



Clearwood Community Association
21603 N. Clear Lake Blvd SE
Yelm, WA 98597

2024 Annual General Meeting Voter Pamphlet

From the Board of Directors

Clearwood Members,

Our 2024 Annual Membership Meeting and Election will be held Saturday, November 2nd at 9:00 am via Zoom and in person (for those who do not have access to Zoom) at Lackamas Elementary - 16240 Bald Hill Rd SE, Yelm, WA 98597. You can find the Zoom invitation on page 4 of the voter's pamphlet and posted on the CCA website, www.clearwood-yelm.com.

This year, you may personally deliver your ballot no later than 9:30am, Saturday, November 2nd to the Clearwood Administrative Office at 21603 N. CLEAR LAKE BLVD SE YELM, WA 98597. All mailed ballots must be received by the day prior to the election (November 1st) in the Administration office in order to be valid. Note, once a ballot has been cast it may not be changed. Results of the election will be announced at the meeting, and the results will be posted on the CCA website, www.clearwood-yelm.com.

Clearwood, as a community, is governed by our Covenants (commonly referred to as the "Blue Book"), By-Laws ("Yellow Book") and Rules and Regulations ("Red Book"). Apart from the Covenants, each year both the Board of Directors (BOD) and the membership have the opportunity to add, amend, or remove policies from these books. These policies, called Resolutions, are to be voted upon, and all of them are important and need your attention. Please take the time to read them over, do your research, ask questions and vote as you feel will serve both your needs and the needs of Clearwood as a whole. The BOD hosted a budget Town Hall in August. The Town Hall recording, along with detailed Budget information can be found on the CCA website.

In accordance with our By-Laws, you must be "in good standing" in order to vote **on everything EXCEPT the Budget**. The definition as printed on page 2 of our By-Laws is "*Members in good standing means assessments, special assessments and all fines caused by violations are paid in full prior to registration at a meeting or election, and payments are current on a promissory note, submitted at least 30 days prior to a meeting or election.*" **All members, including those who are not in good standing, may vote on the Budget.** Voting is one of our most important privileges. We urge you all to exercise your right to vote.

Board of Directors
Clearwood Community Association

ELECTION TIMELINE

- **Thursday, October 17th, 2024, 6:00 PM-8:00 PM** –Town Hall for Resolutions & BOD Candidates via Zoom.
 - **Friday, NOVEMBER 1st, 2024** – All mailed in ballots **MUST** be received by the day prior to the election in order to be valid. Ballots will be counted. You are invited to watch via Zoom.
 - **Saturday, NOVEMBER 2nd, 2024-**
- 9 AM** – Annual General Meeting/Election held via Zoom & in person (for those who do not have access to Zoom) at Lackamas Elementary - 16240 Bald Hill Rd SE, Yelm, WA 98597
- 9:30 AM** – All personally delivered ballots must be received at the Clearwood Administrative Office.
- 10 AM** – All assessments/fines must be paid or payments up to date on promissory note, including water bills.
- 10 AM** – All additional Ballots will be counted.
- **ZOOM INVITES** on our website www.clearwood-yelm.com or at our office.

I NEED ANOTHER BALLOT! Contact the Office at (360) 894-2941 and staff will work with you to get another ballot.
REMINDER Only one ballot per lot.

VOTING INSTRUCTIONS

- This pamphlet is not your ballot. Your ballot and a pre-addressed envelope were included.
- You **must** use a no. 2 pencil to mark your ballot. Otherwise, the machine will not read the ballot.
- Be careful when filling in the blocks. You must mark inside the block. Marks outside the block could cause the Scantron machine to not read that block. The volunteers and staff, who assist with the election process cannot correct those areas that you have marked outside of the box.
- You are voting to agree (APPROVE) or disagree (REJECT) each resolution.
- **This year we have only TWO (2) open Board positions and ONE Candidate.** “No more than three (3) directors shall be elected each year, except when additional directors are necessary to fill vacancies otherwise existing on the Board.” in accordance with the By-Laws, page 10, section VI, subparagraph 2(e).
- **DO NOT VOTE FOR YOUR CANDIDATE(S) MORE THAN ONCE**, “No member shall be entitled to cumulate votes, such that a member is entitled to no more than one (1) vote per lot for any single candidate.” Otherwise, the candidate portion of your ballot will not be valid in accordance with the By-Laws, page 17, section VI, subparagraph 5(b).

- The candidate portion of your ballot will be invalid if you vote for more than three (3) candidates.
- Your ballot must be enclosed in the provided envelope before mailing it or dropping it off at the office.
- Do not enclose either cash or check payments in your ballot envelope.

