

Clearwood Community Association
Regular Meeting of the Board of Directors
January 24, 2026, at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

AGENDA

1. Meeting Called to Order –

2. Welcome and Opening Comments –

3. Roll Call

Directors: Richard Houghton, President (RH); Christian Gates, Vice President (CG); Alexa Burns, Secretary (AB); Phillip Holzinger, Treasurer (PH); Kelly Burningham, Director (KB)

Staff Present: Racheal Paige, General Manager (RP); Jennifer Heiner, Accounting Manager (JS)

Guests:

4. Introductions –

5. Approval of January 24, 2026, Agenda –

6. Member Questions and Comments on Agenda Items –

7. Approval of Consent Agenda –

- a. Minutes of October 25, 2025, Regular Board Meeting
- b. Minutes of November 1, 2025, Special Board Meeting
- c. Minutes of October 20, 2025, Finance Committee Meeting
- d. Minutes of November 17, 2025, Finance Committee Meeting
- e. Minutes of October 13, 2025, Member Activities Committee Meeting
- f. Minutes of October 29, 2025, Member Activities Committee Meeting
- g. Minutes of November 24, 2025, Member Activities Committee Meeting
- h. Minutes of December 15, 2025, Member Activities Committee Meeting
- i. Re-Seat Walter White, Phillip Holzinger, Jackie Lambert, Sarah Eden, and Alexa Burns on the Finance Committee.
- j. Re-Seat *Carly Marshall**, Irene Ayers, Eliana Stone, Richard Houghton, and Alexa Burns on the Member Activities Committee.
- k. Seat Bob Coffey and Re-Seat Walter White, *Kelly Burningham**, and Jackie Lambert, to the Violations Committee
- l. Re-Seat *Kelly Burningham**, Richard Houghton and Alexa Burns on the Architectural Control Committee.
*Pending completion of background check and volunteer paperwork.
- m. To acknowledge the resignation of Mariel Lindblad from the Elections, Violations and Member Activities Committees. She has been a valued and dedicated volunteer, and the Board thanks her.

8. General Manager's Report –

9. Accounting Manager's Report –

10. Board Business:

- a. Financial Reports –
 - i. 2025 1031 Internal Financial Statement for October 2025
 - ii. 20251031 Cash Reserve Reconciliation for October 2025
 - iii. 2025 1101 Transfer Resolution for FDIC Compliance
 - iv. 2025 1130 Internal Financial Statement for November 2025
 - v. 2025 1130 Cash Reserve Reconciliation for November 2025
- b. 2024 Audit Report

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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- c. Emergency Capital Fund Request
- d. Bluewater Drive Capital Request
- e. Back Gate Repair Capital Request
- f. Update of Signers for Bank Accounts and Bill Approvals
- g. Certify Results of the Election held at the Annual General Meeting
- h. Approve Updated Bylaws and Rules & Regulations
- i. WUCIOA Resolution
- j. Board Member Committee Assignments
 - i. Architectural Control
 - ii. Finance
 - iii. Member Activities
 - iv. Violations
- k. Interviews of Applicants for Vacant Board Positions
 - i. Lawrence Bittner
 - ii. Bob Coffey
 - iii. Walter White
- l. Scheduling of Annual Board Training
- m. Proposed Meeting Schedule for 2026
- n. Committee Reports.
 - i. MAC –
 - ii. ACC –
 - iii. Finance –
 - iv. Violations –
- 11. Member Open Forum –**
- 12. Executive Session –**
- 13. Reconvene General Session –**
- 14. Motions Resulting from Executive Session –**
- 15. Adjourn –**

Next Regular Board Meeting: Saturday, February 28, at 9:00 am, via Zoom.

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