

MANORWOOD BOARD MEETING

November 8, 2018

CLUBHOUSE

CALL TO ORDER AT 7:01pm

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

Absent: Jami Overby, Dan Robbs

Non-Board Members: JC Higgins (Shannon Cole)

ESTABLISH A QUORUM

Quorum established

OPEN FORUM

Lots 40 and 59 were present. "Open Forum Guidelines for MOA Board Meetings" was read.

MINUTES

MOTION: October 11, 2018 minutes were approved unanimously.

FINANCIAL REPORT

Shannon Cole presented cash balance and cash flow sheets dated 10/31/2018. She has requested they be mailed out on or before the 10th of each month.

COMMITTEE REPORTS

a) ACC – Janet Fabling

Homes for sale: Lot 14, Lot 80, Lot 26? (for sale sign removed)

Vacant Lot 20 –Janet Fabling was called by Distinctive Custom Construction Inc to enquire about submitting an ACC application for building. Their permit was approved by the city of Puyallup. An ACC application was then submitted for an Armourshake roof along with a request to notify us of proposed exterior & trim colors when they are decided. The roofing material may meet criteria, but the manufacturer is not one of the ones preapproved by the ACC, Janet sent the builder a letter requesting weight specifications of the proposed roof and is awaiting a reply. Attached to the application were the plans for a large 4-bedroom house which had already been inspected by Board members during a visit to the permit office last month. Janet and Mark Thurber will be overseeing the building process for the Board and will report progress.

Lot 98 – submitted an application to replace the original 4ft fence in the backyard with a 6ft fence. Approved.

Lot 92 – owner of rental house will let renter know the CC&R's do not allow running a car repair business in his driveway.

b) Pool/Door Codes – Jami Overby

Bob Anderson replaced switches and installed four LED bulbs over the shallow end.

c) Grounds – Mark Thurber

Mark and Bob Anderson continued the sprinkler system to the east end of the south parking strip on Manorwood Drive. All irrigation has been winterized. The area will be covered with 2 yards of topsoil and grass seed this weekend.

d) Facility Manager & Clubhouse – Bob Anderson

Bob Anderson repaired the wall on the back deck that had dry rot. Rats were living in the wall and have been removed. He assisted Century Link in repairing the Clubhouse phone line. We are still waiting for Lane Sadler to get back to Keith Fabling about installing more cameras and enabling the system to be viewed from home. It is thought that will require Comcast fast internet. The Clubhouse electrical panel and new meter base have been replaced and brought up to code. Inspection will be scheduled.

e) Tennis/Pickle Ball Courts – Keith Fabling

Nets have been stored for the winter.

f) RV Lot – Dan Robbs

Keith Fabling reported RV's may need to be moved until a dead tree outside the fence is cut down. It may fall on power lines and damage them.

g) Activities – Kim Hawley/Janet Fabling

The 2018 Santa Visit and Food Drive is planned for Sunday, December 16th, 11-1 in the Clubhouse. Kim Hawley and her family are in charge. Flyers will be posted on mailboxes in Manorwood I and other nearby neighborhoods to foster community spirit.

h) Welcome Wagon – Janet Fabling

The new owners of Lot 40 were greeted. Personal information has been provided to JC Higgins.

i) Newsletter – John Adamson

Information for the winter newsletter, which will be titled "Winter 2018-2019", should be submitted by November 5th with delivery by December. Our webmaster has been asked to retitle last year's newsletter "Winter 2017-2018". Manorwood's next newsletter is planned for March 2019. MOTION: change to the UPS Store for copies at \$0.03/per page for 2500 copies. This would save money. Passed unanimously.

j) Website – Josh Goodhead/John Adamson

Josh is ready to go live with a functional calendar for Clubhouse reservations.

k) Clubhouse Rentals – Linda Carter/Liz Knox

There is one rental this month (Nov 10). Linda has been given a new set of keys.

OLD BUSINESS

a) Sign “Code of Conduct for Board Members and Officers”. (Cutress and Robbs)

Brent Cutrell signed. Dan Robbs absent from the meeting.

b) Status of MOA Reserve Study

Mike Walker, of Association Reserves, and Keith walked the Common Areas last month. Results should be available well before next year’s budget is due February 28, 2019.

c) Update: Shaw Road Expansion

Goodfellow Brothers has assured Keith the project will be complete by December 31st. Five road panels need to be repoured and fences are going up now.

d) New bathroom design

Keith still plans to visit Scott Overby’s design studio for price information.

e) Bids for monthly housekeeper; carpet cleaning

Keith’s son shampooed the carpet yesterday. Still waiting to hear if Jami Overby contacted pool attendants to see if anyone would like to clean the Clubhouse monthly for \$50. Last month, a motion passed unanimously for her to do so.

f) Association Compliance update – JC Higgins

Shannon Cole reported the compliance inspector has been ill but expects to complete a drive-through next week. They are tentatively planned for the first Tuesday or Wednesday of each month.

g) Interest charges for late payments & fine schedule – JC Higgins

See New Business

h) Mail changes to ACC Guidelines to homeowners.

Janet emailed a list of changes to Shannon who will mail it out along with the Collections Resolution policy when it is approved.

i) Clubhouse electrical panel replacement.

Awaiting final electrical inspection.

NEW BUSINESS

a) Collections Resolution Policy – JC Higgins

A form entitled “Collections Resolution” was emailed to Board members for their consideration. It was suggested that the word “unit” be replaced by “property” and that loss of Clubhouse door code be immediate if quarterly dues are late. MOTION: accept changes as suggested by Board members. Passed unanimously. JC Higgins will make the changes, obtain necessary officers’ signatures, then mail to owners.

b) Bob Anderson volunteered to replace fans and lights in both bathrooms; light in the pool pump room.

c) Keith Fabling announced holiday lights will be placed on the trees at the entrance to Manorwood if the GFI switch can be replaced. A wreath will be on the Clubhouse and a tree in the window.

d) Keith Fabling has the name of someone to call about the future of the fire station property. Homeowners seemed interested in the possibility of selling the tennis courts and RV Lot for home building if Puyallup might be willing to sell the fire station lot as well. The proceeds from sale of the Manorwood Lots could be put in a reserve fund.

NEXT 3 MEETING DATES: Jan 10 (no meeting in Dec), Feb 7, Mar 19 (tentative)

ADJOURNMENT: 8:02 PM