

Clearwood Community Association
Regular Meeting of the Board of Directors
August 28, 2021 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

DRAFT AGENDA

1. Meeting Called to Order

2. Roll Call

- a. Directors: Malinda Poirier, President (MP); Richard Houghton, Vice President (RH); Alexa Burns (Secretary) (AB), Deborah Baker, Director (DB); Walter White (Treasurer) (WW); Tyler Marketon, Director (TM); Ray Brooks, Director (RB)
- b. Staff:
- c. Guests:

3. Introductions

4. Approval of Agenda

5. Approval of Consent Agenda

- a. Minutes of August 11, 2021, Special Board Meeting
- b. Minutes of June 25, 2021, Elections Committee Meeting
- c. Minutes of July 16, 2021, Violations Committee Meeting

6. Welcome and Opening Comments

7. General Manager's/Owner's Representative Report

8. Member Agenda Questions

9. Business - Operations

- a. Unaudited Financial Reports as of July 31, 2021
- b. Reserve Transfer Resolution 2021-08-01
- c. Reserve Cash Activity as of July 31, 2021
- d. Request for Proposal (RFP) for Pool
- e. Well 5
- f. KPFF Funding Correction
 - i. Add Water Reserves to Funding – 9-19-2020 Minutes
- g. Operational Support of Violations – Authority for Warning Letters
- h. Harassment Policy for Employees
- i. Lackamas PTO Request for Recycle Bin at Clearwood Office

10. Business – Governance

- a. Elections Changes Due to Legal Opinion, based on new law
- b. 2021 AGM Draft Resolutions
 - i. Minutes of 2020 AGM
 - ii. Background Checks
 - iii. Parking
 - iv. Renter's Fee
 - v. Non-licensed Motorized Vehicles on Clearwood Roads
 - vi. Buyer's Fee
 - vii. R&R Update – remove redundancies with Bylaws
- c. Potential Resolutions for 2022
 - i. Lien Foreclosure and Tax Arrearages
 - ii. Resolution on Moss on Roof
 - iii. RSVP for CCA Cabanas
 - iv. Using Grazing Animals to Clear Brush
- d. PRO Statements
- e. Committee Reports
 - i. Elections Committee
 - ii. Member Activities Committee (MAC)

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- iii. Community Property Committee (CPC)
- iv. Violations Committee
- f. Communication with Residents
 - i. Facebook Cover Photo Contest
 - ii. Volunteer Spotlight –
 - iii. Media – Weekly Email Newsletter, Quarterly Paper Newsletter, Website, Facebook
 - iv. 2021 AGM – Advertised and Resolution drafts published.
 - v. Idea - “Thank you Thursdays”
- g. 2022 Budget – Invitation for comments
- 11. Member Open Forum**
- 12. Executive Session – Legal issues**
 - a. 17/041 - Unpermitted Septic
 - b. 04/266 – Unsightly lot
 - c. 08/094 – Unsightly lot
 - d. 08/131 – Disabled vehicles
 - e. 17/037 – Disabled vehicle and unsightly lot
- 13. Reconvene General Session**
- 14. Motions (and Action Items) resulting from Executive Session**
- 15. Adjourn**
- 16. Future Agenda Items**
 - a. Approval of Budget Resolution
 - b. New Board Member Orientation.
 - c. Discussion on best use of boat yard
 - d. Security System
 - e. Audit of 2020 Minutes
 - f. Letter to Prosecutor
 - g. Energy efficiency - Future Reserve Repairs
 - h. Advertise that there is a reward for turning in vandals (if costs plus fine are collected). Post photos on websites and in newsletters. GM have authority to bill people for actual cost plus 10%.
 - i. Signs warning of pedestrian traffic
 - j. Container Homes
 - k. Create resolution for 2022 Election to recoup costs relating to vandalism
- 17. RP Action Items**
- 18. Board Action Items**
 - a. MP and RH work to reorganize 2021 Action Plan to be able to track in software.
 - b. MP - Write in next newsletter an update on office building.
 - c. AB and MP develop language for signage at parks and beaches
 - d. RH design sign for sharing road with pedestrians

Next Special Board Meeting: September 13,2021, at 6:00pm – Topic - New Office Building

Next Regular Board Meeting: September 18, 2021, at 9:00 am