

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**September 21, 2024 at 9:00 am** via Zoom  
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

## MINUTES

1. **Meeting Called to Order** – 9:02 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:** Presiding: Walter White, Vice President (WW); Phillip Holzinger, Director (PH); Kelly Burningham, Director (KB); Christian Gates, Director (CG)
  - Absent:** Richard Houghton, President (RH); Alexa Burns, Secretary (AB); Tim Kramer, Treasurer (TK)
  - Quorum Verified.**
  - Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
  - Guests:** Gary LaGuire (joined during item 11.f), Mariel Lindblad (joined during 11.h)
4. **Introductions** –
5. **Approval of Agenda** – *Motion by PH with second by WW to approve the agenda, amended to reorder the items under 11 for the September 21 meeting of the Board. Motion passes.*
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 September 21, 2024. Motion passes.*
  - a. Minutes of August 24, 2024, Regular Board Meeting
  - b. Minutes of August 19, 2024, Finance Committee Meeting
  - c. Minutes of August 12, 2024, Member Activities Committee Meeting
  - d. Minutes of August 26, 2024, Member Activities Committee Meeting
  - e. ACC log as of September 11, 2024
  - f. Seating Carly Marshall on the Member Activities Committee
8. **General Manager’s Report** – Rachael Paige reporting:
  - a. Collections for August 86%
  - b. Currently reading meters and will be send out water bills next week
  - c. 2024 Roads and water project is coming to an end. Awaiting a final report from Nate. Punch list items are being taken care of.
  - d. Mitch is initiating Bluewater Dr. design for a plan in 2025 and construction in 2026
  - e. Budget town hall was on Sept. 3. 12 people in attendance, 5 from community. Feedback was positive.
  - f. AGM motions coming up late in the meeting to approve the audit resolution and the minutes resolution, as well as the voter pamphlet. Has rented the Lackamas School gym for the AGM.
  - g. Simple chlorination installation is being scheduled.
  - h. Gate card audit deadline has passed. 72 people left.
  - i. Pool is closed on Labor Day.
  - j. Website and domain moved to GoDaddy. Glitches are being worked through.
  - k. MAC hosted the Country Fair on Sept. 7. Great feedback. Pictures posted on the website.
  - l. No newsletter next week. Ashley is on vacation.
  - m. Jackie on vacation.

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- n. Lost and found items being found. Bikes, skateboards, etc. Reach out to the office with a description to get them back.
  - o. Back gate parts are on order for 4 months, and the sally arm unit will likely need to be completely replaced. Speed bump has been painted. If the gate is not working and you can't get through, call the emergency number and someone will come right away.
  - p. WW: Has simple chlorination been approved? RP: Yes, and it will address iron and manganese treatment, which is required, as well as total coliform hits, which could otherwise require us to do CT-6 chlorination, which the community cannot afford. A full presentation will be made at the AGM.
9. **Owner's Representative Report** – Mitch Waterman reporting.
- a. 2024 roads and water construction is coming to an end. Waiting for a final memo from Rognlin's.
  - b. Still waiting for septic permit from county. Have identified companies, getting ready to put out a request for bids.
  - c. 2025 roads and water design. Scope is being submitted to RP for approval.
  - d. Mitch's report will be posted on the website.
10. **Accounting Manager's Report** – Jennifer Spidle reporting:
- a. Budget – ready to approve today.
  - b. Projected to finish year better than budget. Savings on chemicals at the wells more than offset the cost of simple chlorination.
  - c. We will be approving the voter pamphlet today. Nothing has changed since the Board last saw it.
  - d. Jennifer's full report will be posted on the website.
11. **Board Business:**
- a. Financial Reports – *Motion by PH with second by WW to accept the Internal Financial Statement 2024 0831 for August, and the Reserve Reconciliation Report 2024 0831 for August. Motion passes.* Discussion: JS reviewed the reports and answered questions. There are no transfer resolutions this month because we are still awaiting to final billing for the road construction. Financial reports are posted on the website.
    - i. 2024 0831 Internal Financial Statement for August
    - ii. 2024 0831 Reserve Reconciliation for August
  - b. 2025 Consolidated Budget – *Motion by PH with second by CG to adopt the 2025 Consolidated Budget to be presented to the membership for ratification. Motion passes.* Discussion: No changes from the budget town hall presentation. 2% increase.
  - c. Approval of Resolutions to be voted on by the membership
    - i. Audit Resolution – *Motion by WW with second by KB to adopt the Audit Resolution to be presented to the membership for ratification. Motion passes.*
    - ii. 2023 Minutes Resolution – *Motion by WW with second by KB to adopt the 2023 AGM Minutes Resolution to be presented to the membership for ratification. Motion passes.*
  - d. Interest Charge for 2025 Payment Plans – *Motion by PH with second by WW to waive the interest charge for 2025 Payment Plans. Motion passes.* Discussion: The bylaws say there is an interest charge of 1% per month on account balances. This has been waived by the Board every year since 2020.

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- e. Approval of Voter Pamphlet – *Motion by WW with second by PH to approve for publication the 2024 Voter Pamphlet to be presented to the membership. Motion passes.*  
*Motion by WW with second by KB to suspend the rule requiring a motion before discussion. Motion passes.*
- f. Discussion of Parking Resolution – There currently is not a rule regarding how many vehicles people can have on their property. A resolution was proposed a few years ago, but it was defeated. RP is suggesting the Board consider a resolution for next year saying all vehicles must be parked in a garage or on a driveway. Perhaps a community meeting to gather input?
- g. Scheduling Board Member Training – Only applicant is KB, who is already on the Board. Use recording from last year. Deadline to watch within 45 days of the AGM.
- h. Scheduling Resolutions and Candidates Town Hall – October 17 at 6:00 pm. Most of the Board should be available. CG volunteered to present the resolutions, if okay with RH and AB.
- i. Communication to Residents – RP is continuing meetings with members. They have not been well attended. Try reducing to once a month.
- j. Committee Reports
  - i. MAC – RH – No one present
  - ii. ACC –KB – Meets Friday at 11:00 am, going smoothly
  - iii. Finance – PH – Meets 3<sup>rd</sup> Monday at 5:30, next is October 21. Just finished 2025 budget. Next item is to look at investment strategies with CD's that are maturing. Will continue looking at monthly financial reports.
  - iv. Violations – KB – Meets every other week. Things are getting taken care of. List of outstanding violations is getting smaller.

### 12. Member Open Forum –

*Gary: When building new homes, the contractors often park on the roadway. Are they getting warnings/violations? RP: Yes, everyone is treated the same.*

*Mariel: Are we having an elections meeting before the election? WW/RP: We haven't had a need for an Elections Committee meeting. We need to have one soon to make sure we have an accounting team for ballot counting, and everyone has the dates and times.*

*Motion by PH with second by CG to reinstate the rule requiring a motion before discussion. Motion passes.*

### 13. Executive Session – *Motion by WW with second by KB to move to executive session at 10:04 am to discuss personnel and legal matters, with guest Racheal Paige. Motion passes.*

### 14. Resume General Session – 10:32 am

### 15. Motions Resulting from Executive Session –

- a. *Motion by WW with second by CG to approve combined lots 17/24 & 17/25 for building a house and septic on only one of the lots. Motion passes.*

### 16. Adjourn – *Motion to adjourn by WW with second by KB. Motion passes. The meeting adjourned at 10:33 am.*

### Next Regular Board Meeting:

October 26, 2024, at 9:00 am via Zoom.

Future Agenda Items:

1. Draft of Video Surveillance Policy
2. Investment strategies

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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/>