VOTING INFORMATION

- The ballot box lock will be cut, and the unopened ballots sorted by Division and Lot number on November 1st, 2024, in the office by an approved Clearwood employee and volunteers. Once sorted, the unopened ballots will be returned to the lock box and the box will be locked with a new lock and those keys will be destroyed.
- Mailed ballots may be received in the office no later than November 1st, 2024. These ballots will be collected and sorted November 1st, 2024. The ballot box lock will be cut, and these newly sorted ballots will be interfiled with the previously sorted ballots. All the ballots will be registered by approved Clearwood employees and volunteers at that time. Note that no envelopes will be opened as part of the registration.
- After all ballots received have been registered, the ballots will be opened November 1st, 2024, by approved Clearwood employees and volunteers.
- The ballots will be counted by approved employees and volunteers using the Scantron machine. On November 2nd, 2024, at 10:00 AM any additional ballots will be collected, registered and counted.
- An approved volunteer involved in the ballot counting will validate the figures prior to the election results being presented to the membership.

ZOOM Invitation

Clearwood Community Association is inviting you to a scheduled Zoom meeting.

Topic: Annual General Meeting

Time: Nov 2, 2024 09:00 AM Pacific Time

<https://us02web.zoom.us/j/84921739696>

Meeting ID: 849 2173 9696

One tap mobile

+16694449171,,84921739696# US

+16699006833,,84921739696# US (San Jose)

How To Access the Zoom Meeting:

· An invitation link is located on the posted agenda, in this announcement and on the CCA website.

<http://www.clearwood-yelm.com/>

· There are 3 options to join the scheduled meeting.

1. Click/Copy & Paste the **URL via personal computer.**

- Join with computer audio or call One Tap Mobile meeting number to join with phone audio.

2. **Download the App** on your Smartphone and type in the Meeting ID.

3. **Call** in to the designated One Tap Mobile phone number. Call in only, does not allow for member questions.

How Do Community Members Participate?

· You will be able to watch and listen to the Board meeting and your audio/video will be inactive as a participant.

· If you have questions, there will be time allowed during the designated Member Open Forum section of the Agenda.

· If you have not used Zoom before, you may practice by going to <https://support.zoom.us/hc/en-us/articles/360029527911>. For additional assistance, call the Clearwood Office at 360-894-2941.

Clearwood Community Association

NOTICE OF ANNUAL GENERAL MEMBERSHIP MEETING

November 2nd, 2024 at 9:00am – Via Zoom & In Person (For Those Who Do Not Have Access to Zoom) at Lackamas Elementary - 16240 Bald Hill Rd SE, Yelm, WA 98597

Zoom Link:

<https://us02web.zoom.us/j/84921739696>

Meeting ID: 849 2173 9696

Notice is hereby given that the Annual General Membership Meeting of the Clearwood Community Association, hereinafter referred to as Clearwood, will be held Via Zoom (link information above) and in person (for those who do not have access to Zoom) at Lackamas Elementary - 16240 Bald Hill Rd SE, Yelm, WA 98597, the **2nd of November 2024 at 09:00 AM**, the purpose of which shall be to conduct Association business.

AGENDA

1. Call to Order
2. Certification of Quorum
3. Proof of Notice of Annual General Meeting
4. 2024 Reserves Report
5. 2023 Audit Presentation
6. Water System
7. Committee Reports
 - a. Finance Committee
 - b. Architectural Control Committee (ACC)
 - c. Violation Committee
 - d. Member Activities Committee (MAC)

10:00 am – Announcement that the voting is closed.

8. Certification of Election Results
9. 2025 Budget Results
 - a. Resolution 2024-09-01 – A Resolution to Ratify the 2025 Budget
10. Administrative Resolutions
 - a. Resolution 2024-09-02- A Resolution to Comply with the RCW 64.38.045 the Annual Audit
 - b. Resolution 2024-09-03- A Resolution to Approve the 2022 Annual Membership Meeting Minutes
 - c. Resolution 2024-09-04- A Resolution to Amend the Bylaws to Eliminate the Roads Committee

- d. Resolution 2024-09-05- A Resolution to Amend the Bylaws to Eliminate the Water Committee
- e. Resolution 2024-09-06- A Resolution to Amend the Rules and Regulations Regarding Political Yard Signs
- f. Resolution 2024-09-07- A Resolution to Amend the Rules and Regulations Regarding Animal Control

11. Member Resolution

- a. Resolution 2024-09-08 – A Resolution Concerning an Amendment to the Rules and Regulations

12. Board Candidate Election Results

- a. Kelly Burningham

13. Member Open Forum*

14. Adjournment

*In order to allow time for any member who wishes to speak, remarks should be kept to 2-3 Minutes.

