

Clearwood Community Association
Regular Meeting of the Board of Directors
July 27, 2024 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

1. **Meeting Called to Order** – 9:00 am
2. **Welcome and Opening Comments** – We are being video- and audio-recorded on Zoom. The agenda for this meeting is on the website at www.clearwood-yelm.org. If a Board Member wishes to speak, raise your digital hand so we can avoid talking over one another. Non-board members will be given two opportunities to speak: under Item 6 “Member Questions and Comments on Agenda Items” and Item 14 “Member Open Forum”. Please keep comments to 3 minutes or less.
3. **Roll Call**
 - Directors Present:** Richard Houghton, President (RH); Walter White, Vice President (WW); Tim Kramer, Treasurer (TK); Alexa Burns, Secretary (AB), Phillip Holzinger, Director (PH); Christian Gates, Director (CG); Kelly Burningham, Director (KB)
 - Absent:**
 - Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
 - Guests:** Denise Rasmussen, resident and Finance Committee Member; Todd Eglund, CCA Attorney
4. **Introductions** – Guests were acknowledged
5. **Approval of Agenda** – *Motion by KB with second by WW to approve the agenda for the July 27 meeting of the Board, correcting the title from “Minutes” to “Agenda”. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – none
7. **Approval of Consent Agenda** – *Motion by WW with second by PH to approve the Consent Agenda for July 27, 2024. Motion carries*
 - a. Minutes of June 22, 2024, Regular Board Meeting
 - b. Minutes of May 13, 2024, Finance Committee Meeting
 - c. Minutes of June 17, 2024, Finance Committee Meeting
 - d. Minutes of June 14, 2024, Violations Committee Meeting
 - e. Minutes of June 28, 2024, Violations Committee Meeting
 - f. ACC log as of July 24, 2024
8. **Executive Session** – *Motion by WW with second by KB to move into executive session at 9:07 am, with guests RP and Todd Eglund, to discuss legal and personnel issues. Motion carries.*
 - a. Regular session resumed by consensus at 9:54 am
9. **Motions Resulting from Executive Session** - none.
10. **General Manager’s Report** – Rachael Paige reporting:
 - a. Collections as of June: 78%.
 - b. Gate card audit, renter’s fees and water bills were sent out at the beginning of the month.
 - c. Otter Beach Restrooms were leaking 9000 gals a minute; Leak Detection came out and worked on them. The restrooms were then re-opened on weekends, but they were still leaking. Lake Detections came back out and did more work. They were open full-time as of last week.
 - d. RP has been working with Weyerhaeuser and Dept of Natural Resources on a fire plan for Clearwood; DNR will handle any evacuations. DNR and the Fire Depart now have keys to the Weyerhaeuser gates. In the event of an evacuation, people will be sent down Sorensen Road and DNR will assist people on the Weyerhaeuser roads. RP is trying to get a copy of the plan from DNR and schedule someone to come out and talk to us.

