

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

MINUTES

1. **Meeting Called to Order** – 9:23 am after waiting for quorum
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:** Christian Gates, Vice President (CG)(Presiding); Alexa Burns, Secretary (AB); Phillip Holzinger, Treasurer (PH); Richard Houghton, President (RH);
 - Absent:** Kelly Burningham, Director (KB); Bob Coffey, Director (BC); Walter White, Director (WW)(resigned)
 - Quorum Verified:**
 - Staff Present:** Jennifer Heiner (formerly Spidle), Accounting Manager (JH); Racheal Paige, General Manager (RP); Ashley McCully, Executive Assistant
 - Guests:** Mr. & Mrs Tarpy, Erika Clough; Ellen Stine; Jackie Lambert
4. **Introductions** – Roll was taken and guests were acknowledged.
5. **Approval of Agenda** – *Motion by CG with second by PH to approve the agenda for the April 25, 2026, meeting of the Board. Motion carries.*
6. **Member Questions and Comments on Agenda Items** – guests were asked individually, they had no comments.
7. **Approval of Consent Agenda** – *Motion by CG with second by PH to approve the Consent Agenda for April 25, 2026. Motion carries.*
 - a. Minutes of March 28, 2026, Regular Board Meeting
 - b. Minutes of March 16, 2026, Finance Committee Meeting
8. **General Manager’s Report** – Racheal Paige reporting.
 - a. We are at a 65% collections rate through the end of March. There is a need for an additional Finance Committee member to be training to do the bank reconciliations due to the resignation of Walter White. Sarah Eden is the only member currently trained to do them.
 - b. Today is the Annual Fishing Derby today. Thanks to all the volunteers who help with this. We wish all participants good luck.
 - c. We are putting out a call for volunteers. Currently 9 people are volunteering, our of 1355 owners. Some opportunities include showing up and events and helping out.
 - d. The office has returned to regular hours. It had been on reduced hours due to one staff vacancy and the other staff member on vacation. RP was trying to do three jobs.
 - e. The annual Board Orientation and Training was completed on April 18. Jennifer Heiner (Finance), Ashley McCully (Robert’s Rules) and Tiffany Nicolow (Human Resources) were in attendance and made presentations in person. Legal and Insurance presentations had been recorded and were shown.

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- f. The cleanup of the foreclosed property has been completed except the roof, which will be done soon.
 - g. As a result of negotiations with Lightcurve, they will be installing the infrastructure so they can install fiber optics at some point. There will be no cost to the association. Their work will be done in tandem with the roads/water project, starting with Blue Water Drive.
 - h. Still seeking to hire an administrative person for the office. HR will be contacting applicants for initial phone interviews. The most promising candidates will then be interviewed via Zoom.
 - i. 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. Openings are also being posted at the high school Career Center. Certification options: Both JBLM and the Briggs YMCA offer lifeguard and CPR classes to the public. PH added that the training at JBLM is free, and you don't need to have base access. They currently have 2 people signed up and need 5 to run the class.
 - j. New project sign boards have been put up for the 2026-2027 capital projects, which includes the Bluewater Drive construction, design and permitting and the Administration Building. Used a new vendor, which worked out well.
 - k. New Administration Building update: the County has some questions, which will be easy to answer.
 - l. The construction contract for the Bluewater Roads and Water Project was drafted and signed last month. RP has had a pre-construction meeting with the contractors and engineers and needs to work out a change order to affect drainage needs. New mailboxes are being ordered for installation on Blue Lake Court to coincide with the construction.
 - m. Chlorine has been ordered. The goal is to bring the chlorination system online by mid-May, assuming no unexpected issues arise. People will be notified when it is being tested.
 - n. Recent and ongoing maintenance includes: Putting up new project signs; flushing the water system, assisting with the capital roads project; daily well monitoring, debris removal, ongoing general grounds maintenance; daily gate repair and trash removal.
 - o. Vandalism Report: Bluewater bathroom is currently closed due to vandalism, sink destroyed at Sunset Beach.
9. **Accounting Manager's Report** – Jennifer Heiner reporting:
- a. The Collections percentage is 65% as of the end of March and will increase as the year progresses and people pay on their installment contracts. Last year they were at 66%.
 - b. The Board Orientation and Training went well.
 - c. The Budget calendar will be discussed today.
 - d. The Budget assumptions will be presented next month
 - e. A written report will be posted on the website.
10. **Board Business:**

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- a. Financial Reports – *Motion by PH with second by CG that the Board accept the Internal Financial Statement 2026 0331 and the Cash Reserve Reconciliation Report 2026 0331 and approve Transfer Resolution 2026 0401. Motion carries.* Discussion: JS went over the reports and answered questions. Reports will be posted online.
 - 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 – Blue Lake Court Mailboxes
 - i. *Motion by PH with second by CG to authorize the GM to expend \$29,181.75 from Reserves for the Blue Lake Court mailboxes. Motion carries.*
- c. *Banking Resolutions –*
 - i. *Motion by PH with second by CG to approve Board resolutions 2026 0402 and 2026 0403 authorizing Richard Houghton, Phil Holzinger and Christian Gates as signers, and noting that the banking administrator is in process of changing her name from Spidle to Heiner and both names are acceptable. Motion carries.*
- d. Budget Calendar – *Motion by PH with second by CG that the Board accept the Budget Calendar for 2027. Motion carries.* Discussion: The dates are consistent with the Board calendar and requirements.
- e. Employee Handbook Change – One-time Vacation Cash-Out
 - i. Resolution 2026-04-04: *Motion by PH with second by CG to adopt Resolution 2026 0404, allowing employees to take a one-time cash-out of vacation time. Motion carries.* Discussion: Since COVID, staff have been rolling over their vacation time. This would be a one-time cashout for 200 hours. Another resolution will be presented at the next meeting, providing for a cap on time accumulated in the future.
- f. Recruiting Volunteers – *Motion by PH with second by CG to move into informal consideration. Motion carries.* PH had an idea: rebrand some of the committees; for example, “Community Standards” instead of “Violations”.
- g. Committee Reports.
 - i. MAC – CG reporting. As we are looking for more volunteers, consider encouraging getting kids involved.
 - ii. ACC – KB reporting. Looking at streamlining the permits process. ACC meets Fridays to take a look at properties.
 - iii. Finance – PH reporting. Have been looking at the Budget Calendar and will now begin working on the Budget Assumptions. Would like more volunteers.
 - iv. Violations – No committee members present. The committee needs volunteers.

11. Member Open Forum –

- a. Mr. and Mrs. Tarpy - wondering when they can expect to get a permit to build their house. RP explained that the proposed plan may put the house too close to the road. They need to string the property, showing where the house will be.
- b. Erika Clough – Would like to have the Zoom link of the recordings of Board meetings published in the newsletter;

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12. **Executive Session** – *Motion by CG with second by PH to adjourn to Executive Session at 10:34 am, to discuss legal and personnel issues with guest Rachael Paige. Motion passes.*

Reconvened from Executive Session at 11:19 am.

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

a. Motion by CG with second by PH to authorize the General Manager to expend \$3200 from prior year assessments for association advertising. Motion carries.

b. Motion by CG with second by PH to authorize the GM to engage in a contract for governance support in an amount not to exceed \$6000 from prior years assessments. Motion carries.

14. **Adjourn** – *Motion by CG with second by PH to adjourn the meeting at 11:20 am. Motion carries.* The meeting was adjourned at 11:20 am.

Submitted by Alexa Burns, Secretary.

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

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