RESOLUTIONS

[1] Approve [2] Reject	BOARD RESOLUTION NO. 2024-09-01 A Resolution to Ratify the 2025 Budget
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Subject to Approval by the Membership at the Annual General Meeting November 2, 2024

WHEREAS, according to the Amended Protective Covenants of the Clearwood Community Association, the Board of Directors is responsible for the enforcement of same; and,

WHEREAS, the Board of Directors has designated November 2, 2024 as the date of the Annual General Meeting of the membership to consider ratification of the 2025 Budget and 2025 major reserve projects; and,

WHEREAS, we are voting on the budget in accordance with the Revised Code of Washington (RCW) 64.90.525, the result of the vote of this measure provides that the budget is ratified if not rejected by owners holding a majority of votes in the Association.

THEREFORE, BE IT RESOLVED that the Board approved 2025 Budget be ratified by the membership.

Board adopted the following 2025 Budget on September 21, 2024. If this resolution does not pass, then the budget and assessments noted therein ratified at the November 4, 2023 Annual General Meeting, will control.

Assessments are billed on January 1 and due January 30th. Per Article IV Section 4 of the Bylaws "Payment shall be due within thirty (30) days after notice of assessment. Thereafter, unpaid assessments shall bear interest at a rate to be established annually by the Board in December for the upcoming calendar year, provided that such rate *shall not exceed* twelve percent (12%) per annum until paid." During the last several years the interest rate has been 0% for unpaid assessments and the Board plans to have the interest rate in 2025 be 0%.

2025 Consolidated Budget		
2025 Proposed Annual Assessment Summary		
<i>*which is 92% Collections based on 1355 lots</i>		
	Per Lot	Total Revenue
General Operations Assessment*	\$ 771.72	\$ 962,094
General Reserves Assessment	736.68	998,201
Future Reserves Assessment	16.80	22,764
Water Reserves Assessment	495.84	671,863
Total Proposed 2025 Assessments	\$ 2,021.04	\$ 2,654,922
	<i>Per Lot</i>	<i>Total Revenue</i>
<i>Dollar change from 2024 Assessments</i>	\$ 43.92	
<i>Percent Change from 2024 Assessments</i>	2%	

2025 Proposed Water Rates

2025 Proposed Water Base Rate & Consumption (Invoiced Quarterly)		
Water Base Rate & Consumption	From Cubic Feet (CF)	2025 Cost
Tier 1 - Base Rate (Quarterly)	0 - 1,800 cu.ft.	\$76.79 / quarter
Tier 2	1,801 - 3,000 cu.ft.	\$4.10 / 100 cu.ft.
Tier 3	above 3,001 cu.ft.	\$5.46 / 100 cu.ft.

Historical Information Regarding Assessments & Water Tiers

	Historical Annual Per Lot Assessments/ Dues			PROPOSED
	2022	2023	2024	2025
Operations	\$ 727.74	\$ 749.40	\$ 764.16	\$ 771.72
Ops Special Assmt	-	-	-	-
General Reserves	655.00	694.32	715.20	736.68
Future Reserves	15.00	15.96	16.32	16.80
Water Reserves	441.00	467.52	481.44	495.84
Total	\$ 1,838.74	\$ 1,927.20	\$ 1,977.12	\$ 2,021.04

For Comparison Purposes, Current Quarterly Water Rate Structure

Water Base Rate & Consumption	2024 Cost
Tier 1 (0 – 1,800 cubic feet)	\$74.07 / quarter
Tier 2 (1,801 - 3,000 cubic feet)	\$3.75 / 100 cu.ft.
Tier 3 (3,001 + cubic feet)	\$5.00 / 100 cu.ft.

**Clearwood Community Association
2025 Proposed Consolidated Budget**

	General Operations	Water System Operations	Operations Contingency
CCA Revenues			
HOA Operations Dues/Assessments	\$ 962,094	\$ -	\$ -
Water Consumption & Base Rate Income	\$ -	459,877	-
Fines & Fees (Liens/ Renters/ Transfer)	\$ 71,656	-	-
Credit Card Income	\$ 18,027	-	-
Other Income	\$ 43,260	-	300
Cash from Assessments collected in 2025, but billed in prior years	\$ -	-	49,700
Total CCA Revenues	\$ 1,095,037	\$ 459,877	\$ 50,000
CCA Expenditures			
Payroll Expense	\$ 618,950	\$ 111,105	\$ -
Repairs, Maintenance, & Grounds	\$ 138,526	14,588	-
Business Insurance Expense	\$ 72,341	72,341	-
Utilities Expense	\$ 71,154	17,284	-
CC&Rs & Mandates	\$ 85,814	13,786	-
Deputy Sheriff Stipend	\$ 52,376	-	-
Supplies- Other	\$ 43,788	1,787	-
Administration Expenses	\$ 41,716	8,158	-
Legal Expense	\$ 15,000	-	50,000
Executive Assistant- GM Support	\$ 36,800	9,200	-
Regulatory Compliance	\$ 20,142	-	-
Credit Card Fees & Bank Fees	\$ 19,001	-	-
Professional Services	\$ 13,110	-	-
Community Support	\$ 9,480	-	-
Business Taxes	\$ 7,977	29,695	-
Supplies- Chemical	\$ 5,948	24,847	-
Water Management- Contracted	\$ -	-	-
Bad Debt Expense	\$ -	-	-
Allocated Expenses	\$ (157,086)	157,086	-
TOTAL CCA Expenditures	\$ 1,095,037	\$ 459,877	\$ 50,000
Net CCA Operating Income	\$ -	\$ -	\$ -

