

Clearwood Community Association
Regular Meeting of the Board of Directors
October 26, 2024 at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

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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 12 “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); Alexa Burns, Secretary (AB); Phillip Holzinger, Director (PH); Christian Gates, Director (CG)
 - Absent:** Kelly Burningham, Director (KB); Tim Kramer, Treasurer (TK)
 - Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
 - Guests:** Robert Hoffman
4. **Introductions** – members and guests were introduced.
5. **Approval of Agenda** – *Motion by RH with second by PH to approve the agenda for the October 26 meeting of the Board. Motion carries.*
6. **Member Questions and Comments on Agenda Items** - no questions.
7. **Approval of Consent Agenda** – *Motion by PH with second by CG to approve the Consent Agenda for October 26, 2024. Motion carries.*
 - a. Minutes of September 21, 2024, Regular Board Meeting
 - b. Minutes of September 16, 2024, Finance Committee Meeting
 - c. Minutes of September 23, 2024, Member Activities Committee Meeting
 - d. Minutes of August 9, 2024, Violations Committee Meeting
 - e. Minutes of September 11, 2024, Violations Committee Meeting
 - f. Minutes of September 27, 2024, Violations Committee Meeting
 - g. ACC log as of October 16, 2024
8. **General Manager’s Report** – Rachael Paige reporting:
 - a. Collections are at 88.6%. New invoices for water were delayed due to a printing issue. Some people got 2 bills mailed, so people are being given extra time to pay.
 - b. 2024 Construction on roads and water has come to an end. We received the final report from Nate last week. Unsatisfactory items are being addressed.
 - c. Initiated design for the 2025 Blue Water roads and water project.
 - d. The RFP for the design of the new building has been disseminated.
 - e. The Candidates and Resolutions Town Hall was held on October 17.
 - f. The Voter Pamphlet has been mailed, and the Lackamas gym has been rented for those who don’t have Internet to be able participate from home in the Annual General Meeting. All election materials are also posted on the website.
 - g. Working with NWW and American Pump to install a simple chlorination system. The design has been submitted to the Department of Health. The contractors have been onsite. American Pump will be onsite this week to move the caustic injection site. A letter was sent out to the membership, which generated some questions. Another letter sent out to correct misinformation on social media.
 - h. The gate card audit has been completed.
 - i. There has been an increase in vandalism – Rampart bathroom was graffitied, the Sunset bathroom had the urinal plugged with paper towels, the trash can at the front gate was broken and there was glass all over the area, the Otter Beach cabana had

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broken glass all over, the Madrona bathroom toilet was clogged with paper towels, in the Longmire bathroom the urinal was plugged with paper towels and feces was all over. The Laceywood street sign was stolen. The post has been replaced, and a new sign and mounting bracket are on order.

- j. Front and back gate repairs are ongoing. The back gate was fully operational for one day, then broken again. We have begun posting photos of individuals damaging the gate on our FB site, so that they can be identified and charged for repairs. All residents are encouraged to report violators.
 - k. Maintenance has gotten rid of the larger lost and found items that had been there for 30 days or more. If you are missing anything, contact the office.
 - l. This is a reminder to fill out the water survey sent out in April. It is a requirement by the state. The report was due by the 16th but could not be sent in because 140 people are not providing the needed information.
 - m. RP is continuing to hold Listening Sessions. She plans to bring in community partners, and governmental agencies to respond to questions and comments. The first will be the Superintendent for Yelm schools.
9. **Owner's Representative Report** – Mitch Waterman reporting.
- a. 2024 roads and water – The final bill from KPFF for design services has been paid. We are still holding off on final payment to the construction company until the punch list is completed.
 - b. The RFP for the new office building/community center is being distributed. Four contractors have indicated an interest. Question on septic system.
 - c. Roads design in 2025 – two options will be up for a vote today. This will be discussed later on the agenda.
 - d. Mitch's report will be posted on the website.
10. **Accounting Manager's Report** – Jennifer Spidle reporting:
- a. Collections is at 88.6%. This went down slightly because the water bills were sent out, which added to the accounts receivable.
 - b. A second version of September financial reports was sent out to correct a calculation error. It shows a change in the amount of the transfer resolution.
 - c. Jennifer's full report will be posted on the website.
11. **Board Business:**
- a. Financial Reports – *Motion by PH with second by RH to accept the Internal Financial Statement 2024 0930 for September, and the Reserve Reconciliation Report 2024 0930 for September and approve Transfer Resolution 2024 1001. Motion carries.* Discussion: JS reviewed the reports and answered questions. Financial reports are posted on the website.
 - i. 2024 0930 Internal Financial Statement for September
 - ii. 2024 0930 Reserve Reconciliation for September
 - iii. Transfer Resolution 2024 1001
 - b. 2025 Roads Design Funding Request –
 - i. *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.* Discussion. MW presented the options. Option 1 will cost \$248,000, and Option 2 will cost \$132,850, plus a 10% contingency on both options. Option 2 would scale down the design package by streamlining the strategy to only topographical and specifications in place of a full design package. The scope has been established, and the full package would be redundant. No in-depth survey is needed. For the private

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- roads, the water lines will be done, and a patch instead of full paving. Lot owners will have the option to pay for the paving.
- ii. *Motion by WW with second by RH to reinstate the rule RH requiring a motion before discussion. Motion carries.*
 - iii. *Motion by PH with second by WW to authorize the Manager to initiate Option 2, the ED&I required for the FY2025 Projects 7.9 and 7.10 in the amount of \$146,135, from Reserves. Motion carries.*
 - iv. *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
- c. Open Board Seat – There one candidate on the ballot for two positions. After the annual general meeting, we will start advertising for the requiring time period. (30 or 60 days?). Candidates will be interviewed at the following board meeting and a decision made. This position will serve for one year and will then need to run for the position.
 - d. Communication to Residents – RP reported that the weekly email newsletter is continuing, social media is being kept updated, and community partners will be added to the listening sessions. AB suggested that a representative from LIghtcurve be invited.
 - e. Committee Reports
 - i. MAC – RH – The Country Fair went well. The Halloween decorating contest was last night, and the Halloween party is today. The Christmas decorating contest and the Santa Run with BHFD are coming up. There will be a photo contest in November.
 - ii. ACC –AB – going well. People are aware of the need for a permit, and are doing things appropriately
 - iii. Finance – PH – the budget is complete. The committee will be discussing reinvesting the community’s CD’s. There is a new partner at the bank who specializes in investing HOA funds who can advise us.
 - iv. Violations – AB – no meeting yesterday.
- 12. Member Open Forum –**
- a. Robert Hoffman – questions on embezzlement. RP will set up a time to go over it.
 - b. *Motion by RH with second by PH to reinstate the rule requiring a motion before discussion. Motion carries.*
- 13. Executive Session –** *Motion by RH with second by CG to move to executive session at 10:00 am to discuss personnel and legal matters, with guest Racheal Paige. Motion carries.*
- 14. Resume General Session –** 10:14 am
- 15. Motions Resulting from Executive Session –** none
- 16. Adjourn –** *Motion to adjourn by RH with second by PH. Motion carries.* The meeting adjourned at 10:15 am.

Next Regular Board Meeting:

November 23, 2024, at 9:00 am via Zoom.

Future Agenda Items:

- 1. Draft of Video Surveillance Policy
- 2. Investment strategies