

Clearwood Community Association
Regular Meeting of the Board of Directors
January 25, 2025, 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. 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 11 “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); Walter White, Treasurer (WW); Phillip Holzinger, Director (PH); Kelly Burningham, Director (KB)
 - Absent:**
 - Staff:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS); Mitch Waterman, Owner’s Representative (MW)
 - Guests:** Carly Marshall, John & Gretchen, Chanel, Vickie Moran
- 4. Introductions –**
- 5. Approval of Agenda** – *Motion by PH with second by CG to approve the agenda for the January 25, 2025, 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 KB to approve the Consent Agenda for January 25, 2025. Motion carries.*
 - a. Minutes of November 23, 2024, Regular Board Meeting
 - b. Minutes of November 18, 2024, Finance Committee Meeting
 - c. Minutes of November 22, 2024, Violations Committee Meeting
 - d. Minutes of December 13, 2024, Violations Committee Meeting
- 8. General Manager’s Report** – Rachael Paige reporting:
 - a. And End-of-year letter was sent out and received positive feedback. RP plans to do quarterly update letters, to be included with the water billing.
 - b. Listening sessions will be held quarterly rather than every two weeks. RP is looking for specific topics and accumulating a list of guest speakers for these sessions.
 - c. 115 on ACH payment plans, 172 with promissory notes, 342 have paid off their 2025 assessments.
 - d. Violations: 67 fines were issued, 62 warnings sent out. The committee met twice in January.
 - e. The 2024 Roads/Water project ended in November. A capital request was approved in October to begin the design for the 2025 project, and a contract was signed in November. The official kickoff meeting for the new project is January 31. The Post office will also be onsite to discuss the placement of the Blue Water mailboxes.
 - f. A Request For Proposals for the value engineering for the new building was sent out in October, and an onsite meeting was held with prospective bidders. Two bids were submitted, one of which was late. An onsite meeting was held in December with the architect of choice and KPFF for a site survey prior to the bid. The building design and site plan are in the board packet, for discussion today. MW will be staying on as Owner’s Representative through the completion of the value engineering in November at no cost to the association.
 - g. Water meter readings for the first quarter were completed and bills sent out. The annual billing for the assessments was sent out at the same time.
 - h. We are getting Sheriff’s patrols at least twice a week.

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- i. Ashely worked with PC Technologies to replace and upgrade the outdated computers and software in Administration and Maintenance. Will wait on the getting a new server until the administration building is built.
 - j. Board orientation – all Board members need to watch the presentation that was sent out. Please let RP know when you have completed this.
 - k. Chlorination update – the Department of Health had questions/comments, which have been answered. We have been waiting for delivery of the chlorination tank, which came in on Thursday.
 - l. There have been ongoing fuse issues with Wells 6/7. RP is working with American Pump, Northwest Water and Reliable Electric to get them resolved.
 - m. In the Board Packet is the results of the Department of Health Sanitary Survey. We have been given a Green Operating Permit, as no deficiencies were identified. We will remain on a 5-year cycle for review. The report will be posted on the website.
 - n. There were significant windstorms in December, with lots of tree debris, some work on trails ongoing.
 - o. Vandalism – boards on bridges were ripped off and thrown into the woods, replaced several signs about park closing hours, Harrington Park sign plexiglass cover was broken and materials to repair are on order, people are digging out sand and taking it with them from Sunset Beach, spray paint on one of the bridges. Gate arm repairs and roadside trash issues are ongoing. They are being posted on social media and police reports are being made.
9. **Accounting Manager's Report** – Jennifer Spidle reporting:
- a. JS has been working on closing out the year 2024. We will be within budget. The final report will be presented in February.
 - b. The Water billings and assessments were completed.
10. **Board Business:**
- a. Financial Reports – *Motion by WW with second by PH to accept the Internal Financial Statement 2024 1130 for November, and the Reserve Reconciliation Report 2024 1130 for November. Motion carries.* Discussion: JS reviewed the reports and there were no questions. Financial reports are posted on the website.
 - i. 2024 1130 Internal Financial Statement for November
 - ii. 2024 1130 Reserve Reconciliation for November
 - b. Emergency Capital Request for 2025. *Motion by WW with second by CG to authorize the General Manager an amount not to exceed \$10,000 from General and/or Water Reserves for emergency capital issues, including written authorization to proceed from two of the following Executive Board members: President, Vice President, Secretary, and/or Treasurer. Motion carries.* Discussion: this has rarely been used but allows the General Manager to take care of urgent issues, such as a water main break on a weekend.
 - c. Capital Request for Longmire Mailboxes. *Motion by WW, second by PH to expend \$38,000 from prior years assessments that will be transferred first to General Reserves to be used for the Longmire mailbox replacement. Motion carries.* Discussion: The Longmire mailboxes were vandalized. Replacement parts are no longer available, and the mailboxes are not compliant with current USPS requirements. The new mailboxes will be similar to the ones at Windy Beach, except they will be green rather than silver.
Motion by PH with second by WW to suspend the rule requiring a motion before discussion. Motion carries.