	<u>Proposed 2025 Budget</u>	<u>Fully Funded+</u>	<u>Percent Funded</u>
<u>General Reserves & Impact Fees Funds</u>			
Forecasted Beginning Cash Balance ⁺	\$ 1,284,476	\$ 9,242,612 ⁺⁺	14%
Dues Income	998,201		
Impact Fee Income	12,000		
Capital Asset Sale	-		
Anticipated Investment Income	5,000		
Anticipated Expenditures	(518,266)		
Forecasted Ending Cash Balance	<u>\$ 1,781,411</u>	\$ 16,283,086 ⁺	11%
<u>Water System Reserves Fund</u>			
Forecasted Beginning Cash Balance ⁺	\$ -	\$ 5,734,823 ⁺⁺	0%
Dues Income	671,863		
Anticipated Investment Income	-		
Anticipated Expenditures	(73,964)		
Forecasted Ending Cash Balance	<u>\$ 597,899</u>	\$ 6,858,091 ⁺	9%
<u>Future Reserves Fund</u>			
Forecasted Beginning Cash Balance ⁺⁺	\$ 82,872	<i>not applicable, Futures is for new asset purchases & reserve studies only include current assets</i>	
Dues Income	22,764		
Anticipated Investment Income	-		
Anticipated Expenditures	-		
Forecasted Ending Cash Balance	<u>\$ 105,636</u>		

⁺2025 Level II "Financial Update with Visual Site Visit" Reserve Study

⁺⁺2024 Level III "Financial Update with No Visual Site Visit" Reserve Study

Go to our website at <http://www.clearwood-yelm.com/>
for a detailed version of the Proposed 2025 Consolidated Budget.

Recommendation: The Board of Directors recommends approval of this resolution.

The following information from the Reserve Study is required by law to be included in the Budget Measure.

The 2025 Level II "Financial Update with Site Visit" Reserve Study issued 08/19/2024, currently meets the requirements of RCW 64.90.550. The 2025 Level II Reserve Study does include a visual on-site inspection. The Association has two separate Reserve Studies; one (1) for the General Reserve and one (1) for the Water System Reserve Fund. The beginning cash balance in the Reserve Study for the General Reserve Fund includes Impact Fees. There is no reserve study for the Future Reserve Fund as this fund funds items that are not yet assets of the Association, and reserve studies only include assets the Association currently owns.

These Reserve Studies are supplemental to the general operating/ maintenance budget and water system operating/ maintenance budget of the Association and are used to create dues and assessment projections to fund the Reserve Study as well as set the schedule for operational repair and replacement.

The current Level II Reserve Study was performed by Cedcore, LLC a professional Reserve Study Analyst certified by the Association of Professional Reserve Analysts (APRA). Cedcore, LLC is an independent firm not affiliated with Clearwood Community Association.

Per Cedcore General Reserve & Water Reserve Studies Respectively		
Number of Units:	1,355	
Site Visit Date:	07/22/2024	
Projection Period:	2025 - 2054	
	General Reserve Study	Water Reserve Study
Reserve Account Snap Shot January 1, 2025		
Projected Reserve Balance:	\$1,284,476	\$0
Fully Funded Reserve Balance:	\$16,283,086	\$6,858,091
Percent Funded:	8 %	0 %
Reserve Surplus or (-) Deficit Per Unit:	(\$11,069)	(\$5,061)
Current Monthly Reserve Fund Contribution:	\$82,600	\$54,363
Interest Rate	45.00 %	45.00 %
Inflation Rate	3.00 %	3.00 %
2025 Reserve Contribution Requirements (based on the above position)		
Full Funding		
Monthly Reserve Contribution:	\$82,400	\$40,794
Monthly Reserve Contribution Per Unit (Average):	\$61	\$30
Annual Reserve Contribution Per Unit (Average):	\$732	\$360
Special Assessment Required for this Plan:	\$7,888,589	\$3,061,036
Baseline Funding		
Monthly Reserve Contribution:	\$73,526	\$36,095
Monthly Reserve Contribution Per Unit (Average):	\$54	\$27
Annual Reserve Contribution Per Unit (Average):	\$648	\$324
Special Assessment Required for this Plan:	\$7,888,859	\$3,061,036

Additional Disclosure Per Cedcore General Reserve Study:

Based upon the budget and maintenance practices of the association we have used a funding threshold of \$10,790. Expenses below \$10,790 are not funded within this report and best treated as a maintenance expense. We have included comments within the Component Analysis Section of this report.

