

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

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. 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); Phillip Holzinger, Treasurer (PH); Kelly Burningham, Director (KB)
 - Absent:**
 - Staff Present:** Racheal Paige, General Manager (RP); Jennifer Heiner (formerly Spidle), Accounting Manager (JH)
 - Guests:** Bert Lyons, Bud Bittner, Bill Owen, Bob Coffey
- 4. Introductions** – Roll was taken, and guests were recognized.
- 5. Approval of Agenda** – *Motion by CG with second by KB to approve the agenda for the January 24, 2026, meeting of the Board. Motion carries.*
- 6. Member Questions and Comments on Agenda Items** – Guests were polled individually and had no questions or comments.
- 7. Approval of Consent Agenda** – *Motion by PH with second by CG to approve the Consent Agenda for January 24, 2026, with Carly Marshall deferred until her paperwork is received. Motion carries.*
 - 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. To Re-Seat Walter White, Phillip Holzinger, Jackie Lambert, Sarah Eden, and Alexa Burns on the Finance Committee.
 - j. To Re-Seat ~~Carly Marshall~~, Irene Ayers, Eliana Stone, Richard Houghton, and Alexa Burns on the Member Activities Committee.
 - k. To Seat Bob Coffey and Re-Seat Walter White, Kelly Burningham, and Jackie Lambert, to the Violations Committee
 - l. To Seat Kelly Burningham, Richard Houghton and Alexa Burns on the Architectural Control Committee.
 - m. To acknowledge the resignation of Mariel Lindblad from the Elections, Violations and Member Activities Committees. She has been a valued and dedicated volunteer. The Board thanks her.
- 8. General Manager’s Report** – Rachael Paige reporting:

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- a. So far, toward the annual assessment for 2026, 358 members are paid in full, 108 are enrolled in ACH payments, Accommodation requests will be accepted through the end of January 29. HOA assessment are due in full by January 31. All accommodation requests must be made in person, by the owner of record, with a valid ID, by January 29. To be eligible, you must have completed your payment plan for the previous year and be in good standing.
- b. The Annual General Membership Meeting was held November 1. A total of 229 ballots were counted and all resolutions passed. Phillip Holzenberger & Christian Gates were re-elected to the Board. The official results will be certified during this meeting. A big thank you to the volunteers and staff who assisted with the elections process.
- c. 2 Board seats are currently vacant. 3 applications have been received, and they will be considered today.
- d. November deadline compliance reminders: boats must be removed from the lake shoreline; RVs, trailers, campers and camping equipment must be removed from camping lots; screening of such things on residential lots requires an ACC permit; removal of temporary carports is also required. Non-compliance is subject to a Violation and fine.
- e. December 15 there was a power outage for approximately 72 hours. The office was able to remain open until the 16th, due to generator failure. In the event of an emergency, residents should follow all local and county emergency management guidance. Further information on how to sign up for emergency alerts is available on the CCA website.
- f. Water meter readings were completed on December 17. Ashley and Jennifer were onsite to see that it went well.
- g. RP sent out an end-of- year letter, which was distributed with the water bills and is also available on the website.
- h. The website was updated to reflect committee meetings in 2026.
- i. New Administration Building and Redesign of the Front Gate – a special use permit was signed in October. The mandatory review period will extend through June 2026. Therefore, construction is unlikely to begin in 2026. Therefore, construction is being deferred till 2027. This leave funds available to do the Blue Water Drive section of the roads and water project in one year rather than two. This will result in less disruption for the residents in that area.
- j. The Roads and Water design phase is nearly complete, with both Blue Water projects planned for 2026. The delay in the administration building project leaves funds available to do the Blue Water Drive section of the roads and water project in one year rather than two. This will result in less disruption for the residents in that area.
- k. The water chlorination was delayed while we waited for generator parts for Wells 1 and 2 before Wells 6 and 7 are taken offline to do the installation. American Pump will be onsite in February, with the system going online in March.
- l. Maintenance – Maintenance has been doing storm cleanup, removal of boat after the November pickup deadline, winterizing the restrooms, Department of Fish and Wildlife meetings and inspections, water meter readings and repairs, the Polar Plunge preparation,

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cleaning and treatment of all association-owned roofs, daily well monitoring, road sweeping and tree removal cleanup, interior painting, cleanup and repairs at Reichel Beach bathrooms.

m. Vandalism Report: ongoing roadside garbage collection, repeated gate repairs.

