

**Clearwood Community Association**  
Regular Meeting of the Board of Directors  
**February 28, 2026, 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](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 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); Walter White, Director (WW); Bob Coffey, Director (BC)
  - Absent:**
  - Staff Present:** Racheal Paige, General Manager (RP); Jennifer Heiner (formerly Spidle), Accounting Manager (JH)
  - Guests:** Ted K, Ellen Stine, Bob Anderson.
- 4. Introductions** – Roll was taken, and guests were recognized.
- 5. Approval of Agenda** – *Motion by WW with second by PH to approve the agenda for the February 28, 2026, meeting of the Board, deleting transfer resolution 2026 0102. Motion carries.*
- 6. Member Questions and Comments on Agenda Items – None**
- 7. Approval of Consent Agenda** – *Motion by WW with second by CG to approve the Consent Agenda for February 28, 2026, with correction to Board Minutes of January 24, to seat Sarah Eden on the Violations Committee. Motion carries. Motion carries.*
  - a. Minutes of January 24, 2026, Regular Board Meeting
  - b. Minutes of January 19, 2026, Finance Committee Meeting
  - c. Minutes of December 15, 2025, Member Activities Committee Meeting
  - d. Minutes of January 12, 2026, Member Activities Committee Meeting
  - e. To Seat Christian Gates and to Re-Seat Carly Marshall on the Member Activities Committee.
  - f. To seat Bob Coffey on the Architectural Control Committee.
  - g. To acknowledge the resignation of Alexa Burns from the ACC and MAC Committees, due to her moving to Tacoma. She will remain on the Board and the Finance Committee until her house in Clearwood is sold.
- 8. General Manager’s Report** – Rachael Paige reporting:
  - a. HOA assessments were due by January 31. Accounts not paid in full or arrangements made are past due. We have received 3 payoffs from properties previously in Collections.
  - b. Pool fence repairs – contractor has installed the posts and gates, cladding has arrived and work is underway. Most of it should have been done Friday.
  - c. Met with Thurston County Environmental Health. They did not recognize that we have a Certified Pool Operator on staff, which resulted in a significant cost increase for our permit. This is being corrected.

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- d. Hiring Admin Personnel – currently collections resumes, and the position will be held open until April, when they will begin interviewing.
  - e. Hiring Lifeguards and Pool Supervisors. Candidates must hold Lifeguard and CPR certificates. JBLM and the YMCA provide certification courses for anyone interested.
  - f. An interior remodel of the Reichel Beach restrooms has been completed, and photos will be posted on the website. Next project is the Longmire restrooms. Will be redoing all the restrooms in a similar way.
  - g. Is working with Ashley to get Updated signage for the 2026-27 capital projects.
  - h. New Administration Building and Redesign of the Front Gate – a special use permit was signed in October. The review period will extend through June 2026. Therefore, construction is unlikely to begin in 2026. Construction contract for the Blue Water Drive project was signed. Have received the require insurance documents and bonds.
  - i. Chlorination update: the generator parts for Wells 1 and 2, were received and installed. This will allow the contractor to take Wells 6 and 7 office to add the chlorination components. American Pump will be onsite in February, with the system going online in March. Will let people know in advance when the system will be going online.
  - j. Maintenance – Pressure washing docks and pickleball courts, upgrades to Reichel Beach restrooms, painting the pool, office and bathroom floors, replacing the “swim at your own risk” signs, beginning de-winterization of the restrooms.
  - k. Vandalism Report: very little to report, except ongoing trash pickup.
9. **Accounting Manager’s Report** – Jennifer Heiner reporting:
- a. We finished the year in a positive cash position. Building up the Reserves and watching them closely.
  - b. Looking at investing in CD’s.
  - c. Capitalized \$500,000 in capital assets in 2025.
  - d. If we look at the Operations budget, we finished the year with a 96% collections rate. After we transferred funds to fully fund the Reserve accounts, we finished at 90% in Operations. Income from fines and fees offset the difference.
  - e. Some accounts receivable were written off more than once, auditors will be posting an adjustment.
10. **Board Business:**
- a. Financial Reports – *Motion by PH with second by WW that the Board accept the Year End unaudited financial report 2025 1231, the reserve reconciliation report 2025 1231 and approve Transfer Resolution 2026 0101.* Discussion: JS went over the reports and answered questions. Reports will be posted online. *Motion carries.*
    - i. 2025 1231 Internal Financial Statement for End of Year 2025
    - ii. 2025 1231 Cash Reserve Reconciliation for End of Year 2025
    - iii. 2026 0101 Transfer Resolution for FDA Compliance
    - ~~iv. 2026 0102 Transfer Resolution?~~
  - b. Longmire Electrical Panel Replacement – Motion by WW with second by KB that the Board authorize an amount not to exceed \$5,976.00 in capital funding and that the General Manager is approved to expend Capital Funds from General Reserves to

