

MANORWOOD BOARD MEETING

September 5, 2018 at 7PM

CLUBHOUSE

CALL TO ORDER at 7:00pm

Present: John Adamson, Bob Anderson, Keith /Janet Fabling, Jami Overby, Jon Rodman,
Mark Thurber

Absent: Brent Cutrell, Dan Robbs

Non-Board Members: JC Higgins (Shannon Cole)

ESTABLISH A QUORUM

Quorum established

OPEN FORUM

No other members present

MINUTES

Motion to approve the August 9, 2018 minutes was approved unanimously.

FINANCIAL REPORT

Shannon Cole presented cash balance and cash flow sheets dated 8/31/2018. On 9/10/2018, a full financial report was emailed to the Board by Erin Hrubant, Business Manager.

COMMITTEE REPORTS

a) ACC – Janet Fabling

Report of proposed changes to the ACC Guidelines – thirty-day comment period has expired. No homeowners met with Janet 8/18, one came on 8/25 and none on 8/26/2018. Three emails were received. Suggestions that have merit include being specific about when window air conditioners will be allowed (May 1-Sep 30) and avoiding the requirement for a 30-gallon pot size when replanting a tree. Tree height is the goal. Pot size has nothing to do with tree size. Concern was expressed for excessive fining (\$400) if a stop-work order fine of \$250 is added to \$150 for failure to submit a project application. The need for requiring an application after-the-fact was questioned, but an application should include details about the project, serve as proof of approval/disapproval, and contain the signatures of the ACC members involved.

New ACC application process –A Clubhouse Rental Agreement and Rental Application form were emailed to the Board earlier. At the meeting, a question arose about the new Rental Agreement’s statement, “No alcohol may be consumed by anyone under the age of 21.” Is this in keeping with our “no” when the new insurance policy asked about alcohol being served on premises? Janet will call Community Association Underwriters and clarify.

August ACC report – Lot 20, vacant lot owned by Distinctive Custom Construction, Inc. Multiple letters from the HOA to establish a dialog have gone unanswered. The company applied for a building permit on 6/28/2018, but has not yet received final approval from the city. Our attorney has agreed a stop-work order would be in order if work begins without approval from the HOA.

Lot 24 – notified of plans to repaint house the same color. Current Guidelines do not require an application.

Lot 28 – application received for installation of a heat pump which was approved. Outside air handler

requires screen since it's a corner lot. Homeowner had fence installed. Fence built & approved.

Lot 44 – noticed house being repainted with same color during August walk-thru. Current Guidelines do not require an application.

Lot 60 - unapproved removal of mature tree from front yard on or about 7/18/2018. Letter sent informing owner to plant another tree by 10/15/2018 or be fined \$400. Owner appealed, claiming it was not original to the lot, was missing its top, was “rotten” per arborist, and too close to a neighbor’s retaining wall. Despite the fact it was most likely original to the lot and its health cannot be proven, the decision was reversed on 8/24/2018. There are at least two other trees in the front yard. On 8/25, owner applied for a new roof which did not meet the current ACC Guideline requirement for weight of asphalt shingles. Application disapproved. Reapplication for installation of a CertainTeed Presidential roof was approved 9/1/2018.

Lot 77 - application with two paint samples were submitted. The lighter blue-grey was approved. No date for painting was specified.

Lot 93 – application to change color of house from blue-grey to light tan with a cream trim, approved 8/29/2018.

Lot 101 – 8/28/2018 applied to modify location of original 5 ft side fence with 6 ft cedar. Approved 8/30/2018.

Lot 108 – ACC notified of possible need to remove a mature tree that was disturbing the driveway concrete. Owner reported the trees roots were successfully trimmed and the driveway was replaced 8/22/2018.

For sale – Lots 26, Lot 40, Lot 41, Lot 66 (new owners moving in 9/7/2018)

b) Pool – Jami Overby

The pool will be open through Sunday, September 16th, at least. Jami and Laura Romero will be checking chemicals. Pierce County Health Department violations have been resolved.

c) Grounds – Mark Thurber

The south parking strip at the Shaw Road entrance is ready for irrigation and grass. Moles have been active in the area. Keith Fabling has put in a request to Puget Sound Energy to remove a dead tree before it falls on power lines 50ft south on Shaw Road. Lot 1 will no longer be providing water for the monument & trees on the north side of Manorwood Drive.

d) Facility Manager & Clubhouse – Bob Anderson

A kitchen drawer has been repaired. Outside, the gutter removed for electrical repairs was replaced. Motion detector lights will be installed in the pool area. Lane Sadler (Lot 85) can be called to hook up the remaining two security cameras. No decision has been made about recording security monitors.

e) Tennis/Pickle Ball Courts – Keith Fabling

The courts are being used.

f) RV Lot – Dan Robbs (not present)

Keith would like to build a second chain link fence between Shaw Road and the current fence, fill it with yard waste to deter vandalism. Suggestion made to continue the discussion at the October meeting.

g) Activities – Kim Hawley

Santa Visit and Food Drive are scheduled for Saturday, December 16th, 11:00-1:00

h) Welcome Wagon – Janet Fabling

No report

i) Newsletter – John Adamson

Several ACC articles will be featured in the Fall Newsletter. The plan is to email to the homeowners with addresses on file (85) and print 28 for house delivery. One will be placed on the Clubhouse bulletin board and extras can be given to new homeowners until the next version is published.

The Winter Newsletter will go out December 1st.

