Clearwood Community Association
Regular Meeting of the Board of Directors
October 19, 2026, at 9:00 am via Zoom
21603 N. Clear Lake Blvd SE, Yelm, WA 98597

MINUTES - DRAFT

1. **Meeting Called to Order –** 9:01 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. Non-board members 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 (instruction on how to change identifying information was provided). Non-board members will be given the opportunity to speak under Item 7 and Item 13 "Member Comments". The Board is required to allow fifteen minutes for comment periods; please keep comments to 3 minutes or less. We want to remind everyone of the expectations 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 or appropriate committee 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 or removing guests from the meeting. 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); Bob Coffey, Director (BC), John Corbin, Director (JC); Sarah Eden, Director (SE)
   Directors Absent: Kelly Burningham (KB)
   Staff Present: Racheal Paige, General Manager (RP); Jennifer Heiner (formerly Spidle), Accounting Manager (JH); Ashley McCully, Executive Assistant.
   Guests: 3 guests were in attendance
4. **Introductions –** Roll was taken, and three (3) guests were present.
5. **Approval of Agenda –** *Motion by CG with second by JC to approve the agenda as submitted for the October 24, 2026, meeting of the Board. Motion carries.*
6. **Response to Member Inquiries -**
   a. These inquires made to infor@clearwood.org are listed below and were responded to by the Board President:

i. Adhoc Committee volunteering
ii. Lake clean-up
iii. Request for visuals on Front Gate Project
iv. Pool operating Hours

7. **Member Comments on Items on Today's Agenda –**
   a. No comments were made.
8. **Approval of Consent Agenda –** *Motion by PH with second by CG to approve the amended Consent Agenda for September 19, 2026. Motion carries.*
      i. *Motion to amend and remove item 8.c. made by CG, seconded by BC. Motion carries.*
   b. Minutes of September 19, 2026, Regular Board Meeting
   c. ~~Minutes of October 19, 2026, Finance Committee Meeting~~
   d. Minutes of September 14 and September 28, 2026, Member Activities Committee
   e. Minutes of Violations Committee
   f. Minutes of ACC Committee
9. **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 85%, as of 9/30, at 86% this time last year.
   b. Community plan Open Forum was held 9/11/2026a at the Lackamas Gym. All comments and questions were compiled and supplied to the community and attending members via email as promised.
   c. The 2026 Board Resolutions and Candidate Town Hall occurred. The 2026 AGM is on 11/7/2026. As a reminder, your ballots (if mailed) must be received by the mail on 11/6/2026 and 9:30 AM on 11/7/2026 if you personally hand deliver them. The scantron has been calibrated.
   d. CCA received notification on our dock/lake leases (CCA rents the land underneath the docks and pilings from the state) they want to increase our bond from $5000 to $35,000 and our annual lease fee from $678/quarterly to $10,055.88. This was not planned for in our 2027 budget. RP spoke with the Land Manager at length and will be meeting with them this next week. They have paused the 30-day pay deadline to pay the bond and are looking at a stepped approach to pay over a few years.
   e. Received notification that Clear Lake is still having a toxic algae bloom; we ask folks to be mindful of that. RP will follow the appeal process as laid out in the WAC.
   f. Clear Lake is still having a toxic algae bloom; please be mindful.
   g. Burn ban in CCA has been lifted.
   h. The Halloween Party was a hit. Last night was the annual decorating contest. When we receive those photos, we will post them out on the website.
   i. We continue to encourage community participation and volunteering in the community. There are a very small percentage of folks that keep CCA running and we need more participation.
   j. RP has been actively working with Lightcurve to bring fiberoptic out to CCA during road projects. This has been a longtime effort ~7 years. Monday morning at 9:00AM RP is meeting with Lightcurve to discuss bringing fiber to the whole community.

k. CCA is hiring another Full-time maintenance worker, and we have someone new starting Monday. Additionally, we just had Mike retire Friday; he was here for 10-years, we wish him all the best and he will be missed.
l. Reminder: Motorized vehicles are not permitted on walking trails.
m. Bluewater Drive bathroom is still closed due to vandalism.

10. **Accounting Manager's Report –** Jennifer Heiner reporting:
    a. A written report will be posted on the website.
11. **Board Business:**
    a. Financial Reports – *Motion by PH with second by SE that the Board accepts the Internal Financial Statement 2026 0930 and the Cash Reserve Reconciliation Report 2026 0930 and approve Transfer Resolution 2026 1001. Motion carries. JH reviewed each report and fielded questions and comments by the Board.*
        i. 2026 0930 Internal Financial Statement for September 2026
        ii. 2026 0930 Cash Reserve Reconciliation for September 2026
        iii. 2026 1001 Transfer Resolution for September

    Motion to move into informal consideration made by PH, seconded by CG. Motion carries unanimously.

    b. 2027 Budget Calendar Approve
        i. JH noted that the Finance committee meeting will need to be reviewed and approved at the FC meeting as there are conflicting dates. Once the FC meetings have been confirmed, this will be brought back to the Board.
    c. 2027 Board Meeting Schedule
        i. *Motion to approve the 2027 Board meeting schedule made by PH with second by JC. Motion carries unanimously.*
    d. Committee Reports
        i. MAC Committee: CG Reporting. The Halloween decorating contest was last night. Thank you to the committee members. The next meeting is on Monday 10/26/2026 if members wish to attend.
        ii. ACC Committee: RH Reporting. Construction season is winding down.
        iii. Finance: PH Reporting. The committee now has six members. They had guests at the last meeting. They meet on the third Monday of the month at 7:15 p.m.
        iv. Violations: BC Reporting. Things seem to be picking up. Yesterday's meeting was canceled due to staffing issues.

12. Member Comments on Items Not on Today's Agenda -
    a. PH commented on conditions in the office as "inhumane". It was very cold and the heaters did not work and if turned on, the office would lose power.
    b. CG thanked RH for his time on the Board and expressed how much he appreciated his mentoring, kindness, and hard work.

c. JC commented he enjoyed his time as a Board member and promised he would still be around even if he does not get reelected to the board. Appreciated the in-person meeting.
d. BC acknowledged and commended RH for how he has run everything so efficiently and effectively and thanked him for his time on the Board.
e. RH thanked everyone on the Board, committees, and RP and JH for their hard work during his time on the Board and as President.

13. **Executive Session for Legal & Personnel Purposes – Closed Session**
    a. *Motion by RH with second by CG to move into Executive session to discuss matters involving personnel and/or legal matters with Racheal Paige at 9:38 am. Motion carries.*
    b. Reconvened from Executive Session at 11:11am

14. Actions Resulting from Executive Session –
    a. Motion by CG with second by PH to respond to permit request from Lot 297 with legal letter. Motion carries unanimously.
    b. Motion by CG with second by BC to authorize Richard Houghton, Clearwood President, to sign the short-term employment contract with an amended term of one year and transition agreement for Clearwood's General Manager position. Seconded by BC. Motion carries unanimously.

15. **Adjourn –** *Motion by RH with second by CG to adjourn the meeting at 11:12am. Motion carries.* The meeting was adjourned at 11:12am.

Next Regular Board Meeting: Saturday, November 21, at 9:00 am, via Zoom.