The projected reserve fund balance is estimated based on the current reserve fund balance adding any remaining budgeted contributions and subtracting any planned projects to be completed prior to the end of the fiscal year.

The Association's monthly contribution can remain the same as the 2024 Contribution but will need a series of Special Assessments from 2025 to 2030 totaling \$5,821.84 per Unit to get onto the path to becoming Fully Funded in 2054 and have sufficient funds in the Reserve Account to maintain, repair or replace the Common Elements when needed.

Additional Disclosure Per Cedcore Water Reserve Study:

Based upon the budget and maintenance practices of the association we have used a funding threshold of \$4,169. Expenses below \$4,169 are not funded within this report and best treated as a maintenance expense. We have included comments within the Component Analysis Section of this report.

The projected reserve fund balance is estimated based on the current reserve fund balance adding any remaining budgeted contributions and subtracting any planned projects to be completed prior to the end of the fiscal year.

The Association should reduce the contribution by \$9.75 per Unit per month (\$116.95 per Unit per year) but will need a series of Special Assessment over the next 7 years totaling \$2,259.07 per Unit to get onto the path to becoming Fully Funded in 2053 and have sufficient funds in the Reserve Account to maintain, repair or replace the Common Elements when needed.

<input type="checkbox"/> [3] Approve <input type="checkbox"/> [4] Reject	BOARD RESOLUTION NO. 2024-09-02 A Resolution to Comply with the RCW 64.38.045 the Annual Audit
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Subject to Membership Approval at The Annual General Meeting November 2nd, 2024

WHEREAS, RCW 64.38.045 (3) states that: At least annually, the association shall prepare, or cause to be prepared, a financial statement of the association. The financial statements of associations with annual assessments of fifty thousand dollars or more shall be audited at least annually by an independent certified public accountant, but the audit may be waived if sixty-seven percent of the votes cast by owners, in person or by proxy, at a meeting of the association at which a quorum is present, vote each year to waive the audit; and,

WHEREAS, according to the Amended Protective Covenants of the Clearwood Community Association, the Board of Directors is responsible for the enforcement of same; and,

WHEREAS the Board of Directors consider it to be prudent practice to have an annual audit for fiscal year 2024.

THEREFORE, BE IT RESOLVED that the financial audit for fiscal year 2024, by an independent certified public accountant, shall not be waived.

<input type="checkbox"/> [5] Approve <input type="checkbox"/> [6] Reject	BOARD RESOLUTION NO. 2024-09-03 A Resolution to Approve the 2023 Annual Membership Meeting Minutes
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Subject to Membership Approval at The Annual General Meeting November 2nd, 2024

WHEREAS, according to the Amended Protective Covenants of the Clearwood Community Association, the Board of Directors is responsible for the enforcement of same; and,

WHEREAS, the Minutes of the 2023 Annual Membership Meeting held November 4, 2023, were published on Clearwood's Web Site and available in the office; and,

WHEREAS, RCW 64.38.035 states as follows in part: “Association meetings — Notice — Board of directors. (1) . . .The association must make available to each owner of record for examination and copying minutes from the previous association meeting not more than sixty days after the meeting. Minutes of the previous association meeting must be approved at the next association meeting in accordance with the association's governing documents. “; and,

THEREFORE, BE IT RESOLVED THAT, the 2023 Annual Membership Meeting Minutes be approved.

Clearwood Community Association
Annual General Membership Meeting
November 4, 2023, via Zoom and at Lackamas School

MINUTES

1. Call to Order at 9:08 am
2. Certification of Quorum - General Manager Racheal Paige reported that a total of 216 ballots were received, exceeding the required quorum of 136.
3. Proof of Notice of Annual General Meeting – Racheal Paige reported that a contracted printing company addressed and mailed out the ballots, with one sent to office as proof of mailing.
4. 2024 Reserves Report – Jennifer Spidle, Accounting Manager reported that General Reserves are currently funded at 8%, and Water Reserves are funded at 11%. As long as we closely watch expenditures, we will be able to fund the roads and water work without a special assessment unless the estimates come in much higher. Currently we have some extra funds in Operations, which could be applied if needed.
5. 2022 Audit Presentation – Jennifer Spidle presented the financial statements. Everything is as it should be. There are a few adjustments which have to do with how fixed assets are reported, not fraudulent activities. Dan Mortenson, Auditor stated that the report includes 2021 and 2022. It is the opinion of the auditors that the financial statements present fairly the financial condition of Clearwood. Operating is well funded, sufficient for at least a year. Reserves fund has excess funds which would not be good for tax purposes. There could be some tax liability if the application for 501
(c) (4) non-profit status does not go through.
6. Committee Reports
 - a. Finance Committee – Phill Holzinger explained that the committee is tasked with developing the proposed budget, in conjunction with the Accounting Manager and the General Manager. It is based on actual expenditures for the previous year. It also monitors the Reserve Accounts. Working toward skate park and new office and meeting space. The committee meets on Mondays at 5:30 once or twice a month.
 - b. Architectural Control Committee (ACC) – Alexa Burns: – anything that will impact the outside of the home/lot requires a permit. The committee meets on Friday mornings to review requests and issue permits.
 - c. Violation Committee – Richard Houghton: there is a staff member who travels around the community weekly looking for areas of concern and bringing them to the committee.

