

MANORWOOD BOARD MEETING
July 12, 2018 @ 7PM
CLUBHOUSE

CALL TO ORDER at 7:01p

Present: John Adamson, Janet/Keith Fabling, Bob Anderson, Brent Cutrell, Dan Robbs, Mark Thurber

Not Present: Scott/Jami Overby and Jon Rodman

Non-Board Members: JC Higgins (Shannon Cole), Lot 4, Lot 18, Lot 71, Lot 108

Introduction of Shannon Cole from JC Higgins (Management company taking over MOA starting Aug. 1, 2018)

ESTABLISH QUORUM

Quorum established later in the meeting as Dan and Mark arrived

PUBLIC FORUM

Keith Fabling read a statement about the purpose of public forum.

Non-Board members had no comments at this time.

MINUTES

Delete Lot 4 as attending the meeting in June. Move to vote to approve minutes at the end of the meeting when a quorum should be present.

FINANCIAL REPORT

Projects have been put on hold because of the cost of the pool plastering and hiring a management company. Otherwise all items on the budget are standard monthly costs.

COMMITTEE REPORTS

a) ACC

Spring walk-thru results: \$10/week fines, beginning 16 July, have been levied against Lots 60, 80, 72, and 100.

Lot 20 will be sent a certified letter explaining the ACC rules on building a home. They also have weeds that need to be cut down.

Lot 18: Application received to remove 7 trees. Owner claims some are diseased. They propose replanting 7 trees.

Approval/disapproval pending receipt of a written statement from the owner's arborist about the condition of the trees.

Lot 2 sent email suggesting the Manorwood Drive section of the Shaw Rd project be altered to eliminate the median and place a left turn lane instead. Owner informed it's probably too late in the project to have that implemented.

Lot 64: emailed they would like to remove 5 mature trees in the front yard. Janet dropped off an application and told them they will need an ISA certified arborist's formal risk assessment to complete the application.

Lot 112: Fireworks were set off on Clubhouse property June 23rd and 24th. Letter was sent to owner informing him that fireworks are prohibited in Puyallup except on July 4th. Apology received.

b) Clubhouse

Some wood dividers in the pool deck need to be replaced. Clubhouse lights over the pool are not working, but Bob thinks he has that figured out. New batteries were put in the door lock. Patched pool deck cracks. Replaced siding on Clubhouse that was damaged by a woodpecker. Telephone is not working. Probably line was cut during Shaw Rd construction. Bob and Keith have been in touch with Century Link to restore service.

c) Pool

Nothing to report. Jami not in attendance.

d) Grounds

Still working on the plans to bring water to the north entrance sign and along the driveway. City of Puyallup will reimburse us for 5 replacement trees we bought to put in the median. Also looking at getting power to the median.

e) Facility Manager

See clubhouse report

f) Tennis Courts

Re-painted with Deckover on the pickleball court. Tennis court has been cleaned.

g) RV Lot

No report, Dan not present.

h) Activities

4th of July parade was a big hit thanks to Kim Hawley and her sister and mom. Only spent \$152.19.

Talk of celebrating National Night Out. Lot 59 indicated she would come to this meeting to discuss Manorwood's participation, but is not present.

i) Welcome Wagon

No new homeowners

j) Newsletter

John Adamson volunteered to do a quarterly newsletter and suggested they be emailed to owners who have given us their email addresses. A paper copy could also be displayed on the Clubhouse bulletin board. Would like to get the first one out around Sept. 1.

k) Website

John needs Josh Goodhead's contact info, as he has volunteered to be the Board contact for the website. JC Higgins agreed to take over the website calendar and Clubhouse rental process. Linda Carter (Lot 71) and Liz Knox (Lot 108) volunteered to check the Clubhouse after it's rented and let JC Higgins know if renters complied with the agreement.

OLD BUSINESS

- a) Shaw Rd Project: Project is moving fast. Still hoping to be finished this October or November. Will be done with the Manorwood portion in 2-3 weeks
- b) Clubhouse Security: Lane Sadler (Lot 85) has agreed to take this over. We still have 3 or 4 more cameras to put up. Definitely want one at the front door and another outside on the corner of the clubhouse allowing us to see who is walking on the sidewalks. Not sure on placement for the last two cameras.
- c) New Bathroom: Keith will go to Scott's business and meet with their design center. Maybe get a punch list of cost of items. Bob will go ahead and install a previously purchased toilet in the women's bathroom.
- d) Southside Parking Strip: This would not cost as much if Bob and Keith were to install this sprinkler system
- e) Lot 80 Business Clubhouse Rental: **MOTION:** Charge Lot 80 \$30.00 per month to use the clubhouse for her training sessions. Not to be used longer than 10 hours per week. **PASSED UNANIMOUSLY...**Get copy of her certificate of insurance, maybe have her sign a contract for a year, and revisit in one year.

NEW BUSINESS

- a) Code of Conduct for Board Members: Strike last two sentences of paragraph "F". Any Board member refusing to sign will be asked to resign (paragraph "K"). **MOTION:** Adopt Code of Conduct with the indicated changes. **PASSED UNANIMOUSLY.** Janet to retype changes and send out for signing.
- b) JC Higgins Transition: Keith has signed their contract and it begins on August 1, 2018. It was noted they had the wrong address for our clubhouse. JC Higgins will issue new contract. Their rates could increase 3-5% with a 30-day notice.
- c) Assign Stacia's Duties : Assignments were handed out and picked up by various board members
- d) Reserve Study (Added to Agenda): Keith proposes to enter an agreement with a company to do a reserve study. Their 3-year option costs \$1350 per year. They would do one full study with a visit to our facility. The next two years would be updates with no site visit. Alternative option: 1 site visit to obtain only the study for \$2460. **MOTION:** Have the 1 site visit and reserve study done for \$2460. **PASSED UNANIMOUSLY.** **MOTION:** Include the reserve study in the budget and to approve the transfer of the funds (to be categorized under professional fees). **PASSED UNANIMOUSLY.**

- e) Comparison of Liability/D&O: We do not have D&O insurance which is highly recommended for nonprofit organizations . State Farm quoted us \$1,000,000 coverage for \$565/year. We found better pricing for liability and D&O coverage with CAU (Community Association Underwriters). Janet was asked to find out if earthquake insurance is recommended. Motion to change insurance carrier postponed until August meeting.
- f) Proposal: Median Re-Build: City will pay for the 5 new trees and help us establish power. Would like to re-bark.
- g) Proposal: Clubhouse maid service. Years ago, MOA paid for one every two weeks during the school year. Discussion tabled until September.
- h) Motion Lights & Smoke Alarms: Bob will install motion detector lights in the pool area and smoke detectors in the Clubhouse
- i) Remove Engels Towing Signs: Engels is out of business...towing signs are no longer needed. Will be removed.
- j) Guidelines: **MOTION:** Approve new Roof guidelines and stop-work order fine which were proposed at the annual meeting in May. There have been no comments from Owners. ACC Guidelines on the website will show they were revised July 12, 2018. **PASSED UNANIMOUSLY**

Motion to accept the June minutes was passed unanimously.

Meeting adjourned at 9:05 pm