

Clearwood Community Association
Regular Meeting of the Board of Directors
December 17, 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:** Richard Houghton, (President) (RH); Walter White, Vice President (WW); Alexa Burns (Secretary) (AB), Tim Kramer (Treasurer) (TK); Phillip Holzinger (Director) (PH); Christian Gates (Director) (CG); Sabrina Soriero, (Director) (SS)
 - b. **Absent:**
 - c. **Staff:**
 - d. **Guests:**
4. **Introductions –**
5. **Approval of Agenda –**
6. **Member Questions and Comments on Agenda Items –**
7. **Approval of Consent Agenda –**
 - a. Minutes of November 19, 2022, Board Meeting
 - b. Minutes of November 14, 2022, Finance Committee Meeting
 - c. Minutes of November 14, 2022, MAC Meeting
 - d. Minutes of October 14, 2022, Violations Committee Meeting
 - e. Minutes of October 28, 2022, Violations Committee Meeting
 - f. ACC Open Permits as of December 15, 2022
8. **General Manager's Report –**
9. **Owner's Representative Report –**
10. **Accounting Manager's Report –**
11. **Business**
 - a. Financial Reports –
 - i. 2022 Unaudited Financial Report November 30, 2022
 - ii. November 2022 Reserve Reconciliation Report
 - iii. Transfer Resolution 22 12 01
 - b. Financial Resolution 2022-12-02 *A Resolution for Board designation of primary company banking administrator*
 - i. This updated resolution from the August 2019 version updates the language in the ByLaws (as it was updated between then and now) and adds my name specifically to the Financial Resolution as the Accounting Manager. Should another Accounting Manager come aboard in the future (no plans here) the resolution would need to be updated.
 - ii. I attached a working document for your records, or changes, and a final pdf copy should no changes be needed.
 - c. A MOTION to update Check Signatories.
 - i. The recommendation from the Accounting Manager is to have four check signatories.
 - ii. MOTION: A motion is made by ----- and seconded by _____ to have <Board Member Name 1> , <Board Member Name 2> , <Board Member Name 3> , and <Board Member Name 4> as the banking signatories for all checking, savings, CD, ICS, and other financial investment accounts as of this date, December 17, 2022
 - d. Contracts
 - e. Employee Vacation Time cap increase to 300 hours from 200 hours
 - f. Well 5 change
 - g. Well 1 change is part of the Well 5 project

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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- h. Governing Documents
- i. Capital Project List Approval for 2023
- j. Expenditure Request for Vacuum Truck
- k. Report on Forming Teen Committee
- l. Committee Reports
 - i. Elections Committee –
 - ii. Member Activities Committee (MAC) –
 - iii. Community Property Committee (CPC) –
 - iv. Violations Committee –
 - v. ACC –
- o. Communication to Residents
- 12. Member Open Forum –**
- 13. Executive Session – Personnel and Legal Issues –**
- 14. Reconvene General Session –**
- 15. Motions Resulting from Executive Session –**
- 16. Adjourn –**

For Future Meetings –

2023 Board Meeting calendar (January or February)
Updating Community Plan

Next Regular Board Meeting:

January 28, 2023, at 9:00 am