

Clearwood Community Association
Regular Meeting of the Board of Directors
May 30, 2026, at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

- 1. Meeting Called to Order** – 9:00 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 the opportunity to speak: under Item 8 “Member Questions and Comments”. Please keep comments to 3 minutes or less.
- 3. Roll Call**
 - Directors Present:** Richard Houghton, President (RH); Christian Gates, Vice President (CG); Phillip Holzinger, Treasurer (PH); Kelly Burningham, Director (KB); Walter; Bob Coffey, Director (BC)
 - Staff Present:** Jennifer Heiner (formerly Spidle), Accounting Manager (JH); Racheal Paige, General Manager (RP), Ashley McCully, Executive Assistant (AM).
 - Guests:** Shane Brady – Legal Representative for CCA; 2 Community members
- 4. Introductions** – Roll was taken, and 3 guests were present.
- 5. Approval of Agenda** – *Motion by PH with second by RH to approve the agenda for the May 30, 2026, meeting of the Board. Motion carries.*
 - a. Motion by PH to amend the agenda to remove and replace item h. PSE Easements as h. Volunteer Recruitment. Seconded by CG. Motion carries.*
 - b. Motion by RH to move item 6. Member Questions and Comments to item 8. Seconded by PH. Motion carries.*
- 6. Executive Session for Legal Purposes** –
 - a. Motion by RH and seconded by CG to enter Executive Session at 10:04 a.m. Motion carries.
- 7. Actions Resulting from Executive Session – 9:22 AM**
 - a. The Board re-entered open session at 9:22am. No action was taken.
- 8. Member Questions and Comments** –
 - a. There were no questions and one comment that the Board was doing a great job.
- 9. Approval of Consent Agenda** – *Motion by PH with second by KB to approve the Consent Agenda for May 30, 2026. Motion carries.*
 - a. Minutes of April 25, 2026, Regular Board Meeting
 - b. Minutes of April 20, 2026, Finance Committee Meeting
 - c. Minutes of April 27, 2026, Member Activities Committee
 - d. Minutes of Violations Committee
 - e. Minutes of ACC Committee
 - f. Approve and seat Violations Committee Members – Erika Clough & Phil Holzinger
- 10. General Manager’s Report** – submitted in writing by Racheal Paige and summarized here.
 - a. Collections rate was 69% as of last FC Meeting. Sarah Eden is the FC member to complete reconciliations. We will need FC to approve an additional person to complete these as well.

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- b. The Annual Fishing Derby took place on 4/25 with a great turn out! We would like to thank volunteers Carly Marshal and Eliana Stone for their hard work – biscuits and gravy were a crowd pleaser.
- c. One more week for individuals to apply for Board open seats. Complete applications will be brought to the next regular Board meeting.
- d. Continuing Campaign asking for Volunteers. PH has Castle Realty folks attending today to participate in our volunteer campaign.
- e. At the February Board meeting, funds were approved to clean up a foreclosed property. The property has been cleaned up with the exception of the roof. We continue looking for someone to complete that task as the roof is quite steep. We should be receiving Sherriff's deed within the next thirty (30) days. The property will go up for wholesale once the deed has been received.
- f. The milfoil within Blue Lake has nearly been eradicated. Divers will be in the lake this fall to verify. Once completed, they will move the project to Clear Lake. This has been a long-time project with grant funding through the state.
- g. Pool opened Memorial Day weekend. The school year will be out earlier than usual this year due to lack of make-up days that were built into the calendar. School will be out 6/10 rather than 6/16. We budgeted for the pool to be open full-time on 6/20, which is when we will open full-time. We have all day pool training tentatively planned for 6/11 & 6/12.
- h. We are still hiring pool staff which requires CPR and Lifeguard Certification.
- i. The website has undergone an update as has the logo. RP and AM spent time on it the week of 5/10 while Asheley was onsite assisting with office operations while Jackie was out for an emergency family issue; this allowed us to maintain regular business hours.
- j. We are scheduled to have final interviews the week of 6/8 for the open admin position.
- k. New Admin building special use permit was signed back in October of 2025. We received a response from the county this month from the county including comments regarding the landscaping and code requirements. We worked with our architects and engineers to resolve those comments with the county.
 - i. RP met onsite with the engineers and PSE engineer to go over an easement PSE originally wanted, however, they reached out and will be redesigning the project which is why it was removed for today's agenda.
 - ii. RP and engineers met onsite with the County on Wednesday to discuss their comments. We will receive their answer next week.
 - iii. At the inception of the project, they stated that the building was a Community Center. However, RP told them she thought they were in fact under a different part of the code specific to HOAs. Last week they agreed the project fell under a different code; we will be withdrawing our CARP and CEPA applications and will likely get a refund in excess of \$10,000.
- l. Blue Water drive construction project – contract was signed in February. Project is well underway. The change order discussed at the previous board meeting was negotiated and signed with Rognlin's. We are nearly finished with the water portion

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of the project and should be finished in the second week of June and begin the roads replacement in the third week of June.

