

**Clearwood Community Association**  
Regular Meeting of the Board of Directors  
**March 28, 2026, at 9:00 am** via Zoom  
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

**MINUTES**

- 1. Meeting Called to Order** – 9:05 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)
  - Staff Present:** Jennifer Heiner (formerly Spidle), Accounting Manager (JH)
  - Staff Absent:** Racheal Paige, General Manager (RP)
  - Guests:** None
- 4. Introductions** – Roll was taken, and no guests were present.
- 5. Approval of Agenda** – *Motion by PH with second by KB to approve the agenda for the March 28, 2026, meeting of the Board. 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 March 28, 2026. Motion carries.*
  - a. Minutes of February 28, 2026, Regular Board Meeting
  - b. Minutes of February 25, 2026, Finance Committee Meeting
  - c. Minutes of January 26, 2025, Member Activities Committee Meeting
  - d. Seating Kelly Burningham on the Member Activities Committee
- 8. General Manager’s Report** – submitted in writing by Racheal Paige and summarized here.
  - a. Ashley and Jennifer were onsite Monday 3/16 to assist in conducting Radio Reads and completing quarterly invoices for water consumption.
  - b. Due to being short-staffed, we will have reduced hours on Monday 3/30/26: 10a.m. – 5p.m; and Monday 4/6/26 through Thursday 4/16/26: 9a.m. – 12p.m.
  - c. At the last Board meeting funds were authorized to clean up a foreclosed property. The contractor will begin work next week.
  - d. The pool fence is now complete. The County was onsite on 3/16 to inspect the finishing work and gates which they approved. We passed inspection; the project is now complete.
  - e. A new spa heater for the pool was installed on Tuesday 3/24, as was approved at the February Board meeting.
  - f. We received a refund of \$908 from the County for them mistakenly billing us as a non-Certified Pool Operator facility. We are Certified.
  - g. The open administrative position was officially posted at the end of January. We have received several applications and résumés. The posting will remain open through April, when interviews will begin.

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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- h. We are now hiring seasonal pool staff for the upcoming summer season. Applicants must hold current Lifeguard and CPR certifications. Applications can be submitted at the Clearwood office. Certification options: JBLM — for individuals with base access or Briggs YMCA — offers lifeguard and CPR classes to the public.
  - i. Last month the Board approved the electrical panel replacement at Longmire Beach. We are scheduling this work to be completed by Reliable Electric.
  - j. Drafts will be completed next week for new project sign boards for the Bluewater Drive construction, design and permitting and the administration building.
  - k. Updates on the Administrative Building project: The Special Use Permit was signed in October 2025. The required six-month review period began in late December and will run through June 2026. County processing cannot begin until after the review window closes. As a result, construction is unlikely to begin before 2027 and no construction expenses are expected for 2026, just expenses for design, adjusting earlier budget projections.
  - l. The construction contract for the Bluewater Roads and Water Project was drafted and signed last month. Work should begin in April.
  - m. The Mazzi Injectors have been removed from wells 6/7 and the chlorination system is being constructed with an anticipated finish date of April 15<sup>th</sup>. The goal is to bring the chlorination system online by mid-April, assuming no unexpected issues arise.
  - n. Recent and ongoing maintenance includes: cleaned bathrooms; conducted playground inspections; quarterly water meter reads; removed rotten Parkcrest Street light post and reinstalled new post; removed hazard tree at front gate island; reroofed front bulletin board; cleaning up Rampart Trail; monthly water samples; daily well monitoring; tree/debris removal and cleanup; ongoing general grounds maintenance.
- 9. Accounting Manager's Report** – Jennifer Heiner reporting:
- a. Working on updating the Reserve plan. Will be prioritizing assets, with representatives from Management and the Board. RP will represent Management, and WW and PH will represent the Board.
- 10. Board Business:**
- a. Financial Reports – *Motion by PH with second by WW that the Board accept the unaudited financial reports 2026 0131 and 2026 0228, the reserve reconciliation report 2026 0228 and approve Transfer Resolutions 2026 0201 and 2026 0301. Motion carries.* Discussion: JS went over the reports and answered questions. Reports will be posted online.
    - i. 2026 0131 Internal Financial Statement for January 2026
    - ii. 2026 0228 Internal Financial Statement for February 2026
    - iii. 2026 0228 Cash Reserve Reconciliation for February 2026
    - iv. 2026 0201 Transfer Resolution for January
    - v. 2026 0301 Transfer Resolution for February*Motion by PH with second by CG for informal consideration. Motion carries.*
  - b. Scheduling the Annual Board Training – RP scheduled it for April 18, beginning at 10:00 am at Eagle's Pride Golf Course, 1529 Mounts Road, Dupont. Some Board members are no longer available. RH will check with Racheal. Alternate date: May 2, possibly via Zoom rather than in person.

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- c. Adjustments in bank signers resulting from Alexa leaving – *Motion by WW with second by PH for informal discussion. Motion carries. Motion by PH with second by CG to appoint as the signatories at all Clearwood's banks Richard Houghton, Phillip Holzinger, and Christian Gates, with no change to the debit or credit card signers at Obee, and Jennifer Heiner remaining the primary administrator. Motion carries. Motion by PH with second by WW to return to informal consideration. Motion carries.*
  - d. Reserve Project Planning Discussion – *Motion by PH with second by WW to accept the 2026 General and Water Reserve studies and post them on the website. Motion carries.*
  - e. Investments – *Motion by PH with second by RH to recommend the Board invest \$1 million from Reserves into a ladder CD for one year and invest \$500,000 from Operations into a 9-month CD. Motion passes.*
  - f. Committee Reports. *Motion by WW with second by RH to suspend the rule requiring a motion before discussion. Motion carries.*
    - i. MAC – CG reporting. Easter egg hunt is today at 12:00. The Fishing Derby will be either April 25 or 26.
    - ii. ACC – KB reporting. The committee meets Fridays at 11:00 at the office. Running smoothly. 8 permits were approved last week.
    - iii. Finance – WW reporting. The next meeting is April 20, members are encouraged to show up.
    - iv. Violations – WW reporting. Working with a skeleton crew of volunteers, and short of staff in the office. WW has been helping out. If people get a violation, they are encouraged to read the letter to find out their options. The committee's motivation is compliance, not fines. Need more members.
11. **Member Open Forum** – None.
12. **Executive Session** – *Motion by CG with second by PH to adjourn to Executive Session at 10:17 am, to discuss legal and personnel issues. Motion passes.*  
Reconvened from Executive Session at 10:30 am.
13. **Actions Resulting from Executive Session** – None.
14. **Adjourn** – *Motion by CG with second by KB to adjourn the meeting at 10:31 am. Motion carries.* The meeting was adjourned at 10:31 am.

**Next Regular Board Meeting:** Saturday, April 25, at 9:00 am, via Zoom.

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