

Clearwood Community Association
Regular Meeting of the Board of Directors
October 25, 2025, at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

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 11 “Member Open Forum”. Please keep comments to 3 minutes or less.
3. **Roll Call**
 - Directors Present:** Richard Houghton, President (RH); Alexa Burns, Secretary (AB); Walter White, Treasurer (WW); Phillip Holzinger, Director (PH); Kelly Burningham, Director (KB)
 - Absent:** Christian Gates, Vice President (CG); Carly Marshall, Director (CM)
 - Quorum Present:**
 - Staff Present:** Racheal Paige, General Manager (RP); Jennifer Spidle, Accounting Manager (JS)
 - Guests:** Danielle, Erika Clough, Bill Owen
4. **Introductions** – Roll was taken, and guests were recognized.
5. **Approval of Agenda** – *Motion by RH with second by PH to approve the agenda for the October 25, 2025, meeting of the Board. Motion by AB with second by WW to amending Item 10.b to authorize AB to pick up a cashier’s check payable to CCA for FDIC Compliance in the amount of \$240,000 from the Obee account to the First Citizens Bank account. Amendment carries. Amended Motion: to approve the agenda for the October 25, 2025, meeting of the Board, amending Item 10.b to authorize AB to pick up a cashier’s check from the Obee account payable to CCA in the amount of \$240,000 for deposit to the First Citizens Bank account for FDIC Compliance. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – Two members have comments appropriate to Item 11.
7. **Approval of Consent Agenda** – *Motion by PH with second by KB to approve the Consent Agenda for October 25, 2025. Motion carries.*
 - a. Minutes of September 20, 2025, Regular Board Meeting
 - b. Minutes of September 8, 2025, Member Activities Committee Meeting
 - c. Minutes of September 22, 2025, Member Activities Committee Meeting
8. **General Manager’s Report** – Rachael Paige reporting:
 - a. Voter’s pamphlet were sent to the printer on October 2 and delivered to the Post Office on October 6. Residents should be receiving them. Please remember to vote. The Annual General Meeting will be held on Saturday, November 1, at 9:00 am.
 - b. The Budget Town Hall was held on September 9, and the Resolutions and Candidates town Hall was held on October 10. All related materials are on the website.
 - c. The Burn Ban has been downgraded from a Total Ban to High. This will be reassessed early next week. Currently, only small fires in properly constructed fire pits are permitted. No fires are permitted at the beaches or parks.

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/>

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- d. The Merchant Services account was down, which mean debit and credit card payments could not be made directly. The issue appears to have been resolved. Residents can always pay in person with cash (not in the drop box), by check or using the secure online portal.
 - e. The Member Activities Committee hosted a Halloween Party on 10/18 - MAC did a great job.
 - f. The Halloween Decorating Contest judging was last night.
 - g. New Administration Building and Redesign of the Front Gate – The Special Use permit was paid for yesterday. We are still on track to break ground early in 2026.
 - h. Vandalism Report: all of the bathrooms are open, and there was no significant vandalism this month.
9. **Accounting Manager’s Report** – Jennifer Spidle reporting:
- a. The Merchant Services is back online.
 - b. We have a 64% collection rate as of this date, once we account for funding the Reserves accounts at 100%. It was 70% last year. The drop related to training new office staff and the Merchant Services account being down. We should still be able to reach our goal by the end of the year.
 - c. The Reserve Study and Audit are in progress. The Auditor will be present at the Annual General Meeting.
 - d. The Accounting Manager’s report will be posted on the website. Everything is on track.
10. **Board Business:**
- a. Financial Reports – *Motion by WW with second by PH that the Board accept the August and September unaudited financial reports 2025 0831 and 2025 0930, the reserve reconciliation reports 2025 0831 and 2025 0930 and approve Transfer Resolutions 2025 0901 and 2025 1001. Motion passes.* Discussion: JS went over the reports and answered questions. Reports will be posted online.
 - i. 2025 0831 Internal Financial Statement for August 2025
 - ii. 2025 0930 Internal Financial Statement for September 2025
 - iii. 2025 0831 Cash Reserve Reconciliation for August 2025
 - iv. 2025 0930 Cash Reserve Reconciliation for September 2025
 - v. 2025 0901 Transfer Resolution
 - vi. 2025 1001 Transfer Resolution
 - b. Cashier’s Check to ~~Thurston County for Land Use Permit for Administrative Office Building~~
Motion by WW with second by KB to authorize AB to pick up a cashier’s check from the Obee Credit Union account payable to CCA in the amount of \$240,000 for deposit to the First Citizens Bank account for FDIC Compliance. Motion carries.
Motion by WW with second by PH to suspend the rule requiring a motion before discussion. Motion carries.
 - c. Committee Reports.
 - i. MAC – AB: There are upcoming events for Halloween, and Christmas, and the committee is beginning planning for next year.
 - ii. ACC – AB: permit issuing is going well.

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- iii. Finance – WW: there was no Finance meeting in September. The committee could use more members. Suggesting a different approach to getting volunteers.
- iv. Violations – WW: the committee is back to meeting twice a month. There is one new member.

11. Member Open Forum –

- a. Danielle – **she** mailed in a volunteer packet but it has not been received. She is interested in the Finance Committee and the Architectural Control Committee. She was encouraged to attend a committee meeting as a next step.
- b. Erika – Has not been able to find the Zoom recording on the Resolutions Town Hall on the website, and the link to the Budget Town Hall is broken. She observed that there has been a drop off on News and Updates on the website. She requested that an e-blast be sent out on Monday with those links.
- c. Bill Owen – Encouraged approval of the Fire Department levy. He is suggesting that Fire Department volunteers be given access to Clearwood’s recreational amenities. They answer 300+ calls per year in CCA. There was a discussion of how this can legally be accomplished. The simplest way would be for Bill to provide a card that can be checked out by BHFD volunteers. They would be his guests.

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

12. Executive Session – *Motion by PH with second by AB to adjourn to Executive Session at 9:56 am, to discuss legal and personnel issues, with guest Racheal Paige. Motion carries.*

Reconvened from Executive Session at 10:16 am.

13. Motions Resulting from Executive Session – none.

14. Adjourn – *Motion by PH with second by KB to adjourn the meeting at 10:17 am. Motion carries.* The meeting was adjourned at 10:17 am.

Next Regular Board Meeting: Saturday, November 22, at 9:00 am, via Zoom.

Annual General Meeting: Saturday, November 1, at 9:00 am, via Zoom or in person at Lackamas School, followed immediately by a brief Board Meeting to elect new officers.

For Next Month’s Agenda:

Seat Bob Coffey on the Violations Committee.