

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**August 24, 2024 at 9:00 am** via Zoom  
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

## MINUTES

1. **Meeting Called to Order** – 9:01 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](http://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 12 “Member Open Forum”. Please keep comments to 3 minutes or less.
3. **Roll Call**
  - Directors Present:** Richard Houghton, President (RH); Tim Kramer, Treasurer (TK); Alexa Burns, Secretary (AB), Phillip Holzinger, Director (PH); Kelly Burningham, Director (KB); Christian Gates, Director (CG)
  - Absent:** Walter White, Vice President (WW)
  - Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
  - Guests:** Mariel Lindblad; Ted K joined during 11.d.
4. **Introductions** – Guests joined later.
5. **Approval of Agenda** – *Motion by KB with second by TK to approve the agenda for the August 24 meeting of the Board. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – None
7. **Approval of Consent Agenda** – *Motion by KB with second by TK to approve the Consent Agenda for July 27, 2024. Motion carries.*
  - a. Minutes of July 27, 2024, Regular Board Meeting
  - b. Minutes of July 15, 2024, Finance Committee Meeting
  - c. Minutes of July 12, 2024, Violations Committee Meeting
  - d. ACC log as of August 15, 2024
8. **General Manager’s Report** – Rachael Paige reporting:
  - a. Collections as of July: 83%
  - b. The Roads and Water project for 2024 is completed, with just a few punch list items to be corrected. RP is following up to add fog line to one section of road where it was not done and to paint the speed bump by the back gate.
  - c. Fish and Wildlife approved the road work across the meadow, and it has been completed. Engineers wrote up items and sending them to the contractor
  - d. In 2025 the Design and permitting for the Blue Water Drive 1 and 2 will be done, with construction in 2026. Engineers have ideas for cutting the cost.
  - e. RP and JS have finalized the budget, and comments from the Finance Committee have been worked through.
  - f. A funding request for the design of the Community/administration building will be presented today.
  - g. Also on the agenda today are several draft resolutions to be presented to the membership for a vote at the Annual General Meeting.
  - h. Wells 6/7 and 1/2 are going to need simple chlorination because the manganese and iron levels in the water are not acceptable – The cost will be \$226,236.30, plus \$10,000 for engineering and a \$11,36.80 (5%) contingency. Total cost: \$248,573.10.
  - i. The gate card audit has been conducted. 100 people left have not responded yet, and the staff are following up with them.
  - j. The Dept. of Health did an onsite inspection at the pool. We are awaiting their report. The pool was closed 4 times in the last month, either due to thunderstorms or the inspection. It will be open till Labor Day.

### MINUTES

- k. We are changing website domains, which will combine the email and website under one host. The site is being migrated to GoDaddy. There may be some odd-looking pages during the process.
  - l. MAC is hosting the Country Fair on Sept 7, from 12-3 at Reichel Beach.
  - m. Vandalism – graffiti at Sunset cabana on tables and Reichel Beach cabana, Woodside toilet clogged with rocks; faucet water line supply to the bathroom at Sunset and flooded the bathroom, Sunset trail lights were stolen, men’s restroom drains filled with concrete.
  - n. Lost and found – if you are missing any larger items, reach out to the Administration office.
  - o. If you have not done so, please fill out the survey in the newsletter regarding water lines.
9. **Owner’s Representative Report** – Mitch Waterman reporting.
- a. The Roads and Water project for the year is wrapping up. Some minor punch list items have been sent to contractor.
  - b. A funding request to design the new administration building is being presented today.
  - c. The septic system design for the administration building is at Thurston County, awaiting approval.
  - d. MW’s contract will end in December, Racheal will be taking over the duties of Owner’s Representative. She will be getting help in the form of a part-time administrative assistant.
  - e. Mitch’s report will be posted on the website.
10. **Accounting Manager’s Report** – Jennifer Spidle reporting:
- a. Collections are at 83%. Last year at this time, it was 82%. We are expected to finish the year better than budget.
  - b. She and RP worked on budget this month and will go over it later today.
  - c. The audit report is being drafted, will be reviewed at the Annual General Meeting.
  - d. The draft of the Reserve Report has been received and is being reviewed.
  - e. 501 c(4) status has been approved.
  - f. JS is looking at existing investments to get more use out of those funds.
  - g. Jennifer’s full report will be posted on the website.
11. **Board Business:**
- a. Financial Reports – *Motion by TK with second by KB to accept the Internal Financial Statement 2024 0731 for July, and the Reserve Reconciliation Report 2024 0731 for July and to approve Transfer Resolution Ratifications 2024 0802 and 2024 0803. Motion carries.* Discussion: JS reviewed the reports and answered questions. There is no transfer resolution from operations to reserves for July. With bills still to be paid on the Roads/Water project, there is no point transferring funds into reserves and back out. Financial reports are posted on the website.
    - i. 2024 0731 Internal Financial Statement for July
    - ii. 2024 0731 Reserve Reconciliation for July
    - iii. 2024 0802 Transfer Resolution Ratification for Rognlin
    - iv. 2024 0803 Transfer Resolution for Rognlin
  - b. Water system chlorination and funding – *Motion by AB with second by KB to approve \$248,573.00 from Reserves to fund a water chlorination system. Amendment by RH with second by KB to transfer funds from Operations to Water Reserves and use that. Amendment carries. Amended motion carries.* Discussion: Air treatment is not working to remove iron and manganese. We need to install a chlorination system. We need to let the membership know, as some people don’t

