

Clearwood Community Association
Regular Meeting of the Board of Directors
June 27, 2026, at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES

- 1. Meeting Called to Order** – 9:03 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 6 “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); Bob Coffey, Director (BC)
 - Staff Present:** Jennifer Heiner (formerly Spidle), Accounting Manager (JH); Racheal Paige, General Manager (RP), Ashley McCully, Executive Assistant (AM).
 - Guests:** Sarah Eden, Sabrina Soriero, John Corbin, Bill Owen.
- 4. Introductions** – Roll was taken, and four (4) guests were present.
- 5. Approval of Agenda** – *Motion by BC with second by KB to approve the agenda for the June 27, 2026, meeting of the Board. Motion carries.*
- 6. Member Questions and Comments** –
 - a. Member commented on having Member Questions and comments at the end of the meeting as well as the beginning. It was noted that the law requires us to have them at the beginning. The member was wondering if we could do both.
 - b. Member asked if we could have a community or neighborhood “little” library at Reichel Beach. The Board would need to approve it if it was on community property or ACC if it is on private property. Sabrina Soriero would like to manage it and stock it with appropriate books. The Board requested something to be drafted in writing and to drop it off to the office, and it will be placed on the Agenda for the July meeting.
- 7. Approval of Consent Agenda** – *Motion by BC with second by PH to approve the Consent Agenda for June 27, 2026. Motion carries.*
 - a. Minutes of May 30, 2026, Regular Board Meeting
 - b. Minutes of May 18, 2026, Finance Committee Meeting
 - c. Minutes of May 11, 2026, Member Activities Committee
 - d. Minutes of Violations Committee
 - e. Minutes of ACC Committee
- 8. General Manager’s Report** – submitted verbally by Racheal Paige and summarized here.
 - a. Collections rate is 72%, at this time last year we were at 75%
 - b. Completed internal Capital Planning for the year and have drafts of the 2027 budgets for general ops, water ops and both general and water reserves budgets that JH will be presenting to the Board.
 - c. MAC is putting on the Annual Pool Party on July 18, 2026 from 5-7pm. Advertisements have gone out in the newsletter and on social media. Flyers will be posted at the gates and mailboxes. The committee is seeking volunteers. If you are interested, please email info@clearwood.org. We continue campaigning and asking

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for more volunteers. Please email the office and let us know what you are interested in helping out with anything.

- d. At the Board meeting in February, funds were authorized to clean up a foreclosed property on E. Clear Lake Blvd. I met with the contractor in March who began cleaning up the property the first week in April. At the last report the roof had not been cleaned, the roof is now clean and we have dug up the septic and scheduled inspection and pumping for next week. We will be putting the property up for sale as soon as we receive the Sherriff's Deed which we should be receiving in the next couple of week's. The Board authorized me to negotiate and sign for the sale of the property.
- e. We have been working with local government for many years to eradicate Milfoil in Blue Lake. RP met with county officials they will have divers in the lake early fall to verify the absence of milfoil. It will be treated hopefully one last time in the next week or two. Once this is complete, the state and county will begin on Clear Lake.
- f. CCA has partnered with Yelm Rotary again this year to provide space for their 10-Weeks of Summer food program. They are in the office parking lot Tuesdays from 10am – Noon from June 16th-Sept 8th.
- g. The pool opened for weekends over Memorial Day weekend and opened for the summer full-time on June 20th. We conducted two Lifeguard/Supervisor all day training sessions on 6/12 & 6/18. Ashley was onsite to conduct both trainings along with RP and Human Resources professional. We are fully staffed this year with returning folks and a few new folks. We would like to thank our Maintenance and pool staff for their hard work in getting the pool ready this year.
- h. Water Meter reads were conducted on 6/19. Invoices were sent out to print to folks along with the GM Quarterly Letter and the Consumer Confidence Report Link; which can be found on our website under the Water System tab. Ashley was onsite to assist with the radio reads. Over 100 new radio reads were added due to the current roads project. Jennifer was also onsite to complete the invoicing.
- i. We have made progress in filling our administrative position. A new team member will start early in July. CCA is grateful for everyone who interviewed for the position.
- j. Special Use permit for new Admin building was signed in October of 2025. At the projects inception, the County insisted that we list our project as a Community Center. RP has had several back-and-forth conversations with them stating that the process CCA was required to follow was inaccurate; last month they agreed. The appropriate paperwork has been completed to receive a refund of between \$10,000-\$15,000.
- k. Roads and Water project is coming along nicely. The Blue Lake Court mailboxes will be replaced during the project. Water work is nearly complete, and paving will begin early to mid-July; it will be announced once we confirm the final date. A meeting was held with KPFF and Roginlin's about replacing the monuments (survey stakes) that were not replaced in the first two projects; they will be working closely with staff to get them replaced during this project.
- l. The Chlorination System project is moving along. Installation was completed on May 29th. We are waiting on the final inspection from the DOH. The delivery of chemicals

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occurred two weeks ago, the system calibration is happening, and then once the system is online and inspection occurs, we will notify folks at least two weeks before hand.

