

Clearwood Community Association
Regular Meeting of the Board of Directors
November 20, 2021 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

***DRAFT AGENDA**

NOTICE: the recording of this meeting is posted on the website. Time stamps are provided, which can assist you in finding any part of the discussion you wish to listen to.

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); Deborah Baker, (Director) (DB); Tyler Marketon, (Director) (TM); Sabrina Soriero, (Director) (SS); Malinda Poirier (Ex Officio Member)(MP)
- b. Staff
- c. Guests:

1. Introductions

2. Approval of Agenda

3. Member Questions and Comments on Agenda Items

4. Approval of Consent Agenda –

- a. Minutes of October 23, 2021, Board Meeting
- b. Minutes of November 6, 2021, Annual General Meeting
- c. Minutes of October 18, 2021, Finance Committee Meeting

5. Executive Session – Legal

6. Reconvene General Session

7. Motions Resulting from Executive Session

8. General Manager’s Report

9. Owner’s Representative Report

10. Accounting Manager’s Report

11. Business - Operations

- a. Unaudited Financial Reports as of October 31, 2021
- b. Reserve Transfer Resolution 2021-11-01
- c. Well 5
- d. KPFF
- e. Use past due assessments to Purchase Two-Way Radios
- f. Bylaws and Rules & Regulations revisions based on election
- g. Bank signers to add and remove

12. Business – Governance

- a. Certifying the election results
- b. Removing interest and fees on monthly payment plans
- c. Scheduling Board Member Training
- d. Reschedule December Board Meeting
- e. Action Item on embezzlement
- f. Delayed Reserve Projects
- g. Board Member Liaisons to Committees
- h. Annual Background Checks for All Board and Committee Members
- i. Committee Reports
 - i. Elections Committee
 - ii. Member Activities Committee (MAC)
 - iii. Community Property Committee (CPC)
 - iv. Violations Committee
- j. Communication to Residents
 - i. Facebook Cover Photo Contest

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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- ii. Volunteer Spotlight
- iii. Media – Weekly Email Newsletter, Quarterly Paper Newsletter, Website, Facebook

13. Member Open Forum

14. Adjourn

15. Future Agenda Items

- a. Use of grazing animals to clear brush
- b. Discussion on best use of boat yard
- c. Security System
- d. Audit of 2020 Minutes
- e. Energy efficiency - Future Reserve Repairs
- f. Advertise that there is a reward for turning in vandals (if costs plus fine are collected). Post photos on website and in newsletter. GM have authority to bill people for actual cost plus 10%.
- g. Signs warning of pedestrian traffic
- h. Create resolution for 2022 Election to recoup costs relating to vandalism
- i. Resolutions for 2022
- j. Idea - "Thank you Thursdays"

16. RP Action Items

17. 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
- e. Policy Subcommittee work on Harassment Policy for Employees
- f. RH, AB and RP to explore using grazing animals to clear brush

Next Regular Board Meeting: TBD, at 9:00 am