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- d. Flock Safety Cameras – These cameras have the ability to interface with law enforcement, allowing them to identify lawbreakers. The Board is at a consensus for RP to pursue further information about cost, etc.
- e. New Building – MW – Our criteria were given to potential bidders. We are looking at slightly smaller square footage than previously discussed. A value engineering report will be presented at the next meeting. The following decisions will need to be made: Onsite building or modular? Ways to prevent vandalism. Options for natural light. The Board is at a consensus to go forward with the next step.
- f. Interviews for Open Board Seat – Carly Marshall was interviewed.
- g. Annual Committee Business
 - i. Appointing Committee Chairs – according to the Bylaws, each committee must be reappointed by the Board each year, and the committee chair appointed/reappointed by the committee.
 - ii. Background Checks and the packet containing the Code of Ethics, Harassment Policy and Waiver of Liability must be filled out and turned in by all committee members wishing to be reappointed. This should be done before the February Board meeting.
- h. Board Meeting Schedule for 2025 – The usual schedule is the 4th Saturday of the month. The following dates are changed: from May 24 (Memorial Day weekend) to May 31, from September 27 to September 20 (budget deadline before Annual General Meeting), and December 27 to December 13 (Christmas/New Year’s Holidays).
- i. Communication to Residents – The weekly newsletter continues. The website is still being updated. Listening sessions will be held quarterly with guest speakers. A quarterly update letter will be included with the water bill.
- j. Committee Reports
 - i. MAC – AB –The Polar Plunge was held on January 1, at noon. Next event is the Valentine’s Day coloring contest, followed by the St. Patrick’s Day Treasure Hunt. Hoping to do something with teens.
 - ii. ACC –RH – going well.
 - iii. Finance – WW – going well, always welcome new members. Talking about investment strategies at next meeting.
 - iv. Violations – WW – meeting yesterday, working hard to be fair, 4 violations rescinded after people complied and appealed. It’s about compliance, not fines.

11. Member Open Forum –

- a. John & Gretchen – are drawings on the website for the new building? RP: Not yet. Will it be available to community groups? RP: Not at this time, because there are different regulations. There would be insurance requirements, and there would be costs to the association, which can’t be charged back to the user. This will be open for further discussion.
- b. Gretchen – question about the maintenance worker vacancy. She was invited to talk with Racheal.
- c. Vickie Moran – wants to put up a shared fence on the property line. RP: we have received a legal interpretation that it would be in violation of the Covenants. Another issue is that there is no house on her lot.

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

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12. **Executive Session** – *Motion by PH with second by WW to move to Executive Session at 10:47 am to discuss personnel and legal matters, with guest Racheal Paige. Motion carries.*
13. **Resume General Session** – at 11:31 am
14. **Motions Resulting from Executive Session** –
 - a. *Motion by WW with second by PH to authorize the General Manager to secure the best possible terms for the sale of Clearwood’s interest in, or the sale of, the property located at 17607 East Clear Lake Blvd, SE, Yelm, WA 98597. Motion carries.*
 - b. *Division 6 Lot 410 – Motion by WW with second by PH to authorize the General Manager to execute all necessary documents on behalf of Clearwood. In the absence of the General Manager, the Board President is authorized to execute all documents on behalf of Clearwood. Motion carries.*
 - c. *Division 4 Lot 253 Basketball Hoop – Motion by WW with second by RH to reduce the fine to \$200. Motion carries.*
 - d. *Division 4 Lot 246 Unsightly Lot and Disabled Vehicle – Motion by WW with second by PH that the violation is upheld and the fine stands. Motion carries.*
 - e. *Carly Marshall is approved unanimously as a Board Member.*
15. **Adjourn** – *Motion to adjourn at 11: 35 am by PH with second by RH. Motion carries. The meeting adjourned at 11:35 am.*

Next Regular Board Meeting:

Saturday, February 22, at 9:00 am, via Zoom.

Future Agenda Items:

1. Draft of Video Surveillance Policy
2. Investment strategies