

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**April 23, 2022 at 9:00 am** via Zoom  
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

**AGENDA**

1. **Meeting Called to Order**
2. **Welcome and Opening Comments**
3. **Roll Call**
  - a. **Directors Present:** Richard Houghton, (President) (RH); Walter White, Vice President (WW); Alexa Burns (Secretary) (AB), Tim Kramer (Treasurer) (TK)(joined at 10:33 am) ; Tyler Marketon, (Director) (TM); Deborah Baker, (Director) (DB); Sabrina Soriero, (Director) (SS); Malinda Poirier (Ex Officio Member) (MP)
  - b. **Staff:**
  - c. **Guests:**
4. **Introductions**
5. **Approval of Agenda**
6. **Member Questions and Comments on Agenda Items**
  - a. **Approval of Consent Agenda**
  - b. Minutes of March 26, 2022, Board Meeting
  - c. Minutes from April 15, 2022, Special Board Meeting
  - d. Minutes from March 21, 2022, Finance Committee Meeting
  - e. Minutes from March 22, 2022, MAC Meeting
7. **General Manager's Report –**
8. **Owner's Representative Report**
9. **Accounting Manager's Report**
10. **Business – Operations –**
  - a. Back Gate Access for Motorcycles
  - b. Mailbox Lock Fees
  - c. Water checking account
  - d. Pool Fencing
  - e. New Security system for water, Well 5, office and maintenance
11. **Business – Governance**
  - a. 2022 Unaudited Financial Report through March 31, 2022
  - b. March 2022 Reserve Reconciliation Report
  - c. Transfer Resolutions 2202 04 01
  - d. 2021 Audit – Letter of Engagement
  - e. Reschedule May Board Meeting
  - f. Committee Charters -
  - g. Committee Reports
    - i. Elections Committee –
    - ii. Member Activities Committee (MAC) –
    - iii. Community Property Committee (CPC) –
    - iv. Violations Committee –
    - v. ACC –
  - h. Communication to Residents
    - i. Volunteer Spotlight –
    - ii. Weekly Email Newsletter –
12. **Member Open Forum –**
13. **Executive Session – Legal and Personnel Issues –**
14. **Reconvene General Session –**
15. **Motions Resulting from Executive Session**
16. **Adjourn –**

The reference materials used at this Board meeting are available to be transmitted digitally at no charge. There will be a cost associated with a print copy. Please complete a Request to Inspect Association Records form available in the office or at <http://www.clearwood-yelm.com/documents-and-forms/>

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**17. Future Agenda Items**

- a. Back Gate Motorcycle Access
- b. Contingency Account
- c. Use of grazing animals to clear brush
- d. Discussion on best use of boat yard
- e. Security System
- f. Signs warning of pedestrian traffic
- g. Resolutions for 2022
  - i. R&R on Releasing information
  - ii. To recoup costs relating to vandalism
  - iii. Audit Waiver

**18. GM Action Items**

- a. Find a location where the Violations Review Panel can meet in person. Suggestions:  
Fire Station, Lackamas School, meeting room at Single Tree.

**19. Board Action Items**

- h. WW to work with JS to bring forward for a vote in November the resolution regarding the Buyer's Transfer Fee.
- i. RP, RH and AB finalize the process for the Volunteer Spotlight
- j. AB to see that February volunteer (Linda Doucette) is properly acknowledged.
- k. RH design sign for sharing road with pedestrians
- l. RH, AB and RP to explore using grazing animals to clear brush

**Next Regular Board Meeting:** May 28, 2022, at 9:00 am