

To: Board of Directors, Clearwood Community Association

From: Mitch Waterman, CMCA

Joint Partners, LLC

Date: April 20, 2021

RE: Monthly Board Report – March 27, 2021 to date of report

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1. **Well 5 –**

- a. Bid specification package was reviewed with significant input provided to Northwest Water. The original 366-page specification package has now been reduced to a manageable 95-page document that contains a succinct listing of requirements, drawings, and contract provisions.
- b. A May 2020 statement, provided by PSE to NWS to Clearwood, stated three-phase power was available 600 feet away has been found in error. The actual distance is closer to 1,000 feet. This change will represent an increase in cost.
- c. As part of validating the project design package, the Accounting Manager and I have discovered the basis for the budget did not include a bottoms-up estimate but rather a para-metric estimate comparing the scope of this project against similar sized projects. Not knowing the other projects, our trust in the current proposed construction estimate is not high. Owners Rep has requested a complete set of criteria used in the para-metric estimate and desire to send to a different firm for validation. Bids received will determine the actual market cost, however, we want the Board to have a credible understanding of total project cost before bids are received.
- d. We expect to enter into a conversation with PSE in the coming week to authorize trenching to bring power to the site.

2. **Pool Reconstruction –**

- a. On February 27, 2021, the BOD authorized a renovation of the pool which was documented in a letter provided to the BOD in March. The scope of the pool project was defined in a letter provided to the Board on 3/25/21. The pool project is not due to complete until prior to the pool season in 2022.
- b. The Board agreed to obtain a written evaluation from a competent pool maintenance company which provides a professional opinion on the pool mechanical components (pumps, filters, controls, etc.). That review is scheduled for April 28<sup>th</sup>. Based on that report, we will finalize the scope and begin searching for contractors.

3. **Tennis Court –**

- a. The scope of the tennis court project was defined in a letter provided to the Board on 3/25/21.
- b. This project is on hold until the Board approves the final scope.

4. **Office Building –**

- a. The scope of the office building project was defined in a letter provided to the Board on 3/25/21.
- b. This project is on hold until the Board approves the final scope.

**5. Onsite Visitation -**

- a. Owners Rep and Accounting Manager were on site 3/25/21 to meet with the reserve analyst to initiate the field work for an updated Reserve Plan.

**6. Roads Project –**

- a. KPFF provided a limited 90% design submittal to the Owners Rep in April. The final 90% design is due the week of April 26<sup>th</sup>. The difference between the two is one does not include a complete replacement of a main waterline or a full road replacement.
- b. Weyerhaeuser has previously provided a complete set of its drawings to KPFF to enable completion of that project as scheduled the first week in May 2021.
- c. The tennis court portion of this effort is completed at 100%.
- d. Contractor is providing high quality work on schedule and on budget.

**7. Strategic Plan –**

- a. As directed by contract, Owners Rep scheduled and conducted part one of a two-part training session on 4/17/21 in conjunction with the Accounting Manager. The session was attended by five of the seven directors plus staff, it was recorded, and the two directors who could not attend have been contacted, asking them to view the recording and contact the Owners Rep for clarification of any questions.
- b. Part two tentatively scheduled for 5/15/21
- c. PDF copies of PowerPoint provided by email 4/16/21
- d. Homework was assigned/requested to be emailed by 5/12/21
- e. The materials provided back will be placed into “bins” and used as the starting point for creating a CCA Strategic Plan.
- f. The Directors received a recommendation from Joint Partners to establish a Community Plan created by wide participation of the membership.

**8. Support to CCA General Manager –**

- a. The Owners Rep and the General Manager have frequent conversations each week on topics ranging from management and governance to strategic planning and leadership.