

## **MANORWOOD BOARD MEETING**

**February 7, 2019**

**CLUBHOUSE**

### **CALL TO ORDER AT 7:06pm**

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

Non-Board Members Present: Lot 40

Absent: Brent Cutrell, Dan Robbs. Jon Rodman, Rebecca Arroyo representing JC Higgins

### **ESTABLISH A QUORUM**

Quorum established

### **OPEN FORUM**

The reading of "Open Forum Guidelines for MOA Board Meetings" was dispensed with since the non-board members present had previously heard them.

### **MINUTES**

MOTION: January 10, 2019 minutes were approved unanimously.

### **FINANCIAL REPORT**

Manorwood January 2019 financials were provided by JC Higgins on February 8, 2019.

### **COMMITTEE REPORTS**

#### **a) ACC – Janet Fabling**

Lot 45 – sale pending as of 1/25/2019

Lot 50 – submitted ACC Application to remove 3 trees identified by an ISA Certified Arborist as having heartwood (core) rot. Approved by the ACC on 1/26/19.

Lot 70 - request approved on 1/8 19 to replace approximately 50 feet of 6ft cedar fencing on 28<sup>th</sup> St SE

Lot 72 – violation notices pertaining to the maintenance of home and grounds have been ignored for over one year, maintenance assessments and fines have gone unpaid, neighbors have lodged complaints about the property which is unsightly. MOTION: The Manorwood Board, following Article 8 of the Protective Covenants and Article 2 of the ACC Guidelines, will mail a letter to the homeowner, informing him he has 10 days to appeal the Board's plan to hire a landscape company on or about April 1, 2019 to clean-up his yard, driveway, and sidewalk and add the cost to his account. Approved unanimously.

#### **b) Pool/Door Codes – Jami Overby**

No report

**c) Grounds – Mark Thurber**

No report

**d) Facility Manager & Clubhouse – Bob Anderson**

Furnace filter replaced. Bathroom soap dispensers removed from wall and wall patched. Future facility plans include repair of the pool deck. On January 17, Keith Fabling and an electrician replaced an aging external lighting contactor in the pump room which turns on/off the lights when the roof sensor detects light and dark.

**e) Tennis/Pickle Ball Courts – Keith Fabling**

No report

**f) RV Lot – Dan Robbs (not present)**

Keith Fabling reported 2 utility trailers were moved due to a fear that a dead tree outside the fence might fall on them. MOTION: accept \$800 bid from Tree-Tech Tree Service to remove the tree after the snow melts. Passed unanimously.

**g) Activities – Kim Hawley/Janet Fabling**

Next community activity will be the 4<sup>th</sup> of July Parade and BBQ.

**h) Welcome Wagon – Janet Fabling**

The new owner of Lot 14 was greeted and their personal information will be provided to JC Higgins.

**i) Newsletter – John Adamson**

Information for the spring newsletter, should be submitted by the March 7<sup>th</sup> Board meeting with delivery April 1. It will cover April, May and June. Submissions were requested from all Board Members.

**j) Website – Josh Goodhead/John Adamson**

Josh Goodhead submitted his resignation effective January 31. Pierce College was contacted, but a replacement has not yet been found. Josh has volunteered to continue assisting until someone is. Dave Goodrich (Lot 40) is familiar with html and volunteered to speak with Josh about possibly taking over as webmaster. John Adamson will facilitate a meeting between Josh and Dave.

**k) Clubhouse Rentals – Linda Carter/Liz Knox**

No report

**OLD BUSINESS**

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

Dan Robbs was absent from the meeting.

**b) 2019-2020 Proposed Budget**

Keith Fabling, Jon Rodman, John Adamson, and Bob Anderson met January 18th to work on the budget which must be approved by March 1, 2019. Discussion followed.

MOTION: to approve 2019-2020 proposed budget. Approved unanimously.

MOTION: to approve \$14.00 (9.6%) increase in quarterly dues beginning 3/1/2019.

Approved unanimously.

MOTION: Manorwood HOA may place liens on property of homeowners owing \$1000 or more. Approved unanimously. Janet Fabling will ask Rebecca Arroyo if this information needs to be mailed to homeowners for their comment before it goes into effect. Keith Fabling reported Deborah Hrubant, JC Higgins Business Manager, promised to talk to their accountant about filing a tax return for the HOA. She estimated the cost would be \$150.00

**c) Update: Shaw Road Expansion**

On January 9<sup>th</sup>, John Adamson, Keith and Janet Fabling met with Ted Hill, Sr. Project Engineer for Puyallup and others, to discuss sight distance complaints from homeowners exiting Manorwood onto Shaw Road. Also vehicles driving onto the median when turning off Shaw Road onto Manorwood Drive. They requested \$500-700 for supplies to replace 45ft of Lot 1's fence behind the PSE electrical box on Shaw Road. Also asked that the current RV Lot entrance onto Shaw Road remain in the plans for Phase 2. Since January 9<sup>th</sup>, the Manorwood median curb has been painted yellow and one directional sign has been installed at either end to guide traffic around the median & prevent additional cars and trucks from driving over the median. The city declines to provide funds to replace 45feet of Lot 1's fencing behind the electrical box on Shaw Rd. The pet tender at Shaw Rd and Manorwood Drive has been filled with yellow bags. A request to have the city clean the storm drains that are clogged and overflow on Shaw Rd at the entrance to the RV Lot when the fire station empties the water from its fire trucks has been referred to the appropriate authorities.

**d) Report of Covenant Compliance – JC Higgins**

There have been no drive-thru's. When the weather improves, Rebecca Arroyo, JC Higgins' Association Manager, has requested Board Members accompany her on a walk-thru so she can familiarize herself with our standards. Janet Fabling read an email from Rebecca stating that the owner of Lot 92, Invitation Homes, has been appraised of the covenant violations enumerated by homeowners at last month's meeting and promises to respond with a plan to correct them by the end of February. Janet updated the two homeowners by email.

**e) Update: Reserve Study**

Keith Fabling found discrepancies in the study provided by Association Reserves Inc.

and declined to accept it on behalf of the Board. He will meet with the company representative to discuss changes.

- f) Update: Lot 20 Home Construction  
Construction is proceeding. The foundation is poured and materials have been delivered.

#### **NEW BUSINESS**

- a) Puyallup Pre-application Process for Residential Development of Tennis Courts & RV Lot.  
Keith has measured the property and the approximate area belonging to the city is 30,000 sq feet. The land in Manorwood is approximately 40,000 sq feet. A survey will likely be required. Terry Absbjornson, a retired developer, has volunteered to assist Manorwood.
- b) Edward Jones (Dean Witter Replacement suggested by JC Higgins)  
John Adamson volunteered to invite an Edward Jones representative to the next meeting, on March 7, 2019, with a proposal.
- c). Century Link Clubhouse WiFi  
Keith Fabling will call Century Link to see if reducing the number of months we pay for WiFi at the Clubhouse from 12 months to 4-5 would save money.

**NEXT 3 MEETING DATES:** Mar 7, April 11, May 5 (Annual Meeting, 3PM)

**ADJOURNMENT:** 9:21 PM