

Clearwood Community Association  
Regular Meeting of the Board of Directors  
**November 23, 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:** Richard Houghton, President (RH); Christian Gates, Vice President (CG); Alexa Burns, Secretary (AB); Phillip Holzinger, Director (PH);
  - Absent:** Walter White, Treasurer (WW); Kelly Burningham, Director (KB)
  - Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
  - Guests:**
4. **Introductions** – no non-board members present.
5. **Approval of Agenda** – *Motion by PH with second by CG to approve the agenda for the November 23, 2024, meeting of the Board. Motion approved.*
6. **Member Questions and Comments on Agenda Items** - none
7. **Approval of Consent Agenda** – *Motion by PH with second by CG to approve the Consent Agenda for November 23, 2024. Motion carries.*
  - a. Minutes of October 24, 2024, Regular Board Meeting
  - b. Minutes of November 2, 2024, Special Board Meeting
  - c. Minutes of October 21, 2024, Finance Committee Meeting
  - d. Minutes of October 11, 2024, Violations Committee Meeting
  - e. ACC log as of November 20, 2024
8. **General Manager’s Report** – Rachael Paige reporting:
  - a. Collections for October were at 80.6%, after Reserves was fully funded. We are tracking to budget and most likely will hit our 92% collections for the year.
  - b. 2024 Construction on roads and water project has ended. Some items made sent to put off till next phase, on Blue Water Drive, and until the reconfiguring of the gate area.
  - c. The RFP for the design of the new building was disseminated. On-site visit by one architect.
  - d. The Annual General Meeting was on November 2. Ballot counting on November 1, but no one tuned in. 290 ballots submitted. All measures were passed, and the results will be certified later in this meeting today. The results were posted on the website and sent out by email to the membership right away. Kelly Burningham was reelected, Thanks to Tim Kramer for serving. There is still a vacant seat available on the Board. Applications are due by December 16.
  - e. Water leak on Blue Water Drive. Repaired.
  - f. Water shut-off notices were delivered on November 6. 10 homes were served with notice of disconnection. 5 homes are still disconnected, of which 3 are not occupied. Affected homeowners were provided with resources on services to help pay their water bill.
  - g. DOH conducted their sanitary survey of the water system. No significant deficiencies.
  - h. RP is continuing to hold Listening Sessions The last one was held at Lackamas School with guest Superintendent of Schools Chris Woods. Putting together notes, which will go in e-newsletter. Residents and staff came, along with RH and PH.

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- i. House fire, office collecting non-monetary donations. Thank neighbors for helping out.
  - j. 2 significant windstorms, working to clean up, power outage for 12 hours.
  - k. Vandalism – Sunset cul-de-sac: maple trees on community property cut down and had to be cleaned up; Madrona: white paint all over bathroom counter; Reichel Beach cabana: clean up broken bottles; Harrington Park bathroom exterior walls marked up with paint markers; Hi-lo Park: white paint markers and graffiti on sink, cabinet, tables and underside of the roof, will need to be repainted in the spring; ongoing repairs at front and back gate and roadside trash pickup.
9. **Owner’s Representative Report** – Mitch Waterman reporting.
- a. 2024 roads and water –final payment made to the construction company. The punch list items were all completed or deferred. There is contingency money coming back.
  - b. The RFP for the new office building/community center. Conceptual site plan: designer submitted to the county a request for the new septic system but tied it incorrectly to building a new building. Decided to wait until an architect is involved. No responses to RFP. Will call architects who received the RPF to find out why they didn’t bid, then discuss with Racheal.
  - c. Roads design in 2025 – contract is now signed by KPFF. Will be requesting bid from Rognlin’s for 2026 construction. We are continuing to use the same contractors as they have been doing a good job.
  - d. Mitch’s report will be posted on the website.
10. **Accounting Manager’s Report** – Jennifer Spidle reporting:
- a. Reserves fully funded. Will finish year at 92% collections.
  - b. Reserve study will be ready to post after today’s meeting.
  - c. Financial audit for 2023, ready for signature on CW letterhead.
  - d. Year-end looking good – better than budget by \$20,000 - \$30,000.
  - e. Budget for 2025 was passed, starting process for year-end closing.
  - f. 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 1031 for October, and the Reserve Reconciliation Report 2024 1031 for October and approve Transfer Resolution 2024 1101. Motion carries.* Discussion: JS reviewed the reports and answered questions. Running thin on Reserves, but it’s what we were expecting. Water Reserves will end at \$0. Will finish the year in a good place. Financial reports are posted on the website.
    - i. 2024 1031 Internal Financial Statement for October
    - ii. 2024 1031 Reserve Reconciliation for October
    - iii. Transfer Resolution 2024 1101
  - b. Audit Reports – *Motion by PH with second by CG to accept and sign the 2023 audited financial statements, as presented at the Annual General Meeting. Motion carries.*
  - c. Reserve Study – *Motion by PH with second by CG to accept the 2025 Reserve Study. Motion carries.*
  - d. Certify Election Results – *Motion by CG with second by PH to certify the results of the election held at the Annual General Meeting on November 2, 2024. Motion carries.*
  - e. Accept Updated Bylaws and Rules and Regulations- *Motion by PH with second by CG to accept the updated Bylaws and Rules and Regulations, which reflect changes made as a result of the Annual General Meeting and Election. Motion carries.*

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- f. *Motion by PH with second by CG to suspend the rule requiring a motion before discussion. Motion carries.*
- g. Open Board Seat – Deadline December 16. Signs will be put up at gates after some other posters are taken down.
- h. Communication to Residents – weekly newsletter continues. Community listening session held at Lackamas School with the school district superintendent went well, with discussion about strengths and struggles.
- i. Committee Reports
  - i. MAC – RH –The photo contest deadline has been extended to November 30. The Christmas decorating contest (December 13 and the Santa Run (December 14) with BHFD are coming up. The Polar Plunge will be held on January 1, at noon.
  - ii. ACC –AB – Getting 6 to 8 permit requests per week, keeping up. No permits will be reviewed during Thanksgiving week. Most permit requests have been for RV's, COWAS's, houses, and tree removals.
  - iii. Finance – PH – Budget got more yes than no votes. The Audits and Reserve Study have been received. The bank reconciliations have been completed and are current.
  - iv. Violations – RH – committee continues to do good work. Seeking compliance and not being heavy-handed.

**12. Member Open Forum – no members present.**

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

**13. Executive Session** – *Motion by CG with second by PH to move to Executive Session at 9:33 am to discuss personnel and legal matters, with guest Racheal Paige. Motion carries.*

**14. Resume General Session** – at 10:15 am

**15. Motions Resulting from Executive Session –**

*a. Motion by CG with second by RH to authorize the General Manager to move forward with foreclosure on Division 06 Lot 613, 17716 E Clear Lake Blvd SE. Motion carries.*

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

**Next Regular Board Meeting:**

December 14, 2024, at 9:00 am via Zoom. Note that this meeting may be cancelled. Awaiting input from WW and KB, who were not present at this meeting. Decision will be made by December 2 as to whether to meet in December or to wait for the regularly scheduled meeting on January 22.

**Future Agenda Items:**

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