

MANORWOOD BOARD MEETING

August 9, 2018 at 7PM

CLUBHOUSE

CALL TO ORDER at 6:38pm

Present: Bob Anderson, Janet/Keith Fabling, Mark Thurber

Absent: John Adamson, Brent/Susan Cutrell, Jami/Scott Overby, Dan Robbs, Jon Rodman

Non-Board Members: JC Higgins (Lorne Martin)

ESTABLISH A QUORUM

Quorum not established.

PUBLIC FORUM

Since this was Lorne Martin's first Board meeting, "Open Forum Guidelines for MOA Board Meetings" was read.

MINUTES

Motion to approve the July 12, 2018 minutes was approved unanimously by those in attendance and later via email with all those absent.

FINANCIAL REPORT

Stacia Marshall reported the balance is approximately \$60,000 in our Key Bank account. She will close that account and give a check to JC Higgins who will establish a new account at Homestreet Bank. Next month, JC Higgins will provide financials.

COMMITTEE REPORTS

a) ACC

Spring walk-thru follow-up –Lots 60, 72, 80, and 100 have not addressed their violations and continue to be fined \$10/week. Fining began July 16, 2018.

Lot 15 has applied to remove 6 or 7 of more than 30 Douglas Fir trees in their back yard. They plan to plant 6 trees. An arborist's written statement was included. The ACC will visit the property next week.

Lot 18 applied to remove 7 trees on July 6 2018. One is obviously dead, but others looked healthy, though the owner was told they are "infected". No written statement from an arborist was available. ACC consideration is pending receipt of a statement confirming the condition of the trees.

Lot 20 owners were sent a certified letter that included CC&R building requirements for Manorwood. It was not picked up from the post office and Stacia Marshall has not heard from them since the sale closed. Their dues are paid through August.

Lot 41 and Lot 66 are for sale.

Lot 77 was noted to be changing house siding in preparation for painting. Janet visited to remind the owner that an ACC Application is required for painting and the covenants stipulate exterior colors should be of the flat, non-glossy type and shall be limited to subdued tones. Owner promised to submit an application.

Changes to the ACC Guidelines are in a 30-day comment period for owners until September 5. So far, one comment has been received. One change to the Guidelines is the addition of a fine schedule. The entire schedule was typed in red for comment and might be misinterpreted as all six fines being proposed when only the last three are new. The first three are already in effect. Revised schedule attached.

Discussion to have JC Higgins add interest for late payments.

b) CLUBHOUSE

Bob repaired Woodpecker holes in siding, installed CFI plugs in kitchen, 2 smoke alarms, and 2 security cameras outside. Lane Sadler (Lot 85) will be called to help with the installation of two other cameras.

c) POOL

Jami provided Shannon Cole with a Clubhouse door code yesterday, as requested. Bob Anderson reported the Health Department paid a visit two weeks ago. Findings included an incomplete first aid kit, a missing blanket, and irregularities with the surface filters. Jami reportedly corrected the deficiencies.

d) GROUNDS

Keith is watering the Weeping Atlas until it can be returned to the median.

e) FACILITY MANAGER

See Clubhouse above

f) TENNIS/PICKLE BALL COURTS

Grass Roots blows them off weekly. The courts are being used.

g) RV LOT

Keith Fabling showed a new spread sheet of the RV Lot with each owner's email, phone, & type of vehicle stored.

h) ACTIVITIES

National Night Out (NNO) occurred on August 7. Linda Dement (Lot 59) volunteered to organize an event in Manorwood, but neither the Puyallup Police Department or Central Pierce Fire and Rescue could support individual community efforts this year due to cutbacks. Instead there was an event at Pioneer Park, downtown Puyallup.

i) WELCOME WAGON

No new homeowners this month. Janet Fabling will provide Shannon Cole with information such as phone numbers, email addresses, etc. obtained when welcoming newcomers.

j) NEWSLETTER

John Adamson is on vacation, but has said he would like to get a newsletter out September 1st. Anyone with material for the newsletter can give it to John when he returns August 16th.

k) WEBSITE

John Adamson volunteered to oversee the website for the Board. Keith will give John our webmaster's contact information.

OLD BUSINESS

- a)** Sign "Code of Conduct for Board Members and Officers": Bob Anderson, the Fabling's, and Mark Thurber turned in signed copies at the meeting. Still waiting for Adamson, Cutrell's, Overby's, Robbs, and Rodman.
- b)** JC Higgins & Associates transition: The Fabling's met with Lorne Martin, Shannon Cole, and Deborah Hrubant (Business Manager) on August 6th at their office.
 - (1) Janet volunteered to draft a fine schedule for JC Higgins. Fines for late dues payments are possible.
 - (2) Shannon will work with our webmaster to upload a new calendar for homeowners to use when arranging Clubhouse rental. There is a nonworking calendar on the website now. Eight names, dates, and times for rentals from now to November 24th were given to Shannon. Stacia Marshall will turn over damage deposit checks to JC Higgins for handling.
 - (3) Homeowners can print an ACC Application from the website and mail it to Manorwood ACC c/o JC Higgins & Associates or drop it off at their office. Shannon will set up a link to ACC members and scan applications to them.