## MINUTES

want chlorine in their water. The plan is to open some dialogue, including engineers/contractors to explain to the community what's happening and what it means.

- c. Design funding for community center/administration building – *Motion by RH with second by KB to approve the funding of \$144,350 from Reserves for a design for the community center/administration building. Motion carries.* Discussion: In February 2021 the Board authorized initial steps in pursuing a design. The 2023 Strategic Plan listed it as Priority A. \$50,000 was authorized for a conceptual design study and septic system. This study estimated a cost of \$280 to \$310 per square foot. This is in the range of \$1.19 million to \$1.3175 million, plus final design, parking lot and demolition of the old building, and furnishings. A more complete study will involve value engineering, starting from a target cost, and looking for the best way to achieve the final goal. Recommendation from RP that the design include enhanced traffic flow at the front gate and a reconfigured gate system.
- d. Resolutions for Vote of the Membership:
  - i. Remove Roads and Water Committees from the Bylaws – *Motion by RH with second by KB to approve the draft resolution to remove from the Roads Committee from the Bylaws. Motion carries. Motion by RH with second by KB to approve the draft resolution to remove the Roads Committee from the bylaws. Motion carries.*
  - ii. Political Signs Resolution – *Motion by RH with second by KB to approve the draft resolution clarifying the political signs section of the R&R's. Motion carries.* Removes size limits and the deadline for removal after an election, to comply with state statutes.
  - iii. Remove some language from the Rules and Regulations that quote a Thurston County ordinance that doesn't exist regarding animal control – *Motion by RH with second by KB to approve the resolution removing language quoting a Thurston County ordinance that doesn't exist. Motion carries.*
  - iv. *Motion to approve resolution clarifying renters' fees. Motion by RH with second by KB to approve the resolution clarifying renters' fees. Motion carries.* Discussion. Legal sent a draft and then a revision with some language changes. Defines "renters" more clearly.  
*Motion by AB with second by KB to suspend the rule requiring a motion before discussion. Motion carries.*
- e. 2025 Consolidated Budget – JS: went over budget in detail at the Finance Committee. Highlights: Reduced base rate increase in water (\$2.42 per quarter, 3.7%). New assessment rate of \$2021.04 per year, which is a 2% increase, or \$43.92 for the year, \$3.66 per month. This is the draft to be presented at the Budget Town Hall.
- f. Scheduling Town Halls –
  - i. Budget town Hall – Tuesday, September 3, 6:00 pm.
  - ii. Resolutions and Candidates Town Hall – Finalize at the September meeting. Two choices currently under consideration are Thursday, October 10 or 17.
- g. Communication to Residents – Continuing newsletter, migrating website to put everything on GoDaddy. Hoping to be more mobile and user-friendly.
- h. Committee Reports

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- i. MAC – RH – Country Fair Sept 7. Halloween, Christmas, Polar Plunge coming up.
- ii. ACC –KB – All is well.
- iii. Finance – TK – working on the budget. Will start looking at investments.
- iv. Violations – KB – Did not meet yesterday. Chair was not available.

**12. Member Open Forum** – none.

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

**13. Executive Session** – *Motion by AB with second by RH to move to executive session at approx. 10:15 am to discuss personnel and legal matters, with guest Racheal Paige. Motion carries.*

**14. Resume General Session** – 10:41 am.

**15. Motions Resulting from Executive Session** – none.

**16. Adjourn** – *Motion to adjourn by KB with second by AB. Motion carries.* The meeting adjourned at 10:42 am.

**Next Regular Board Meeting:**

September 21, 2024, at 9:00 am via Zoom.

Future Agenda Items:

1. Draft of Video Surveillance Policy
2. Seating Carly Marshall on the Member Activities Committee