9. Accounting Manager's Report – Jennifer Heiner reporting:

- a. Collections for 2025 are at 94% as of November 30, 2025. We should finish the year under budget.
- b. The 2024 audit was completed and presented at the Annual General Meeting. It will be posted on the website after this meeting.
- c. The 2025 reserve study is complete.
- d. December year-end reports are still being compiled, while waiting for some bills to come in. The finished report will be presented at the February board meeting.
- e. We received an IRS notice with a fine for late filing. Our return was filed on time, so we are working to resolve the issue.
- f. The Accounting Manager's report will be posted on the website. Everything is on track.

10. Board Business:

- a. Financial Reports – *Motion by PH with second by CB that the Board accept the October and November unaudited financial reports 2025 1031 and 2025 1130, the reserve reconciliation reports 2025 1031 and 2025 1130 and approve Transfer Resolution 2025 1101. Motion passes.*
Discussion: JS went over the reports and answered questions. There is not a transfer resolution for November because a final reconciliation will be done as part of the year-end report. Reports will be posted online after this meeting.
 - i. 2025 1031 Internal Financial Statement for October 2025
 - ii. 2025 1031 Cash Reserve Reconciliation for October 2025
 - iii. 2025 1101 Transfer Resolution for FDA Compliance
 - iv. 2025 1130 Internal Financial Statement for November 2025
- b. 2024 Audit Report – *Motion by PH with second by KB to Accept the 2024 Audit Report. Motion carries.*
- c. Emergency Capital Fund Request – *Motion by CG with second by PH to approve the Emergency Capital Fund Request not to exceed \$10,000, to expire December 31, 2026. Motion carries.*
Discussion: this is done annually, so that the General Manager can deal immediately with emergency issues, such as trees down across the road. It requires that she contact two officers of the Board for approval, and the expenditure is presented to the full Board at its next meeting.
- d. Bluewater Drive Capital Request - *Motion by PH with second by KB to authorize the General Manager to sign a contract for the 2026 Blue Water Drive Project and expend capital funds from in the amount not to exceed \$1,971,601.50 from Reserves. Motion carries.* Discussion: the project will replace the road, water lines, meters, meter boxes, will replace mailboxes on Bluewater Court at the same time.
- e. Back Gate Repair Capital Request – *Motion by CG with second by KB to authorize the General Manager to pay \$6955.84 from General Reserves to Trinity Gate Repair for repair of the back gate. Motion carries.* The Rear Entrance exit gate is currently not functioning properly. Current

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gates were made for residential use, not commercial volume, which is part of the reason for the ongoing issues with them.

- f. Update of Signers for Bank Accounts and Bill Approvals – *Motion by PH with second by CG to move into informal consideration. Motion carries. Motion by to name Richard Houghton, Alexa Burns, and Phillip Holzinger as signatories on the accounts at Obee Credit Union, Key Bank and First Citizens Bank and bill approvers on Bill.com, and supersede all other signatories. Motion carries.* Discussion: a minimum of two Board members need to approve all expenditures made on behalf of the Association, using the Bill.com system. Two or more Board members also need to be listed as signatories on the bank accounts at Obee Credit Union; Key Bank and First Citizens Bank.
- g. Certify Results of the Election held at the Annual General Meeting – *Motion by CG with second by RH to certify the results of the 2025 Election. Motion carries.*
- h. Approve Updated Bylaws and Rules & Regulations – *Motion by PH with second by RH to approve the updated Bylaws and Rules & Regulations to reflect the resolutions approved by the membership at the 2025 Annual General Meeting. Motion carries.*
- i. WUCIOA Resolution - *Motion by AB with second by PH to move into informal consideration. Motion Carries.* Certain provisions came into effect for all homeowners' associations in January 2026. We need to acknowledge those rules. We are mostly in compliance already. The effect on us is mainly in how we handle Special Meetings. We must either provide a calendar of all meetings scheduled for the year or provide 14 days' notice that a meeting will be held, with the agenda for the meeting. Scheduled meetings can be cancelled. *Motion by CG with second by PH to approve the resolution adopting WUCIOA rules that came into effect as of January 1, 2026. Motion carries.*
- j. Board Member Committee Assignments – *Motion by PH with second by KB to move into informal consideration. Motion carries.*
 - i. Architectural Control – RH
 - ii. Finance – PH
 - iii. Member Activities – CG will join the committee and serve as liaison.
 - iv. Violations – KB

