

MANORWOOD BOARD MEETING

June 6, 2019

CLUBHOUSE

CALL TO ORDER AT 7:00PM

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

Non-Board Members Present: Rebecca Arroyo representing JC Higgins, Lot 73, Lot 105

Absent: Dan Robbs

ESTABLISH A QUORUM

Quorum established. Janet Fabling announced Brent Cutrell resigned from the Board 4-14-19.

INTRODUCTION OF NEW BOARD MEMBERS

Linda Dement and David Goodrich were elected to the Board at the Annual Meeting, May 5th.

OPEN FORUM

“Open Forum Guidelines for MOA Board Meetings” was read. Lot 73’s owner expressed concern about unkempt property in Manorwood and noted Puyallup City Code limits grass to less than 12” tall.

MINUTES

MOTION: Minutes from the April 11, 2019 Board Meeting and May 5, 2019 Annual Meeting were approved unanimously. A suggestion was made to label the latter as a draft when uploaded on the website, since a vote on them by homeowners will not be taken until the next annual meeting. Discussion about putting unapproved minutes online that may contain incorrect information. MOTION: upload no unapproved Board Meeting minutes; upload May 5th Annual Meeting minutes labeled as a draft. Passed with six in favor; two against.

FINANCIAL REPORT

Manorwood March 2019 financials were provided by JC Higgins. Rebecca Arroyo confirmed a \$14.00 dues increase per quarter, approved at the Annual Meeting, began this month.

COMMITTEE REPORTS

a) ACC – Janet Fabling

Lot 18 – Removal of 7 trees, reapproved 4-5-19, not yet done.

Lot 20 - Roofing and exterior siding installed. Builder is considering other paint options since his request for black and white was denied based on CC&Rs (subdued tones that blend in with the natural surroundings).

Lot 40 - Backyard shed <200 sq feet and fence replacement approved.

Lot 41 - Backyard shed <200 sq feet approved.

Lot 49 - House painting approved 5-5-19. Not yet done.

Lot 72 – Last week, two neighbors cleaned the sidewalk and parking strip, since they belong to the city. Three yard waste bins were filled & they received many compliments from passersby. Neighbors report the owner has not been seen at the house for several weeks. One contacted him this week, requesting he cut the grass. If there is no response, a complaint will be filed with the City of Puyallup Compliance Office.

Lot 92 – Shake roof was blown off and treated, but many shakes came loose. Dead rhododendron and pile of debris in front yard were removed. Renters do not do yardwork. Bob Anderson reports car repairs are being done in the garage. Many cars come and go from the driveway or park on the street.

Lot 93 - For sale soon.

Lot 96 - Applied for removal of two mature trees next to rockery in front and dead trees in back. Approved 6-1-19. Not yet done.

Lot 107 –Owner should be informed of need for roof maintenance. Renters do yardwork.

b) Pool/Door Codes – Jami Overby

Janet Fabling reported an emergency email vote was taken on 5-22-19. MOTION: authorize Jami Overby to hire pool attendants to work 2 (two) shifts per day (12:00-4:30pm and 4:30-9:00pm). Passed unanimously. To take advantage of early warm weather, the pool opened 2 ½ weeks earlier than usual with a popsicle party, on May 9th. Four attendants have been hired and one more is needed to cover. Currently, they are working weekdays 4:30-9:00 and weekends 12:00-9:00. Jami is checking chemicals at 12:00 daily. When schools get out June 24th, attendants will begin two shifts/day. Beginning this year, JC Higgins is handling payroll and taxes for attendants. Minimum wage is \$12.00 per hour. Jami plans to text Rebecca Arroyo for updates to the homeowner collections list before cancelling Clubhouse door codes per Article 3.02b of the CC&Rs. Homeowners are reminded that they are not to give their Clubhouse door code to nonresidents. Guests must be accompanied by a homeowner at all times.

c) Grounds – Mark Thurber

Moss has been removed from the parking lot near the basketball hoop. More pressure washing will be done as time permits. Keith Fabling has cut low hanging limbs from trees and removed brush around the parking lot. Bob Anderson will take it to the dump. Bob will work with GrassRoots Lawn Care or WaterWise to adjust the sprinkler heads so they work more efficiently.

d) Facility Manager & Clubhouse – Bob Anderson

Bob Anderson installed a light in the shed on the back deck.

e) Tennis/PickleBall Courts – Keith Fabling

The tennis court is being used. Grass Roots blows off the courts weekly. Keith will spray Wet & Forget to discourage moss.

f) RV Lot – Dan Robbs (not present)

Keith Fabling reported the boat that was stored under a canopy that collapsed last winter has been moved to the owner's backyard. Keith Fabling is nearly finished cleaning debris from the RV Lot and driveway.

g) Activities – Kim Hawley/Janet Fabling

Plans are underway for the 4th of July Parade and Potluck. Both a Central Pierce Fire & Rescue truck and a Puyallup Police patrol car will participate unless called away. Flyers will be put on Manorwood mailboxes.

h) Welcome Wagon – Janet Fabling

No report.

i) Newsletter – John Adamson

Submissions for the summer newsletter were due tonight. It may be ready June 23rd for distribution.

j) Website – David Goodrich

The website will continue to be reworked to promote communication between homeowners. Hundreds of "hits" have been recorded.

k) Clubhouse Rentals – JC Higgins/Linda Carter/Liz Knox

Rebecca Arroyo reported she is receiving rental applications and timely condition confirmation after events from the Clubhouse Coordinator. She requests she be allowed three business days to confirm a rental with homeowners. Currently, the automatic reply from the online calendar program states owners will receive confirmation in one business day.

