

MANORWOOD BOARD MEETING

March 7, 2019

CLUBHOUSE

CALL TO ORDER AT 7:00PM

Present: John Adamson, Bob/Sally Anderson, Keith/Janet Fabling, Dan Robbs, Mark Thurber

Non-Board Members Present: Rebecca Arroyo representing JC Higgins, Lot 40, Lot 91

Absent: Brent Cutrell, Jami Overby, Jon Rodman

ESTABLISH A QUORUM

Quorum established

OPEN FORUM

“Open Forum Guidelines for MOA Board Meetings” was read.

MINUTES

MOTION: February 2019 minutes were approved unanimously.

FINANCIAL REPORT

Manorwood February 2019 financials were delivered by Rebecca Arroyo who announced four properties owe more than \$1000.00. Two are making monthly payments. The one owing over \$2844.12 will have a lien placed. The Pierce County Auditor’s website shows the one owing \$8899.64 had a lien placed by Manorwood in April 2017. Rebecca will find out if that existing lien needs to be updated.

COMMITTEE REPORTS

a) ACC – Janet Fabling

Lot 14 – Greeted January 10th. Information given to JC Higgins.

Lot 20 - Building walls are up and roof underlayment is in place.

Lot 45 – sold March 5

Lot 70 - request approved on 1/8 19 to replace approximately 50 feet of 6ft cedar fencing on 28th St SE. Temporary wire fence still in place.

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.

The Board agreed unanimously to extend the April 1st deadline of last month’s motion. JC Higgins, on behalf of 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 May 1, 2019 to clean-up his yard, driveway, and sidewalk and add the cost to his account.

Lot 73 – Application approved to remove 2 mature trees due to laminated root rot.

Lot 92 – Rebecca Arroyo reported IH2's property manager, whom she talked to last month, is no longer with the company. Today, she spoke with the tenant on the lease and gave her a copy of the CC&R's. The tenant promises to immediately clean-up the front flower beds, remove cars parked there, a pile of tires, and a car dolly. She promised to speak to the individual using foul language. She will call Rebecca tomorrow. Roof cleaning needs to be arranged.

Lot 113 – Roof replacement application approved. PABCO Weathered Wood shingles.

b) Pool/Door Codes – Jami Overby (not present)

No report

c) Grounds – Mark Thurber

New green grass is up in the south parking strip in front of the Clubhouse. Street lights are being installed on Shaw Road.

d) Facility Manager & Clubhouse – Bob Anderson

Clubhouse outside wall painted after repairs had to be made due to water damage. Wall in pump room repaired. Pool deck to be repaired when weather improves. Will dig around all sprinkler heads so they spray as intended.

e) Tennis/Pickle Ball Courts – Keith Fabling

No report

f) RV Lot – Dan Robbs (not present)

On February 19th, Tree-Tech Tree Service cut down the dead tree on Shaw Road that was threatening to fall on RV Lot fence and vehicles.

g) Activities – Kim Hawley/Janet Fabling

No report.

h) Welcome Wagon – Janet Fabling

No report.

i) Newsletter – John Adamson

The deadline for Board submissions for the spring newsletter was today with delivery planned for April 1. It will cover April, May and June.

j) Website –John Adamson/ Dave Goodrich/ Rebecca Arroyo

Dave Goodrich (Lot 40) was welcomed as Manorwood's new webmaster. JC Higgins will arrange to renew the website name, www.manorwood.org.

k) Clubhouse Rentals – Linda Carter/Liz Knox

Rebecca Arroyo reports she is getting rental applications and the process is working.

OLD BUSINESS

a) Sign “Code of Conduct for Board Members and Officers”

With Dan Robbs’ signature, all Board Members have signed.

b) 2019-2020 Proposed Budget

At the February 2019 meeting, the Board unanimously approved both the 2018-2019 budget and a \$14.00 (9.6%) quarterly dues increase. The dues increase was intended to go into effect March 1st, but since then, we have been made aware of specific requirements for HOA budgets. By March 15th, 30 days after approval, the budget is to be mailed to homeowners. Copy provided. A vote will be taken for homeowner approval 50 days later at the Annual Meeting on May 5th. That vote will determine pass/fail regardless of the number of homeowners present. Notices about the Annual Meeting will be placed on all Manorwood 1 mailboxes to encourage maximum attendance.

Interest charges on overdue payments may be billed monthly, quarterly or annually.

c) Covenant Compliance – JC Higgins

Rebecca Arroyo and Ted Barney, Association Compliance Officer, performed a drive-thru today and compiled a list of 55 properties with violations. MOTION: JC Higgins will perform monthly drive-thru’s of Manorwood and send violation notices. Approval of their findings will not require Board approval prior to notifying homeowners. Homeowners will be asked to submit a date by which roofs will be cleaned. Passed by a majority of the Board.

d) Puallup Pre-application Process for Development of Tennis Courts & RV Lot

Keith Fabling and Terry Absbjornson, a retired developer, walked the property. It is recommended to ignore the property currently occupied by the Central Pierce Fire Department. Three lots might be possible from the tennis courts/RV Lot. A formal survey, perhaps costing \$10,000.00, will be required. Success will depend on whether a developer can make enough money on the project.

e) Edward Jones (Dean Witter Replacement suggested by JC Higgins)

John Adamson reported some investment vehicles suggested by an Edward Jones

representative over the phone. He will try to arrange for the representative to come at 6:30PM and speak for 30 minutes before the Board Meeting on April 11th

f) Century Link Clubhouse WiFi

Keith Fabling reported MOA pays \$45.00/month for internet. Putting on-hold would save \$35.00/month. Discussed placing on-hold in September for 9 months until the next pool season to save money.

g) Copy of CAU Insurance Policy and Proof of Premium Payment (JC Higgins)

Rebecca will email it to the Board.

NEW BUSINESS

a) JC Higgins Policy Prohibits Association Mgr from Attending Annual Mtg on Weekend

Jessica Arroyo announced her supervisor will allow her to attend this year's meeting on Sunday, May 5, 2019.

b) Board Requests to See Welcome Letter to New Homeowners (JC Higgins)

Rebecca Arroyo will ask Deborah Hrubant to provide a copy.

c) 2018-2019 List of Accomplishments

Keith Fabling gave Board Members a list of 29 accomplishments.

d) Manorwood Tax Return for 2018

Rebecca Arroyo assured Keith Fabling tax preparation is in the works and Deborah Hrubant will be asked to call him.

NEXT 3 MEETING DATES: April 11 @ 6:30PM, May 5 (Annual Meeting, 3PM), June 6

ADJOURNMENT: 8:28 PM