

**MANORWOOD BOARD MEETING
OCTOBER 11, 2018
CLUBHOUSE**

CALL TO ORDER AT 7:28pm

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

Lots 4 and 41 were present. "Open Forum Guidelines for MOA Board Meetings" was read.

MINUTES

Motion to approve the September 5, 2018 minutes was approved unanimously.

FINANCIAL REPORT

Shannon Cole presented cash balance and cash flow sheets dated 9/30/2018.

COMMITTEE REPORTS

a) ACC – Janet Fabling

Shannon Cole indicated homeowners should be notified by mail of changes to the ACC Guidelines. Janet will email her a list.

Homes sold: Lot 40, Lot 41, Lot 66

Homes for sale: Lot 26, Lot 80

Vacant Lot 20 – On September 28th, Janet & Keith Fabling visited the building permit office in Puyallup and saw the plans for a large 4-bedroom house intended for the Lot. A final permit had not been issued as of that date. It was suggested, at a previous Board meeting, to place a letter from the HOA to the owner in his file informing him that he must submit an ACC application prior to building and that was done.

Lot 72 and Lot 100 - \$10/week fines continue for covenant violations since July 16th (12 weeks)

Lot 80 - \$10/week fine since July 16th ended on September 24th (10 weeks).

Lot 92 – numerous complaints by neighbors about this rental property which appears to be running a car repair business in his driveway. Shannon Cole reports contact with the owner is ongoing.

b) Pool/Door Codes – Jami Overby

Lot 45 wished to enter the Clubhouse, but had lost her code and requested it be sent to her. She was unable to enter when she used her code. All door code numbers must be followed by an asterisk.

c) Grounds – Mark Thurber

Mark and Bob Anderson continued the sprinkler system to the east end of the south parking strip on Manorwood Drive. Two heads still need adjusting. There are plans to cover the area with 2 yards of topsoil and grass.

d) Facility Manager & Clubhouse – Bob Anderson

A new toilet was installed and 2 sets of lights by the pool. Pot lights in the shallow end need switches. Bob plans to start repairing the wall on the back deck that has dry rot. Lane Sadler has not returned calls about installing more cameras and enabling the system to be viewed from home. It is thought that will require Comcast fast internet.

e) Tennis/Pickle Ball Courts – Keith Fabling

Nets will be taken down this week.

f) RV Lot – Dan Robbs

No report.

g) Activities – Kim Hawley/Janet Fabling

The 2018 Santa Visit and Food Drive is planned for Sunday, December 16th, 11-1 in the Clubhouse.

h) Welcome Wagon – Janet Fabling

The new owners of Lots 41 and 66 were greeted. Personal information has been provided to JC Higgins.

i) Newsletter – John Adamson

Information for the winter newsletter should be submitted by November 5th with delivery by December. The next newsletter is planned for March 2019.

j) Website – Josh Goodhead/John Adamson

A website meeting was held at 6:30 pm before the Board Meeting. Josh indicated he is ready to upload a functional calendar for Clubhouse reservations. MOTION: pay Josh Goodhead \$15.00 per hour for website work. Passed unanimously.

k) Clubhouse Rentals – Linda Carter/Liz Knox

MOTION: change rental deposit from \$50.00 to \$75.00 and charge for lost keys.
Passed unanimously.

OLD BUSINESS

a) Sign “Code of Conduct for Board Members and Officers” (Cutrell, Robbs)

Both absent from the meeting.

b) Status of MOA Reserve Study

Shannon Cole reported she is waiting to hear from the reserve study company.

c) Update: Shaw Road Expansion

The Manorwood Drive entrance is complete and replacement trees have been planted. Keith placed a pile of rocks and reflective posts at the east end of the median to discourage vehicles from turning too sharply and driving across it.

d) New bathroom design

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

e) Bids for monthly housekeeper; carpet cleaning

The only bid Janet Fabling was able to get for housekeeping services was \$160.00/month. That is more than the Board is willing to spend. Jami Overby volunteered to contact pool attendants to see if anyone would like the job. MOTION: Jami to offer the job to pool attendants for \$50.00/month. Passed unanimously.

Keith Fabling volunteered to shampoo the Clubhouse carpet before the holidays.

f) Association Compliance update – JC Higgins

Shannon Cole provided a list of homeowners who had violations and samples of 3 notification letters that went out this month. These were the first notices sent since JC Higgins took over management. Drive throughs are tentatively planned for the first Tuesday or Wednesday of each month.

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

A lien will be placed on any property with an account over \$1000. Currently, there are four properties in this category. MOTION: interest will be charged for late payments plus \$25.00. Passed unanimously.

h) MOTION: accept proposed revision of the ACC Guidelines.

Passed unanimously.

- i) Clubhouse electrical panel replacement.

Panel to be changed October 16th between 8-10AM.

NEW BUSINESS

a) Keith Fabling and Bob Anderson volunteered to cut down two topped trees on Shaw Road at the back of Lot 5. One appears dead and may fall on the new fence. No decision has been made by the owner whether to allow them to do that.

NEXT 3 MEETING DATES: Nov 8, Jan 10 (no meeting in Dec), Feb 7

ADJOURNMENT: 9:18 PM