

**Clearwood Community Association**  
Regular Meeting of the Board of Directors  
**August 22 2026, at 9:00 am** via Zoom  
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

**MINUTES**

- 1. Meeting Called to Order – 9:11 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). Non-board member will have two opportunities for comments and are required to identify themselves as Association members by having their first and last name and Division and Lot number on their identifying information. Individuals without identifying information as a member of the Association will not be recognized for member comment. Non-board members will be given the opportunity to speak under Item 6 and Item 13 "Member Comments". We are required to allow fifteen minutes for comment periods; please keep comments to 3 minutes or less. We want to remind everyone of the guidelines for member comments in accordance with our policy. The board will listen but not engage in discussion or take action today. Items may be referred to the administration for follow up. Comments are limited to 3 minutes per speaker. Please note that comments directed to the performance of personnel or items involving legal issues are not permitted. All remarks must be appropriate for open public meetings and presented respectfully. The president of the board may interrupt or terminate an individual's statement when it is too lengthy, personally directed, deals with personnel or legal issues, abusive, obscene, or irrelevant. The board president will stop comments that violate these expectations and disruptions beyond the comment period may result in the meeting being paused. Additionally, the board's silence during public comment should not be interpreted as agreement with, or endorsement of, the speaker's remarks. The Board's role during this portion is to listen. We value your participation and appreciate your cooperation in maintaining a respectful and productive meeting environment. Just a reminder to everyone: please raise your digital hand to be recognized so that we are not talking over each other and we can keep the meeting as orderly and efficiently as possible.
- 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), John Corbin, Director (JC); Sarah Eden, Director (SE)
  - Staff Present:** Racheal Paige, General Manager (RP); Jennifer Heiner (formerly Spidle), Accounting Manager (JH)
  - Guests:** James Landon, Brian Gerrish, Heather Unger, John Ogee, David Martinez, Erika Clough, Pat & Annette Morris
- 4. Introductions –** Roll was taken, and eight (8) guests were present.
- 5. Approval of Agenda –** *Motion by CG with second by BC to approve the agenda for the August 22, 2026, meeting of the Board. Motion carries.*
- 6. Member Questions and Comments –**
  - a. A member made comments regarding being a new resident and looks forward to getting involved.
  - b. A member raised an issue regarding stairs on his property and a sign that was removed.

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- c. A member made comments regarding not being able to share documents when a member requests it. The same member made comments regarding Town Halls and having the Candidate one in person.
- d. A member made comments regarding being a new member and expressed excitement for getting involved.
- 7. **Approval of Consent Agenda** – *Motion by BC with second by PH to approve the Consent Agenda for August 22, 2026. Motion carries.*
  - a. Minutes of July 25, 2026, Regular Board Meeting
  - b. Minutes of July 20, 2026, Finance Committee Meeting
  - c. Minutes of July 13, 2026, and July 27, 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. Board members asked clarifying questions at the end of the report which were answered by RP.
  - a. Collections rate is, as of 7/31, at 79%; we were at 82% this time last year.
  - b. The Reserve Study was scheduled to begin on 7/22/26; We did get our Reserve Study back. RP and JH have been going through it to ensure that it is accurate.
  - c. The auditor for our 2025 Annual Audit is scheduled to be onsite in the beginning of September.
  - d. GM sent a letter out to the community on 8/12 to address the onslaught of misinformation that is being spread on social media regarding the governance and operations of the community. This was posted on the website, Newsletter and Facebook.
  - e. New Resident Orientation will be held on Thursday 8/27 at 6:30 p.m. at the picnic table at the front office. Members of the Board occasionally host these as time permits to provide useful information to new owners. All members are welcome.
  - f. 2026 AGM will be held on Saturday, November 7<sup>th</sup> 2026, the 2026 Elections page on the website is live. The Board will be reviewing the three draft proposed Resolutions today including the Budget, Audit and 2025 minutes. These are our standard resolutions and there are no Bylaw or Rules and Regulations changes being proposed. The rental for Lackamas was approved and scantron ballots have been ordered.
  - g. 2026 AGM Board Applications packet was corrected and updated to include the Board and Volunteer documents required. It was noted during the creation of the 2026 elections page that somehow those documents had been separated and were in two different locations. They were combined to one document to make it easier for folks. The requirements have not changed they were simply put into one document to make the process easier. Applications were opened and began being accepted 8/19 for the 2026 election and closes 8/8/2026 at 5:00 p.m.
  - h. We had pool closures on 8/5 and 8/6 due to poor air quality due to fires. The pool was also closed on Saturday, 8/15 due to unforeseen staffing issues.
  - i. Clearwood is in a total burn Ban – no open flames or charcoal barbecues permitted. Clearwood while acknowledging county burn bans has it's own parameters for

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establishing partial or total burn bans to ensure the safety of our residents and community.