11. Interviews of Applicants for Vacant Board Positions –

- i. Lawrence (Bud) Bittner
- ii. Bob Coffey
- iii. Walter White

Motion by KB with second by PH to adjourn to Executive Session at 9:49 am to interview Board candidates, with guest Racheal Paige. Motion passes.

Reconvened from Executive Session at 10:43 am.

Applicants were interviewed individually in Executive Session. Board members sent their votes to Racheal Paige via email. The candidates selected were Bob Coffey and Walter White. Bud was thanked for his interest and encouraged to participate in committees and reapply for the Board.

Motion by PH with second by RH to seat Bob Coffey and Walter White on the Board. Motion carries.

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- b. Scheduling the Annual Board Training – *Motion by PH with second by RH to move into informal consideration. Motion carries.*
 - 1. Consensus that the training will be in person and will consist of watching videos from previous trainings, with chances to discuss.
 - 2. AB asked about live training on Robert’s Rules, current finances and HR. This has not been decided.
 - 3. Board members should send Racheal open dates for a Saturday in March or April. The training will last 4 hours, from 9:00 am to 1:00 pm.
 - 4. BC suggested considering Stone City Events Center in Tenino or Lackamas School, for off-site options.
 - 5. Racheal and Christian will work out the details, including the technical end of recording for future use and accommodating Zoom and in-person participants.
- c. Proposed Meeting Schedule for 2026 – *Motion by PH with second by KB to adopt the meeting schedule for 2026. Motion carries.*
- d. Committee Reports. *Motion by PH with second by CG to move into Informal consideration. Motion carries.*
 - i. MAC – AB reported that the committee is still finalizing the schedule for 2026. They would like to move the Country Fair to coincide with the Garage Sale the end of July. The only concern expressed was that MAC members would not be able to have their own garage sale.
 - ii. ACC – AB reported she is leaving the committee. They need more members.
 - iii. Finance – PH reported that the meeting time has been changed from 5:30 to 6:00 pm on the 3rd Monday of each month. The hope is that more people might be available at that time. The committee has lost a member, could use someone. Will be doing capital planning soon. The collections for 2025 were excellent, which helped in planning for 2026.
 - iv. Violations – KB reported that, with Jackie’s help, the committee is being effective but needs one or two more members. The goal of the committee is compliance, not fines.

12. Member Open Forum –

- a. Bert Lyons – Would like to volunteer to come up with better understanding of the process. He understands systems processes and could offer that skill.
- b. Bill Owen –
 - i. Congratulated the 2 new Board members.
 - ii. Suggested accommodations for the Board training: the Fire Department or the lodge at Singletree. He sees an opportunity for collaboration between Singletree and Clearwood.
 - iii. ACC permit. Wants to turn his undeveloped lot into a camping lot, installing a driveway and utilities. ACC will meet him at the lot in question at 11:00 this coming Friday.

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13. Executive Session – *Motion by PH with second by KB to move into Executive Session at 11:33 am to hear a Violations appeal and to discuss legal and personnel issues, with guest Racheal Paige. Motion carries.*

Reconvened from Executive Session at 1:17 pm.

14. Actions Resulting from Executive Session –

- a. ACC will meet with Bert Lyons next Friday, between 11:30 and 11:45 am, at the lot in question.
- b. In the case of Russell Ames, *motion by PH with second by KB that the fines stand. Motion carries*
- c. In the case of Barbara McKinney, *motion by PH with a second by KB that the fines stand. Motion carries.*

15. Adjourn – *Motion by KB with second by CG to adjourn the meeting at 1:22 pm. Motion carries.* The meeting was adjourned at 1:22 pm.

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

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