A homeowner suggestion to put a link to Facebook on the Manorwood home page was rejected because misinformation is so common on social media.

j) Josh Goodhead/John Adamson

Josh was asked by Janet Fabling to (1) delete everything on the website for reserving the Clubhouse and substitute temporary reservation instructions until the calendar feature is functional, and (2) update the "About Manorwood" page, including a corrected plat map.

Information for website billing by Bluehost was given to the JC Higgins representative, Shannon Cole.

k) Clubhouse Rentals – Linda Carter/Liz Knox

Both have a set of keys to the parking lot gate and storeroom with tables & chairs. They will be coordinating with Shannon Cole, providing keys to & retrieving them from homeowners, and checking for damage. Temporary reservation instructions are in place until the calendar feature is functional.

OLD BUSINESS

a) Sign "Code of Conduct for Board Members and Officers" (Adamson, Cutrell, Overby, Robbs, Rodman)

Signatures obtained from John Adamson, Jami Overby and Jon Rodman.

b) Cancel State Farm. Start Community Association Underwriters insurance

Effective September 15, 2018.

c) Update power outage 8/9 and water outage 8/13

Keith Fabling and an electrician friend got power back up and running 8/11/18 in time for a homeowner's party. Water to the Clubhouse was off for an 8-hour city sewer repair on Manorwood Drive. The pool was closed for the day.

d) Status of MOA reserve study

Shannon Cole will order the study and notify the Board when it is scheduled.

e) Update: Shaw Road Expansion

The roadway from Manorwood Drive to 33rd Avenue SE is complete. The sidewalk on the southside of Manorwood Drive is done to Shaw Road. The Manorwood median has been restored and five new trees have been planted and staked. The city plans to bark the median.

f) Clubhouse rental process (including website calendar, application & rental agreements, keys, checklist, damage deposits)

Josh Goodhead, John Adamson, Shannon Cole, Keith & Janet Fabling plan to meet at 6:30PM on October 3rd to discuss how to make the website a part of the process.

Linda Carter and Liz Knox have approved the proposed Clubhouse rental application, rental agreement, and damage checklist, but a question arose at the meeting as to whether the statement on our rental agreement

regarding alcohol (“No alcohol may be consumed by anyone under the age of 21”) is consistent with the “no” on the CAU insurance application regarding serving liquor on premises. Janet will call CAU to clarify.

g) Update: Lot 80 Clubhouse rentals for personal training

Keith Fabling spoke with Barbara Dalla Riva on August 13th and was told the house will likely go on the market in late August. As a result, the plan to formalize her use of the Clubhouse for her personal training business was cancelled.

h) New bathroom design

Keith will meet with staff at American Dream Design Build to obtain a list of building materials and projected cost to remodel two bathrooms.

i) Proposal to hire housekeeper after pool season

Janet Fabling will obtain bids for monthly cleaning of the Clubhouse.

Now that the pool is closed, the carpet needs to be shampooed.

With pool attendants no longer working, Board members volunteered to take refuse containers to the curb and return them to the Clubhouse on the following schedule:

October - Mark Thurber

November – Bob Anderson

December – John Adamson

January – Fabling

February – Jon Rodman

March – Jami Overby

NEW BUSINESS

a) The following Board resignations have been accepted:

Scott Overby on 9-4-2018 and Susan Cutrell on 9-5-2018

b) Report on first JC Higgins walk-thru, 8-29-18

In attendance on 8/29: Shannon Cole, Ted Barney (Compliance Inspector), Mark Thurber, Bob Anderson, Keith & Janet Fabling. A spreadsheet of violations was emailed to Board members and it corresponded with what the Board observed at the time. JC Higgins staff is working on letters for the community. The Board requests to see a violation letter before sending out. Shannon will provide samples along with fine schedules. No date has been set for the September drive-thru.

c) Attorney Mike Johns’ advice on interest charges for late payments

In an email from Mike Johns, it is confirmed the HOA may impose a fine schedule for late payments of dues after owners have a chance to comment, the Board adopts them and notifies the owners of passage.

In the same email, Mike Johns addressed fines for covenant violations. Any fines noted in the Bylaws and rules of the Association are applicable. MOA Bylaws state in Article VI, Section G that a fine may be imposed after 48 hours notice in an amount set by Board Resolution and to record liens upon nonpayment of fines, after a second notice.

d) 2018 Santa Visit and Food Drive

See Activities under Committee Reports

e) Complaint of target practice on 8/15/18 (Lot 107)

Neighbor called police. Janet Fabling notified home owner (IH2 Properties). Target range has been removed.

f) Lot 4 request for family use of Clubhouse and Pool

Homeowner is in the hospital and two family members are living there while cleaning her house. Permission granted based on the fact they are living there temporarily.

g) Adult care home

Email received from a real estate agent inquiring about whether Manorwood has covenants prohibiting such facilities. He has a client looking for a 5-6 bedroom house. RCW 64.38.060 prohibits governing documents from limiting access to persons with disabilities. However, adult family homes may be limited by nondiscriminatory regulations that apply to all residential property in the HOA such as landscaping standards, signs, parking restrictions, etc.

h) Temporary phone wire high over Manorwood Drive to Lot 107.

Markings are visible on Manorwood Drive for underground digging to repair a broken line.

i) Motion: by Keith Fabling to pay Wirepower Electric Company approximately \$2500 to replace the Clubhouse electrical panel (\$2142 + tax + permit + PSE cost to disconnect & reconnect). Passed unanimously.

NEXT 3 MEETING DATES: October 11, Nov 8, Jan 10 (no meeting in December)

ADJOURNMENT: 9 PM