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- e. 2024 Roads and Water Project: grading and paving completed; striping on East Clear Lake Blvd is mostly completed. There is now a walking path on East Clear Lake Blvd. Striping for the newly paved areas will begin next week. It is currently scheduled for Monday, Wednesday and Friday. Hope to reschedule Friday to another day, to avoid trash pickup day. In response to a question from WW: In some places, the old striping is still visible. We will need to handle that. It was not included in the contract.
 - f. Applied for and got an exemption from the county on the paving over the meadow. Fish and Wildlife will be out next week to review and sign off on the work.
 - g. RP and JS have been meeting on the 2025 operating budget, which is nearly finalized.
 - h. The Reserve and Audits on-sites have been completed. The reserve study should be received within the next month. The audit report will be presented at the Annual General Meeting.
 - i. At Wells 1-2, American Pump replaced some electrical components, to stop the fuses from blowing. Will be doing some testing before putting them back online.
 - j. Janelle is on vacation, so RP and JL are holding down the fort.
 - k. Pool season is going well, and we have not had to close the pool this month. The annual MAC pool party was held on July 13 and was successful. Great job, MAC! Still encouraging residents to sign up for pool passes.
 - l. Maintenance has found some larger lost and found items (bikes, skateboards, keys, glasses, phones). Call the office if you are missing something.
 - m. Vandalism Report: Sunset urinal clogged, Madrona dock was tagged, Windy beach cabana was tagged, Blue Water soap dispenser was dumped and made a mess; Horseshoe trash can was tagged, Longmire changing room was graffitied; someone cleaned fish in the Rampart bathroom; rocks and sand were placed in the Madrona sink; the sprinklers by the pickle ball court (which had just been repaired) were snapped off and had to be repaired again.
 - n. NWW survey still needs to be filled out. Can be found on our website. This is an EPA mandate. It must now be printed out or come to the office and they will print it for you.
 - o. From WW: appreciation to Maintenance for how good the community looks.
 - p. In response to question from KB: New speed bumps are more abrupt, but they are to code and do not need to be approved by the fire dept. The observation was made that they are more effective at slowing vehicles down than the old "speed humps".
 - q. From RH: the new speed bumps are painted white. RP: it was a temporary thing until the asphalt cures and the permanent yellow striping can be applied.
 - r. Question from RH: The hot tub has been shut down (jets turned off) because the lifeguards say they can't see the bottom. RP will check on this.
- 11. Owner's Representative Report** – Mitch Waterman reporting.
- a. \$1,904,003 was authorized for the Roads/Water project this year. A tax increase of \$3328 was paid out of contingency, and the project was completed under budget, with \$41,648 to be returned to Reserves.
 - b. Mitch left the meeting at 10:00 am. Mitch's report will be posted on the website.
- 12. Accounting Manager's Report** – Jennifer Spidle reporting:
- a. Collections are at 78%. Last year at this time, it was 74%. We are expected to finish the year better than budget.
 - b. Regarding the on-site for the 2023 financial audit: JS was able to answer all questions, and it seemed to go well.
 - c. The Operating Budget will be reviewed today.
 - d. Jennifer's full report will be posted on the website.

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13. Board Business:

- a. Financial Reports – *Motion by TK with second by PH to accept the Internal Financial Statement 2024 0630 for June, and the Reserve Reconciliation Report 2024 0630 for June and to approve Transfer Resolution Ratifications 2024 0701 and 2024 0702. Motion carries.* Discussion: JS reviewed the reports and answered questions. Financial reports are posted on the website.
 - i. 2024 0630 Internal Financial Statement for June
 - ii. 2024 0630 Reserve Reconciliation for June
 - iii. 2024 0701 Transfer Resolution Ratification for June Activity
 - iv. 2024 0702 Transfer Resolution for Rognlin Roads/Water work*Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
- b. Operating Budget – JS presented a draft budget, showing the changes from previous years and projected changes for the future. Every effort is being made to avoid a significant increase in dues.
- c. Break at 10:52 am
- d. Resumed at 10:57 am
- e. Investment Strategies – JS requested this be tabled until the budget is completed.
- f. Communication to Residents – RP reported they are continuing weekly newsletter and FB posts. There have been two Community Listening Sessions. Three people came to the first one, and one person to the most recent one. Is considering alternating between in-person and online formats.
- g. Committee Reports
 - i. MAC – RH – pool party was successful. Garage sale today and tomorrow. Country Fair September 7.
 - ii. ACC –KB – keeping up with permit applications.
 - iii. Finance – TK – working on budget.
 - iv. Violations – WW – meeting 2nd and 4th Fridays. Every effort is being made to be impartial and fair. Guests are invited to attend and see how it works.

14. Member Open Forum – none.

Motion by RH with second by PH to reinstate the rule requiring a motion before discussion. Motion carries

15. **Adjourn** – *Motion to adjourn by RH with second by CG. Motion carries.* The meeting adjourned at 11:10 am.

Next Regular Board Meeting:

August 24, 2024, at 9:00 am via Zoom.

Future Agenda Items:

1. Draft of Video Surveillance Policy
2. Draft Resolution to Remove Roads and Water Committees from the Bylaws
3. Financing for Community Center and Skate Park.