

**Clearwood Community Association**  
Regular Meeting of the Board of Directors  
**April 25, 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); Walter White, Director (WW); Bob Coffey, Director (BC)
  - Staff:** Jennifer Heiner (formerly Spidle), Accounting Manager (JH); Racheal Paige, General Manager (RP)
  - Guests:**
- 4. Introductions –**
- 5. Approval of Agenda –**
- 6. Member Questions and Comments on Agenda Items –**
- 7. Approval of Consent Agenda –**
  - a. Minutes of March 28, 2026, Regular Board Meeting
  - b. Minutes of March 16, 2026, Finance Committee Meeting
  - c. Acknowledge Resignation of Walter White from the Board and All Committees.
- 8. General Manager’s Report –**
- 9. Accounting Manager’s Report –**
- 10. Board Business:**
  - a. Financial Reports –
    - i. 2026 0331 Internal Financial Statement for March 2026
    - ii. 2026 0331 Cash Reserve Reconciliation for March 2026
    - iii. 2026 0401 Transfer Resolution for March
  - b. Capital Request – Bluelake Court Mailboxes
  - c. Banking Actions
    - i. Resolution 2026-04-02 – Designation of Primary Banking Administrator
    - ii. Resolution 2026-04-03 – Update of Bank Account Signers and Confirmation of Account Administration
  - d. Budget Calendar -
  - e. Employee Handbook Change - - One-time Vacation Cash-Out
    - i. Resolution 2026-04-04
  - f. Recruiting Volunteers -
  - g. Committee Reports -
    - i. MAC –
    - ii. ACC –
    - iii. Finance –
    - iv. Violations –
- 11. Member Open Forum –**
- 12. Executive Session –**
- 13. Actions Resulting from Executive Session –**
- 14. Adjourn –**

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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**Next Regular Board Meeting:** Saturday, May 30, at 9:00 am, via Zoom.

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