- m. Recent and on-going maintenance include on-going pool prep opening, custodial, grounds maintenance, filling the pool, weed-eating mowing, blowing fields roadsides and parks and mailbox cluster areas, assisting in capital planning, roads and water project, rebuilding trash-cans, working on the pool septic line which was broken, ACC inspections, monthly water samples, tank inspections, daily well-monitoring and general daily grounds maintenance, daily gate repair, roadside trash removal, vandalism.

9. Accounting Manager's Report – Jennifer Heiner reporting:

- a. A written report will be posted on the website.

10. Board Business:

- a. Financial Reports – *Motion by PH with second by CG that the Board accepts the Internal Financial Statement 2026 0531 and the Cash Reserve Reconciliation Report 2026 0531 and approve Transfer Resolution 2026 0601. Motion carries.*
 - i. 2026 0531 Internal Financial Statement for May 2026
 - ii. 2026 0531 Cash Reserve Reconciliation for May 2026
 - iii. 2026 0601 Transfer Resolution for May

Motion by PH with second by BC for informal consideration. Motion carries.

- b. 2027 Budget – JH began the conversation by reminding the Board that today we are only discussing the first draft of the budget, and no motion will be made today. They will vote on a budget in September. JH explained and noted that it can take years to recover from 0% increases and appreciates that CCA makes small inflationary adjustments annually because it keeps CCA on track to maintain and operate the Association. The annual change in the draft 2027 budget is a 3% increase which is a \$63.00 increase in Water rates and \$5.25 in Assessments. We will be taking a closer look at utilities as the historical trends looked different when reviewed at Finance. JH reviewed the budget line by line for operations and reserves and noted specific changes and answered questions asked by the Board.
 - i. We will not be budgeting for late fees in 2027 and will likely not collect that revenue in 2026.
 - ii. Legal fees to increase to change Governing documents to line up with 2028 WUCIOUA
 - iii. Racheal will look into finishing Rampart Roads Design this year and bring that cost estimate to the Board at the next meeting. This could save the community money on future budgets.
 - iv. Jennifer will update the budget and draft the resolutions for the next Board meeting.
- c. Operations Payment Resolution Update
 - i. Motion by PH to adopt the new Operations Payment Resolution. Seconded by BC. Motion Carries.
 - 1. Racheal reviewed the preceding resolution that has been in effect since 2014. The new Resolution is the same with the exception of the

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percentages and now refers to assessments; as the percentages are not applicable.

- d. Board Candidate Interviews
 - i. RH began the interviews by stating there are two open seats. RP noted that we had four (4) complete applications and one (1) incomplete application submitted. All applicants were placed in the Zoom waiting room to await their individual interview. Candidates who provided complete applications were Bill Owen, John Corbin, Sarah Eden, and Sabrina Soriero. Each one was asked the same questions by the Board. The Board emailed RP their votes privately for two candidates during a 5-minute break.
 - ii. John Corin and Sarah Eden were voted in to fill the vacant seats.
 - e. Committee Reports.
 - i. MAC – CG reminded everyone that the Pool Party will be July 18th 5-7 and the Country Fair on September 12th. Hoping to have some help from Castle Realty to volunteer. Requesting volunteers for events.
 - ii. ACC – ACC is getting great support from the office. They are looking for more volunteers and are working on more open communication with members.
 - iii. Finance – Budget season is well under way, and the FC could use more volunteers.
 - iv. Violations – Trying to ensure the community knows that it's about compliance, not about collecting fines. They are trying to find solutions to issues for members. RH would like to explore more written communication and improve the process more. RP stated that everything is documented and saved to member files and citing rules and regs that are being violated. All communications are attached to their files.
- 11. Executive Session for Legal & Personnel Purposes–** *Motion by PH with second by BC move into Executive session to discuss legal and personnel issues with Racheal Paige at 11:05 am. Motion carries.*
- a. Reconvened from Executive Session at 12:28 pm.
- 12. Actions Resulting from Executive Session –**
- a. Motion by RH and seconded by PH to allow Division 6 Lot 386 Division to proceed through the ACC process. Motion Carries.
 - b. Motion by RH and seconded by KB to authorize the GM to negotiate a settlement for 3151. Motion carries.
 - c. Motion by RH and seconded by PH to reduce the fine on Division 17 Lot 35 to \$60,000 and to start foreclosure on that property. Motion Carries.
 - d. Motion by RH and seconded by KB to remove fines based on their compliance on Division 1 Lot 26 contingent upon payment of assessments and water fees by the end of 2026. Motion carries.
- 13. Adjourn –** *Motion by BC with second by PH to adjourn the meeting at 12:33pm. Motion carries.* The meeting was adjourned at 12:33pm.

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

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