for a bid walk on 07/28/2020. Four engineers submitted their bids by the deadline 08/21/2020. The bid evaluation was completed and the contracted was awarded to KPFF INC. The association has contracted with Joint Partners to be the project managers for the current KPFF contract. The kickoff meeting for the project was on November 18th and went well. We received the 25 % design review from Kpff . I met with Mitch, Ryan, Matt and Walter to review the 25% review and provide comments to the Engineer. We received the 50% design review and met several times in March to go over the report and compile our comments back to Kpff before our team met with them on the March 4th. The meeting was successful and all comments to Kpff were accepted.
- We are continuing to do daily Covid-19 screening for employees.
- The average water PH for the month of March was 7.63.
- All water testing came back clean for the month of March.
- We had no break ins at Maintenance in the month of March, however the alarms went off twice after hours.
- We had a tree fall on the fence at the office, at Wells 1&2 a tree also fell on the fence and clipped the corner of the building. In the same storm we had a tree fall on the cabana at Madrona beach. I have filed an insurance claim to cover the damages. I had a contractor out to give us a bid on fixing the cabana and pump house damage. We are waiting on that bid to come back. The bid came back late February, and we scheduled the work, it was completed on March 15th.

- At the end of February, the Board authorized hiring Joint Partners to be our Owner's representative, at that same meeting tasked me to work with Mitch on creating a plan for the Pool project, Longmire multi-racket court to be redone, and start the next steps towards starting the new Admin and meeting space building.
- On March 25th I met with Joint Partners, we walked the Admin., pool, and Longmire project sites to develop a full scope of the work that we need done.
- We had engineers out to inspect the pool retaining wall, foundation, and decking. We discovered cracking and failure due to improper installation and slippage. After receiving the report, it was sent to our insurance and risk management for input. Their opinion is that the issues at the pool should be fixed before we open again.
- February vandalism Report 2021 the gates were broken several times this month, 6 times the arm was broken at the front gate, 13 times at the back gate. Madrona continues to be vandalized with spray paint and garbage. Graffiti on multiple street signs. Litter regularly dumped on roads and at parks. Resident using community property to access their back yard.
- Capital request was submitted and approved for 2 slides, one will be placed at Longmire and one at Sunset beach. The slides were put on order and installation is scheduled for April 13th & 14th .
- Capital request was submitted and approved for professional leak detection. We are currently losing about 20 % of our water to underground leaks. We have contacted NWWS for recommendations on contractor. The contractor will be here April 5th to preform leak detection.
- In Compliance we set out 26 warning letters and 19 fines were issued for . There were 16 compliance issues that were resolved.
- The NWWS project management contract for completion of the Well #5 project was signed. I met with NWWS virtually on the 22nd and had a onsite meeting on the 27th . We were able to make a few adjustments to the building, in doing so the community will save a significant amount of time and money on the project. Met with PSE and NWWS on site March 17th . PSE had reported previously that we had 3 phase power 600 feet from the Well 5 site. At this meeting they told us that is not correct but they will be working the problem and get back to us in the next few weeks. Mitch and I met with Simon and Lydia from NWWS to go over the bid documents they sent to us for comment.
- I filed with the State of Washington for two different unclaimed properties owed to Clearwood both were listed as escrow accounts.
- Water meters were read this month and water bills were sent out with a newsletter to the community and the water questionnaire.
- On March 25th the Cedcore our new reserve specialist was onsite to do our reserve study. Ryan, Matt, Jennifer, Mitch and I spent several hours with them going over each

of our assets and then drove throughout the community inspecting all of our amenities/assets. We all had a very positive initial impression.

- I obtained the remaining permit needed from Washington State Fish and Wildlife to start Reichel Beach project. We have removed the top 2 layers of old bulkhead wall and ordered the new retaining wall eco-blocks. We must wait until the lake goes down to remove the final layer of old bulkhead blocks that are touching the water or until June whichever comes first. The Biologist will allow us to do all work behind the bricks on the land side before the water goes down, so we will continue to do as much as we can.
- We finalized the job posting for our two summer hires.