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complete this project. Motion carries. Discussion: The breakers have been popping at Longmire, so the wiring is being upgraded.

- c. Spa Heater Replacement – *Motion by WW with second by PH that the Board authorize the General Manager an amount not to exceed \$10,734.00 from General Reserves for the replacement of the spa heater. Motion carries.* Discussion: this is a more reliable heater, which should prevent the downtime we have had.

*Motion by PH with second by CG for informal consideration. Motion carries.*

- d. Update Fines and Fees for Violations - fine for noise is \$50. Violations Committee would like to be consistent with Thurston County codes. They are suggesting a change to the excessive noise fine to a sliding scale. *Motion by WW with second by KB to modify the fine schedule to increase the fine for a Noise violation to up to \$1000 on a sliding scale. Motion carries.*
- e. Scheduling the Annual Board Training – RP will take a look at the dates provided by Board members and connect with the contractors who will be attending. Decide in 2 weeks and let everyone know via email. Everyone seems to be available on April 18 or 25.
- f. Adjustments resulting from Alexa leaving – there are several items that need to be reassigned, including banking approvals. Alexa will work with Racheal on a list of things she does.
- g. Committee Reports. *Motion by PH with second by CG to move into Informal consideration. Motion carries.*
- i. MAC – AB reported that the committee would like input from the Board on holding the Fishing Derby on Saturday, since there is a Board meeting. As long as the Board has a quorum, it should not be a problem. Board meeting can't be rescheduled under the new law. Was low turnout on Sunday due to it being new? Kelly will be joining the committee.
  - ii. ACC – KB: will really miss Alexa. Meets every Friday at 11:00 at the office. Bob Coffey is a welcome addition. Could use another volunteer. The committee has been meeting with Racheal and/or Jackie with questions.
  - iii. Finance – PH: Year-end financials are in, and we are better than budget. Would like there to be a better balance of Board and non-Board members. Could change date/time again if necessary. The committee has lost a member, could use someone. Will be doing capital planning.
  - iv. Violations – WW having trouble getting a quorum, need more volunteers.

**11. Member Open Forum –**

- a. Ted K – Just listening in
- b. Ellen Stine – Is moving to Clearwood, after they get the permits. She is excited to be a part of the community.
- c. Bob Anderson – Have been recreation lot owner for 4 years. Thanked Alexa for her service.

**12. Executive Session –** *Motion by CG with second by PH to adjourn to Executive Session at 9:59 am, to discuss legal and personnel issues, with guest Racheal Paige. Motion passes.*  
Reconvened from Executive Session at 11:01 am.

**13. Actions Resulting from Executive Session –**

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- a. *Motion by AB with second by KB that the owner of Division 19 Lot 001 submit a new permit request (at no cost) for what is currently built, and that, upon approval of the permit, the violation will remain upheld, and the fine reduced to half. Motion carries.*
- b. *Tarpey property – ACC will visit the property and make a recommendation.*
- c. *Motion by WW with second by PH to authorize the GM to expend up to \$10,000 from prior years assessments on the cleanup of the property at Division 06, Lot 410. Motion carries.*

**14. Adjourn** – *Motion by CG with second by PH to adjourn the meeting at 11:06 am. Motion carries.* The meeting was adjourned at 11:06 am.

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

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