

Clearwood Community Association
Regular Meeting of the Board of Directors
September 19, 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); Phillip Holzinger, Treasurer (PH); Kelly Burningham, Director (KB); Bob Coffey, Director (BC); Sarah Eden, Director; John Corbin, Director

Staff: Jennifer Heiner (formerly Spidle), Accounting Manager (JH); Racheal Paige, General Manager (RP); Ashley McCully, Executive Assistant (AM)

Guests:

4. Introductions –

5. Approval of Agenda –

6. Member Comments –

7. Approval of Consent Agenda –

- a. Minutes of August 22, 2026, Regular Board Meeting
- b. Minutes of August 20, 2026, Finance Committee Meeting
- c. Minutes of August 24, 2026, Member Activities Committee
- d. Minutes of Violations Committee
- e. Minutes of ACC Committee

8. General Manager's Report –

9. Accounting Manager's Report –

10. Board Business:

- a. Financial Reports –
 - i. 2026 0831 Internal Financial Statement for August 2026
 - ii. 2026 0831 Cash Reserve Reconciliation for August 2026
 - iii. 2026 0901 Transfer Resolution for August
- b. Approve Ballot Counting Volunteer
- c. Seat 2 Finance Committee Volunteers
- d. Formation of Ad Hoc Committee to Review Possible Electronic Voting Options
- e. Employee Handbook Change – Vacation Verbiage
- f. Committee Reports –
 - i. MAC –
 - ii. ACC –
 - iii. Finance –
 - iv. Violations –

11. Executive Session For Legal/Personnel Purposes– Closed Session

12. Actions Resulting from Executive Session – Open Session

13. Member Comments –

14. Adjourn –

Next Regular Board Meeting: Saturday, October 24, at 9:00 am, via Zoom.

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/>