Usually the first step is to issue a warning. The main aim is compliance with rules and regulations, not fines, but there is a fine structure. There is an appeals process, in case of disagreements.

- d. Member Activities Committee – Alexa Burns: next events are the Santa Run, Holiday Decorating Contest, and Polar Plunge. The committee meets the 2nd and 4th Monday at 6:30 pm.
- 7. Certification of Election Results – Racheal Paige reported that 216 ballots were received.
- 8. 2024 Budget Results
 - a. Resolution 2023-09-01 – A Resolution to Ratify the 2024 Budget –76 Yes 119 No. Passes. *Per RCW 64.38.025, a majority of the owners (678 in the case of Clearwood) must vote to reject the budget or it passes.*
- 9. Administrative Resolutions
 - a. Resolution 2023-09-02- A Resolution to Comply with the RCW 64.38.045 the Annual Audit - 176 Yes, 9 No. Passes
 - b. Resolution 2023-09-03- A Resolution to Approve the 2022 Annual Membership Meeting Minutes - 166 Yes, 13 No. Passes.
- 10. Board Candidate Election Results
 - a. Richard Houghton – 154
 - b. Alexa Burns - 154
 - c. Kelly Burningham - 32
- 11. Member Open Forum* -
 - a. Gary LaGuire – question regarding when we will hear about non-profit status. JS said it could be 3 to 6 months.
- 12. Adjournment – Motion to adjourn by Richard Houghton with second by Walter White. Meeting adjourned at 9:59 am.

Zoom Attendance: Richard Houghton, Alexa Burns, Jackie and Don Lambert, Jennifer Spidle, Tim Kramer, Phil Holzinger, Kelly Burningham, Liz Christenson, Cathie Alonzo, TMT, Dan Mortenson, Phill Garner, Racheal Paige, Gary LaGuire, Christy Stahlman, Walter White.

[7] Approve [8] Reject	BOARD RESOLUTION NO. 2024-09-04 A Resolution to Amend the Bylaws to Eliminate the Roads Committee
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Subject to Membership Approval at The Annual General Meeting November 2nd, 2024

WHEREAS, the Bylaws were amended by the members at the Annual General Meeting on November 2nd, 2024 by adding Article VIII, Section 7 which established a Roads Committee, the purpose of which was to develop a plan for the planned improvement of the road system within Clearwood and to advise and assist the Board of Directors on same; and

WHEREAS, the Roads Committee has performed its intended function, and construction on the road improvement project is now in year two; and

WHEREAS, the purpose of the Roads Committee has been fulfilled such that the committee is no longer needed.

THEREFORE, BE IT RESOLVED THAT the Clearwood Community Association (CCA) By Laws be amended as set forth herein. Note the items to be removed will be ~~struck through~~ and items to be added will be underlined.

~~Section 7. Roads Committee~~

~~A. The Board of Directors shall appoint a Roads Committee. The Road Committee shall advise and assist the Board of Directors on the maintenance and planned improvement of the Road System within Clearwood to maintain a safe network of roads.~~

[9] Approve [10] Reject	BOARD RESOLUTION NO. 2024-09-05 A Resolution to Amend the Bylaws to Eliminate the Water Committee
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Subject to Membership Approval at The Annual General Meeting November 2nd, 2024

WHEREAS, the Bylaws were amended by the members at the Annual General Meeting on November 2nd, 2024 by adding Article VIII, Section 6 which established a Water Committee to develop a plan for the waterline replacement project and to advise and assist the Board of Directors on same; and

WHEREAS, the Water Committee has performed its intended function, and construction on the waterline replacement project is now in year two; and

WHEREAS, the purpose of the Water Committee has been fulfilled such that the committee is no longer needed.

THEREFORE, BE IT RESOLVED THAT the Clearwood Community Association (CCA) By Laws be amended as set forth herein. Note the items to be removed will be ~~struck through~~ and items to be added will be underlined.