- (4) A drive-thru checklist, created by the ACC, was shown. Ted Barney, JC Higgins' Compliance Inspector, doesn't use a checklist, but would be willing to try. Shannon, Keith, & Janet Fabling volunteered to drive along the first time. No date has been set.
- (5) Janet will continue to greet new homeowners with a welcome packet, gather information such as phone numbers & emails and relay contact information back to Shannon Cole.
- c) Update Stacia's undesignated duties: Keith went over the distribution of MOA bookkeeper's duties to be sure all are going to be covered.
- d) Update comparison of liability/D&O insurance for HOA's (Community Association Underwriters vs State Farm): According to an interview with the Washington State Insurance Commissioner, most homeowners do not have earthquake insurance. Also, there were reportedly no settlements after the last earthquake in Washington (because of high deductibles?). Earthquake coverage was part of our policy with State Farm, but not part of the quote from CAU. When State Farm deducted earthquake coverage and added the cost of D&O insurance, the annual premium would be \$680 more than CAU's. **MOTION:** made and seconded to change to CAU for liability and D&O coverage. The motion passed unanimously by those in attendance and later via email with those who were absent from the meeting. Keith Fabling will complete the CAU application and mail it in with an effective date of 9/15/2018. When that is confirmed, our policy with State Farm will be cancelled and any monies due refunded to JC Higgins on our behalf.
- e) Update Shaw Road Expansion: An upgraded water pipe will be installed from Shaw Road to Manorwood Drive in front of the Clubhouse. Manorwood was offered the chance to pay for a waterline to the north monument, but the offer was rescinded when it couldn't be coordinated with the contractor in time. Concrete will be poured August 20-30. Manorwood Drive should reopen at Shaw Road on Labor Day.
- f) Proposal – Manorwood median rebuild (trees, power, bark): 18" soil and 2" bark will be put on the median. Keith to pick up 5 trees at Todd's Nursery. Bark will also be put on both sides of Manorwood Drive.
- g) Update Clubhouse security camera system: Bob installed a new camera on the pool deck, one at the front door, and one facing the sidewalk. See Clubhouse report.
- h) Update motion detector lights in pool area, smoke alarms in Clubhouse: Postponed until after pool season. Too dangerous to do electrical work with children in the pool.

- i) Update Lot 80 Clubhouse rentals to conduct personal training sessions: Keith called homeowner to present the Board's proposal for her use of the Clubhouse, but she was out of town and said she would meet with him after her return.
- j) New bathroom design: on hold
- k) Hire housekeeper for Clubhouse after pool season: on hold until September meeting.
- l) Remove Engel's Towing signs (RV Lot, Clubhouse): Keith has taken them down. Who will take Clubhouse refuse containers to the curb after pool attendants are gone? Need to decide.

NEW BUSINESS

- a) Proposed changes to the ACC Guidelines: mailed to absent homeowners & delivered to the doors of everyone else on August 6th to allow 30 days for comment in time for the September Board Meeting and, potentially, a motion to approve. Homeowners also received a proposed fine schedule and picklist for the covenant compliance inspector to use during his monthly drive-thru's. A phone number and email were included for comments. Janet will be available at the Clubhouse three times (9-10am 8/18 & 8/25; 12-1pm 8/26).
- b) New ACC Application process: Shannon will set up a link to ACC members and scan application to them. Also see Old Business b.(3).
- c) Activation of website calendar: Shannon will work with Manorwood webmaster, Josh Goodhead, to upload a working calendar. Also see Old Business b(2).
- d) Clubhouse rental process: \$50 damage deposit checks/money orders should be mailed to JC Higgins. The dues status of owners requesting to rent the Clubhouse should be checked before approving a rental. Shannon will hear from Linda Carter (Lot 71) or Liz Knox (Lot 108) who will check the Clubhouse for damage after the event and give report to Shannon. If all is well, Shannon will either send a refund check back to the owner or apply it to their dues account. Their choice.
- e) JC Higgins' drive-thru's: Suggestion made to do these on Monday, Tuesday or Wednesday because Manorwood's refuse pick-up day is Friday.
- f) (Addition) Tree on Shaw Rd fell on Century Link wires today: PSE called & pool closed.

Next 3 meeting dates: Sept 5, Oct 11, Nov 8, no meeting in December

Adjournment: 8:00 pm