- m. Blue Lake Court Mailboxes have been ordered and shipped. They should be received within the next week. The post office has received the locks, and we will schedule them to come out and install as soon as we receive the boxes.
- n. Chlorination project – Northstar was onsite and completed and inspection and they wanted a few changes made to the tank couplings and additional changes; all of which were completed by 5/29. We are awaiting a final inspection by two people from Northstar. Hopefully they will be onsite Monday or Tuesday of next week. We should have a chlorine delivery by Thursday and then Northwest Water and American Pump will be onsite to dial in the chlorine and begin to notify the community when we will be online.
- o. Maintenance Activity - Pool prep (pressure washing, repairs grounds, painting, drain and refill pool annually; weed eating, mowing, blowing fields roadsides and parks; washing mailbox clusters; assisting with Roads/Water Project; rebuilding trash cans; pool septic line collapsed and was repaired; ACC inspections; monthly water samples; water tank inspections; daily well monitoring; on-going general grounds maintenance; daily gate repair and roadside trash removal.
- p. Vandalism – Lengthy Report:
 - i. 4/24 - Horseshoe dock railing broken off and thrown into the lake. Retrieved railing and welded back together.
 - ii. 4/27 - Hi-Lo bathroom, toilet and tank filled with gravel. Disassembled toilet cleaned out and reassembled toilet. The bathroom had wet toilet paper thrown all over the floors and walls, cleaned up mess. Holes dug by the cabana, filled holes in. The dusk to dawn sign destroyed, replaced sign.
 - iii. 5/4 - Graffiti spray painted on the wall in the Windy bathroom. Repainted the wall.
 - iv. 5/6 - The corner of the pool playground bench broken off with a large rock. Replaced bench.
 - v. 5/6 - Found black sharpie on the cabana posts, removed markers.
 - vi. 5/6 - Hi-Lo bathroom; someone defecated on the countertop. Cleaned and disinfected.
 - vii. 5/7 - Bluewater bathroom found that someone had defecated in the light globe, then screwed it back on, the feces was baked inside the light globe. Cleaned and reinstalled.
 - viii. 5/18 - Hi-Lo bathroom toilet filled with rocks and sticks. Cleaned out.
 - ix. 5/18 - Sunset bathroom toilet filled with rocks. Cleaned out and tested.

11. Accounting Manager’s Report – Jennifer Heiner reporting:

- a. A written report will be posted on the website.
- b. Our insurance came in at a 3.2% increase, which is the lowest increase we have seen. There is a lot of work that goes into communicating and working with our insurance to mitigate risks. Generally, increases are upwards of 12%.

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12. Board Business:

- a. Financial Reports – *Motion by PH with second by RH that the Board accepts the Internal Financial Statement 2026 0430 and the Cash Reserve Reconciliation Report 2026 0430 and approve Transfer Resolution 2026 0501. Motion carries.*
- b. Discussion: JS went over the reports and answered questions. Reports will be posted online.
 - i. 2026 0430 Internal Financial Statement for April 2026
 - ii. 2026 0430 Cash Reserve Reconciliation for April 2026
 - iii. 2026 0501 Transfer Resolution for April*Motion by PH with second by RH for informal consideration. Motion carries.*
- c. 2027 Budget Assumptions – JH reviewed the draft 2027 budget assumptions. There were no questions or comments from the Board.
- d. CD Option/Change
 - i. Motion by PH and seconded by RH to change 12-month CD to a 9-month CDAR to remain in FDIC Compliance. Motion carries.
- e. Budget Calendar
 - i. *Motion by PH with second by CG for informal consideration. Motion carries.*
 1. *There have been no changes since last month and is as presented.*
- f. Audit Engagement
 - i. Motion by PH and seconded KB by to authorize the Board President RH to sign audit engagement letter with DNM and Associates for \$11,000. Motion carries.
 1. JH noted that auditing HOA's is niche, and we want to ensure the professionals we engage with are well versed in HOA. We have worked with DNM for several years now. However, if the Board chooses to go with another company, when a company conducts a first-year audit with a new firm, it will cost \$5,000-\$8,000 more. JH recommends continuing with DNM & Associates; however, it is up to the Board to determine.
- g. Harassment Resolution 2022-03-01 Update/Revision 2026-05-02
 - i. Motion by PH and seconded by CG for the Board to adopt Operating resolution 2026-05-02. Motion carries.
 1. The original operating resolution was 2022-03-01 and established to prevent harassment or violence of any kind toward staff and volunteers. This has been in effect since 2022, and we have been engaging with individuals who violate the current policy. This will be posted on the website under Board Resolution Directory.
- h. Employee Handbook Change -
 - i. Motion made by PH to update the employee handbook section regarding vacation Hours. Seconded by CG. Motion carries.
 1. This was discussed last month, and the Board wanted to see it in writing.
- i. Volunteer Recruitment
 - i. Castle Realty team would like to hold an event and invite the whole community. They want to help do promo, organize, and run the event. They do not require anything from CCAD besides consent to do such an event.

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1. They would like to coordinate with a MAC Event.
 - a. PH to Invite Castle Realty to the next MAC Meeting on 6/8/26. Have Racheal attend for operations side.
 - ii. RP noted we have a couple of Board apps that are complete, and we just sat a new Violations Committee member. We have received emails from other individuals expressing interest in volunteering.
- j. Committee Reports.
 - i. MAC – CG reporting.
 - ii. ACC – None
 - iii. Finance – None
 - iv. Violations – None
13. **Executive Session for Legal & Personnel Purposes**– *Motion by PH with second by KB move into Executive session to discuss legal and personnel issues with Racheal Paige at 10:07 am. Motion carries.*
 - a. Reconvened from Executive Session at 10:51 am.
14. **Actions Resulting from Executive Session** – No actions were taken
15. **Adjourn** – *Motion by CG with second by KB to adjourn the meeting at 10:52 am. Motion carries.* The meeting was adjourned at 10:52 am.

Next Regular Board Meeting: Saturday, June 27, at 9:00 am, via Zoom.

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