- j. The Annual Country Fair will take place on 9/12/2026 12 p.m.-3:00 p.m. at Reichel Beach. The MAC committee is preparing now and seeking volunteers. If you are interested, please email [info@clearwood.org](mailto:info@clearwood.org).
  - k. We continue to campaign and ask for more volunteers. Please contact the office for more information if interested.
  - l. We were notified by the Thurston County Public Health and Social Services department Clear Lake has Swimmer's Itch. The parasite that causes swimmer's itch appears to be present in Clear Lake, member be mindful of that.
  - m. Yelm Rotary is still coming out, and their last day is 9/8 from 10:00 a.m. - 12:00 p.m.
  - n. The Anywhere Library just had their last day onsite and is the end for the summer.
  - o. The New Administration/Community Building and front gate area project permit was submitted. At this time, we are working on the finalization of the plans and have a meeting scheduled net week with the Architect and Engineers to finalize designs.
  - p. The Roads and Water project on Bluewater Drive is complete. There are a few punch list items left, and the entire project was walked, and all components were reviewed.
  - q. Maintenance has been working on fields, parks, washing mailbox clusters, assisting in Capital Roads and Water project wrap up, assisting in ACC inspections, water samples, tank inspections, daily well monitoring, and on going general grounds maintenance and repair.
  - r. There was an extensive list of Vandalism for the months of August. RP reviewed the entire list.
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 0731 and the Cash Reserve Reconciliation Report 2026 0731 and approve Transfer Resolution 2026 0801. Motion carries.*
    - i. 2026 0731 Internal Financial Statement for July 2026
    - ii. 2026 0731 Cash Reserve Reconciliation for July 2026
    - iii. 2026 0801 Transfer Resolution for July
  - b. Approve AGM Resolutions/Draft Voters Pamphlet – Motion by PH with second by KB to approve the Resolutions and draft voter pamphlet. Motion carries.
    - i. 2027 Budget Resolution – Motion made by PH with second by CG to approve the 2027 Budget Resolution. Motion carries.
    - ii. 2026 Audit Resolution – Motion made by PH with second by RH to approve the 2026 Audit Resolution. Motion carries.
    - iii. 2025 AGM Minutes Resolution - Motion made by PH with second by KB to approve the 2026 Audit Resolution. Motion carries.

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Motion by PH with a second by CG to go into informal consideration to discuss the below agenda items without having to make a motion. Motion carries.

- c. Schedule Budget Town Hall
  - i. Scheduled for Wednesday 9/16/2026 at 6:00 p.m. via Zoom for the Budget Town Hall.
- d. Schedule Candidates and Resolutions Town Hall via Zoom
  - i. Tentatively scheduled for Tuesday, 10/13/2026 at 6:00 p.m. for the Candidate and Resolutions Town Hall via Zoom.
- e. Board Secretary Appointment
  - i. This role needs to be filled to fulfill some of the duties of the Secretary. Ashley, the executive Assistant, has taken on most of the Secretarial roles, so it is less intensive. There were no volunteers at this time.
- f. Board Liaison Positions
  - i. RH wanted to ensure Board members were clear as to what their role was as a liaison to committees. CG is MAC, PH is Finance, RH is ACC, and KB is Violations. These will need to be updated on the Board of Directors page.
- g. Committee Reports
  - i. MAC Committee: CG Reporting. Prepping for Country Fair which is being held 9/12/26 from 12-3pm.
  - ii. ACC Committee: KB Reporting. The committee meets at 10:00 a.m. every Friday to review permits and post permits.
  - iii. Finance: PH Reporting. The Committee meets on the third Monday of the month and has changed the meeting time to 7:15 p.m. to accommodate volunteer schedules. The committee could use ore members. The next Finance meeting is scheduled for Tuesday, 9/15/2026.
  - iv. Violations: BC Reporting. The committee is focused on compliance rather than fines. There is a group in the community who has volunteered to pick up trash around the community for those who are receiving violations and can't seem to remove it themselves – with the Resident's permission.
    - 1. JC expressed interest in joining the committee.

**11. Executive Session for Legal & Personnel Purposes–** *Motion by RH with second by PH to move into Executive session to discuss matters involving personnel and or legal matters with Racheal Paige at 10:09 am. Motion carries.*

- a. Reconvened from Executive Session at 10:58 pm.

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

- a. Motion by RH and seconded by BC to uphold the fine for the burn barrel for Division 7 Lot 138 and remove the Violation for the shed. at Division/ Lot for Division 9-71. Motion carries.

**13.Member Questions and Comments**

- a. A member made comments regarding the member questions and comments section before Executive Session.

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14. **Adjourn** – *Motion by RH with second by BC to adjourn the meeting at 11:10am. Motion carries.* The meeting was adjourned at 11:10am.

**Next Regular Board Meeting:** Saturday, September 19, at 9:00 am, via Zoom.

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