~~Section 6. Water Committee~~

~~A. The Board of Directors shall appoint a Water Committee. The Water Committee shall advise and assist the Board of Directors on the operation and maintenance of the Water System as well as planning for capital improvements to maintain a safe and adequate water system.~~

[11] Approve [12] Reject	BOARD RESOLUTION NO. 2024-09-06 A Resolution to Amend the Rules and Regulations Regarding Political Yard Signs
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Subject to Membership Approval at The Annual General Meeting November 2nd, 2024

WHEREAS, according to the amended protective covenants and by-laws of the association, the powers of the Association shall be vested in the Board of Directors, and

WHEREAS, Section G.3d of the Rules and Regulations contains certain restrictions on the displaying of political signs; and

WHEREAS, a recent decision by the Washington Court of Appeals holds that RCW 64.38 does not authorize time restrictions on the displaying of political yard signs; and

WHEREAS, the rule should be updated to be consistent with this recently decided case.

THEREFORE, BE IT RESOLVED THAT Section G.3 of the Clearwood Community Association (CCA) Rules and Regulations be amended as set forth herein. Note the items to be removed will be ~~struck through~~ and items to be added will be underlined.

d. Political Yard Signs are not prohibited in the Clearwood Community Association before a primary, special, or general election provided that such signs meet the following reasonable rules and regulations:

i. No more than two yard signs are allowed on a lot.

ii. Signs may not be more than ~~two feet by three feet (six square feet)~~ 18 by 24 inches and must be placed exclusively on a member’s property.

iii. ~~Signs may be placed on a member’s lot commencing one month prior to the applicable primary or general election and must be removed within 10 days following such election.~~

iiiiv. A fine may be assessed if signs do not comply with this section.

<p>[13] Approve [14] Reject</p>	<p style="text-align: center;">BOARD RESOLUTION NO. 2024-09-07 A Resolution to Amend the Rules and Regulations Regarding Animal Control</p>
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Subject to Membership Approval at The Annual General Meeting November 2nd, 2024

WHEREAS, according to the Amended Protective Covenants of the Clearwood Community Association, the Board of Directors is responsible for the enforcement of same; and,

WHEREAS, Thurston County has adopted an Animal Control Ordinance (the “Ordinance”) which is located at Thurston County Code Section 9.10; and

WHEREAS, the Ordinance is enforceable only by law enforcement officers as defined in Section 9.10.030 of the Ordinance; and

WHEREAS, the Clearwood Community Association has no legal right to enforce the Ordinance; and

WHEREAS, for clarity, the Animal Control section of the Rules and Regulations should be clarified and amended.

THEREFORE, BE IT RESOLVED THAT Section G.2.a of the Clearwood Community Association (CCA) Rules and Regulations be amended as set forth herein. Note the items to be removed will be ~~struck through~~ and items to be added will be underlined.

2. Animal Control

a. Domestic Animals - ~~Clearwood has been designated as an animal control zone by Thurston County. Keeping of animals within Clearwood must conform to their regulations. The Thurston County Animal Control Ordinance, Chapter 9.10 referring to Animal Control, and Section 9.10.710 referring to the Clearwood Control Zone will be followed within Clearwood.~~

~~Members also have the right to file a "Report of Violation" with the CCA on forms available in the CCA office.~~

Animals should be confined to the member's individual lot on a leash or penned, and not allowed to run. Confined animals must not be allowed to create a nuisance or disturb neighboring members.

When animals are on community property, they must be kept on a leash and members are responsible to clean up after them. Animals are not allowed on the beaches and adjacent lakes when swimmers are present, or on grass areas when sun bathers are present.

No ~~Thurston County~~ licensed kennels are allowed within Clearwood Community. Stray animals may be picked up and held for Thurston County Animal Control.

Members with knowledge of a violation of this section have the right to file a Report of Violation with CCA on forms available in the CCA office.

A Report of Violation signed by one or more witnesses to the dog's loose and/or destructive behavior, who can identify the owner and/or residence of the dog, will be used as follows:

The Violation Committee will review each Report of Violation for appropriateness and, if deemed appropriate, will:

(1st Incident) write to the owner/member requesting that they keep their animal under control as per Rules & Regulations and Amended Protective Covenants; that, failing to do so can result in a fine of \$100, doubling with each future incident. ~~withing a 12 month period."~~

(2nd and further Incidents) instruct the office to register the appropriate fine against the member's account and copy to the member.

In the event that the Violation Committee feels that the Report of Violation is not appropriate, the member involved will be notified with reasons for not pursuing it further.

In case a dog belonging to a renter is the subject of a violation report, the Committee will attempt to contact the renter ... but, in any case, all fines will be levied against the property account of the owner/member.

A Report of Violation, signed by one witness to the dog's behavior, who cannot identify the owner and/or residence of the animal, will be held until a subsequent report pinpoints the residence of the animal. Neighbors must be asked to help with this identification. No one must feed stray or unidentified animals.

