

Clearwood Community Input Forum responses to the question “What Concerns Do You Have With the Community Plan?”

The Clearwood Community Association Board of Directors acknowledges and values the feedback expressed by our residents during the recent member forum. Managing our community infrastructure requires a careful balance between long-term operational sustainability and financial transparency.

Below is an itemized breakdown addressing the core concerns raised by the membership in attendance at the Community Forum grounded in the Clearwood Governing Documents and the **Washington Uniform Common Interest Ownership Act (WUCIOA)**, which regulates governance and financial accountability.

Administrative Building & Financial Authority

- **Why wasn't there a stand-alone vote for the office?** Under applicable laws, and Clearwood governing documents, the Board of Directors is vested with the executive authority to manage, control, and operate the affairs of the corporation. This authority includes executing capital improvement projects. Unless a project triggers a debt threshold or requires a special assessment that exceeds corporate limits, a standalone ballot measure is legally not required for individual infrastructure projects.

The Board of Directors surveyed the community in 2021 requesting input regarding the community’s desires for inclusion options in the new building. An Open Forum was then held for discussion of the desires of the community for inclusion in the front gate project. Some survey suggestions not included in the final design include Amazon delivery boxes, day-care capabilities, and a workout room.

The scope of the building was reduced based upon feedback received at the Open Forum to only include an office space and space for Board and Committee hybrid (in-person/online) meetings.

- **Why double the office size instead of focusing on community space?** The current administrative footprint is structurally inadequate for full-time operations,

records retention mandated by Washington state law, and staff safety. In addition, in-person Board meetings will require a private space for the Board to retire to for executive sessions. While a section of the physical footprint handles daily business, the Board is evaluating how multi-use features within the design can accommodate usage by committees and community groups.

- **Will it raise property taxes or dues?** Property taxes for individual residential lots are assessed independently by Thurston County based on fair market value, not Association building assets. Funding for the building draws directly from dedicated capital or reserve accounts—not an immediate operational dues hike.
 - **Insurance coverage:** Clearwood maintains commercial general liability and property insurance. The policy covers explicitly defined administrative facilities. Our risk profile review is ongoing to ensure liability exposure remains fully covered under the existing master policy.
-

Cost, Funding Allocations, & Dues Transparency

- **Where is the money being allocated?** Per legal financial standards and Clearwood's Rules and Regulations, financial records, monthly bank summaries, and expenditures are visible to the public on the CCA website.
 - **Raised water rates:** Utility infrastructure operations, particularly water main maintenance and safety compliance, rate adjustments mirror actual operational costs, system replacement cycles, and reserve studies mandated to keep utility grids robust. Additionally, Clearwood had a water rate study completed in 2024 and chose not to take the most aggressive increase option but chose a more measured approach.
 - **Septic evaluation lots:** We notify the county when we are made aware any septic that is possibly failing.
-

Project Timeline & Priorities

- **What needs to be done first?** Infrastructure preservation remains the absolute priority. Road stabilization, buildings, gate entry networks, and water infrastructure always take precedence.
- **Project timeline and traffic impact:** Full engineering schedules, sequencing, and traffic mitigation plans are released as contractors complete technical phases.

Construction schedules are designed to limit entry/exit congestion at primary gates.

- **Remote gate access:** The CCA Covenants specify that we use gate cards. We can explore possible upgrades to access with our legal counsel during the front gate area project finalization.
-

Operations & Community Engagement

- **Office hours & full-time staffing:** The Clearwood Administrative Office operates on a schedule optimized around peak member volume. Staffing hours, including potential Saturday adjustments, are evaluated strictly against overhead constraints to keep administrative costs balanced. Alternative staffing scheduling have been attempted and found to not be efficient use of staff time.
 - **Annual Meetings location:** Restructuring or shifting annual meetings dates or locations back to historical sites like Reichel requires balancing assembly logistics, physical safety, ADA compliant access, technology integrations (such as Zoom broadcasts), and administrative feasibility under our current Elections Guidelines. Any change to the date of the AGM would require a vote of the membership through our established resolution processes. Another major reason the membership voted to have the meeting in November is that it gives us an accurate projection for budgeting with several months of actuals for the current year and companies have more clear picture of what costs will be for the next year allowing the association to best plan for the budget.
 - **Lack of plan understanding:** We currently communicate to the membership through our website and a weekly Friday e-newsletter (formerly a seasonal newsletter, quarterly reports from the General Manager. The Board welcomes any suggestions as to how to improve our communications.
-

If you were a participant in the Community Plan Forum and you believe that we did not accurately capture your Likes, Concerns, or Questions, please email info@clearwood.org to further clarify your comments.