[15] Approve [16] Reject	MEMBER RESOLUTION NO. 2024-09-08 A Resolution Concerning an Amendment to the Rules and Regulations
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Subject to Membership Approval at The Annual General Meeting November 2nd, 2024

WHEREAS, the current Rules and Regulations potentially allow for members’ extended family members or relatives to reside indefinitely at a member’s property without being subject to the Rules and Regulations that generally govern non-member renters or tenants.

WHEREAS, the Board is concerned that members may abuse the current Rules and Regulations to avoid paying fees intended to cover the Association’s expenses for non-members residing in the Association.

WHEREAS, the Association has historically collected a rental administration fee and an annual rental fee from members who rent or lease their property.

WHEREAS, the Association amended its Rules and Regulations in 2022 with the intent to create a streamlined, simplified, and easier to understand fee structure for members.

WHEREAS, as part of the amendments, the Association drafted the 2022 Rules and Regulations so that the annual rental fee fell under the umbrella of the term “rental administration fee,” however, the Association’s amendments have inadvertently created confusion among members about the rental fees being collected by the Association.

WHEREAS, the Association has continued to bill the annual rental fee as a separate line item on statements to members in accordance with historical practice and the intent of the 2022 Rules and Regulations.

WHEREAS, to clarify and remedy the confusion caused by the 2022 amendments, the Board desires to re-add language to the current Rules and Regulations that was contained in the pre-2022 Rules and Regulations.

WHEREAS, this resolution requires a change to the most current Rules and Regulations.

THEREFORE, BE IT RESOLVED the Rules and Regulations of the Association be amended as follows under Article C, Paragraph 6, Subsection A – Entry Procedures and Guest Regulations, Renting or Lending of Residential/Recreational Lots.

Note the items to be removed will be ~~struck through~~ and items to be added will be underlined.

6. Renting or Lending of Residential/Recreational Lots – Members of CCA who rent or lease their property within Clearwood Community Association must submit to the CCA a completed CCA Rental Form (copies of which are available online or in the Administration Office) and Rental Administration Fee (RAF) at least three (3) days prior to the commencement of such rental period. The RAF is to cover

CCA's added administrative costs associated with new renters, e.g., responding to tenant questions, ~~keeping renters advised of CCA activities and rules,~~ initial access issues, etc. In addition to the Rental Administration Fee, members of CCA who rent or lease their property must submit to the CCA an annual rental fee to cover the ongoing administrative costs associated with renters, e.g., keeping renters advised of CCA activities and rules.

a. **For purposes of this section,** the term "rent or lease" refers to any of the following situations: (1) any situation where a member offers a third party the right to use the member's property in exchange for consideration to reside on the Member's property for more than thirty (30) days in a calendar year, and includes, without limitation, licenses (i.e. guests, family members); and (2) any short-term rental arrangements such as Airbnb, VRBO, etc., where a member offers a third party the right to use the member's property in exchange for consideration.

b. In addition to providing the CCA Rental Form and/or RAF to CCA, Members are also required to screen any potential tenants of a property within Clearwood using a tenant screening service or obtain background information, including criminal history, on any prospective tenant, at the Member's sole cost and expense. Tenant screening shall be conducted prior to entering into any lease agreement with the prospective tenant. Proof that the tenant screening requirement has been fulfilled or that the background information on a prospective tenant has been obtained by the Member intending to lease the owner's lot must be submitted to the CCA together with the CCA Rental Form and RAF.

~~cb.~~ **Failure to** timely submit the CCA Rental Form, and/or RAF, and/or proof of tenant screening to CCA will result in a fine. The fine will double each thirty (30) day period in which the Member fails to submit the CCA Rental Form and, RAF, and/or proof of tenant screening to CCA.

Members who rent their property pay a fee to cover added costs of dealing with renters and keeping them advised of community activities.

Members are responsible for all acts of vandalism of their renters and their renter's children, relatives, or guests. The Board of Directors will assess costs and fines, in cases whether these acts can be proven, either through criminal actions taken by local authorities or by actions as provided for in the Rules and Regulations (Red Book) of CCA.

Members are responsible for the upkeep of the exterior of their dwellings and their lot and adherence to Rules & Regulations. The Board of Directors will assess costs and fines against the owner- members in cases of failure to abide by these rules.

BOARD CANDIDATES

[17] Accept	BOARD OF DIRECTORS CANDIDATE Kelly Burningham
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I have lived in Clearwood Community Association for 10 years and really enjoy being here. I have served on the Board of Directors for 1 year as well as the violations and ACC committees. I have over 30+ years managing HOA's. I enjoy working with the owners and helping out to improve their property and homes. I look forward to helping the owners of Clearwood Community Association.

THANK YOU FOR
VOTING!