OLD BUSINESS

a) Sign "Code of Conduct for Board Members and Officers" (Dement, Goodrich)

Done.

b) Review of Annual Meeting

Keith Fabling reported highlights including ratification of the proposed budget, which includes a \$14.00 per quarter dues increase to build a reserve account, and the election of 2 new Board Members. A Board roster was passed around to check phone numbers and email addresses. A corrected copy will be emailed to the Board.

c) Organization Meeting After Annual Meeting

Article V.1. of the Bylaws state, "Within 10 days after each annual meeting, the directors elected at such meeting and those holding over shall hold an organization meeting for the purpose of electing officers". Immediately after the May 5th Annual Meeting, old and new officers met. Most of the Board agreed to continue in their positions. Last year, Jami Overby was both Co-Treasurer and Pool Manager.

Linda Dement agreed to become Co-Treasurer with Jon Rodman. Jami Overby will continue as Pool Manager and David Goodrich will be webmaster.

d) Covenant Compliance Report – JC Higgins

June's drive-thru was completed 2 days ago. A list of violations was shown and others were added by Board Members. Violation letters will be sent tomorrow. They ask homeowners to contact JC Higgins for assistance. Samples of first and second letters were given to Janet Fabling for review. Rebecca Arroyo was asked to provide a violation fine schedule for inclusion in the ACC Guidelines now under revision. With weather improving and more people out walking, homeowners will be expected to keep sidewalks free of debris and hanging tree limbs.

e) Edward Jones Reserve Account Update

Jon Rodman reported \$40,000 was given to Edward Jones to invest in CD's to build a reserve account and \$20,000 was placed in a money market for liquidity. Statements are sent to JC Higgins.

f) Copy of CAU Insurance Policy and Proof of Premium Payment– JC Higgins

Copy of policy and certificate provided. Annual premium is \$2,975.00. Effective date: 09/15/2018. Directors & Officers Liability coverage is \$1,000,000.

g) Update Manorwood Drive/Shaw Rd Site Distance Issue

Keith Fabling spoke with Ted Hill, Capital Projects Engineer for Puyallup. Mr. Hill indicated he expects the green electrical box will be moved around the corner on Manorwood Drive by PSE and Lot 1's fence may be relocated, allowing better site distance when pulling onto Shaw Rd.

h) Attorney Feedback Re: HOA Taking Self-Help Action on Unkempt Private Property

Keith and Janet Fabling called Mike Johns, HOA Attorney, on April 23rd to discuss options regarding unkempt landscape on private property when violation notices are ignored. It was hoped that the requirement for maintenance in the CC&Rs would support hiring a landscape company and charging the expense to the owner. The attorney pointed out only three articles specifically allow self-help. Articles 4.04, 4.06, and 8.03 allow removal of rubbish, vehicles in disrepair, and sidewalk debris. The CC&Rs limit self-help to fines, lawsuit, and liens.

NEW BUSINESS

a) Set Date for Nov. Annual Meeting & Mailing of Budget to Homeowners

Janet Fabling suggested the following, based on RCW 64.90.525: budget approval by Board Sept 12, mail proposed budget to homeowners before Oct 12, Annual Meeting Wednesday, Nov 6

b) Set Date for Meeting to Begin Revising ACC Guidelines

Homeowners receiving fines for parking on their landscape have complained they

lack enough space for garage and driveway parking. A drive-thru revealed 24 residents are parking vehicles on property adjacent to their driveways, some on concrete, others on gravel, or dirt. Janet Fabling, ACC Chairman, announced a meeting Saturday, June 8th, at 9AM in the Clubhouse to discuss parking pads and other possible changes to the ACC Guidelines.

c) IRS 1128 Application to Adopt, Change, or Retain a Tax Year

Keith Fabling signed the document required because MOA's fiscal year is changing.

d) Proposal to Sell RV Lot/Tennis Courts

Keith Fabling suggested the Board keep its options open on the subject. Some owners would like to keep the RV Lot, but the Association's lack of an adequate reserve fund is concerning. The next step in exploring a sale would be to engage a surveyor to locate and map property lines. The estimated cost would be \$1,000 – \$2,000.

e) Proposals for Summer Projects

Keith Fabling proposed the following projects for the summer: (1) asphalt repair of Clubhouse driveway disrupted by tree roots and widening the circular driveway to allow cars to avoid driving on the island; (2) circle the island with concrete blocks and bark it or plant ivy; and (3) materials only to replace the north fence of the Tennis/Pickleball Courts. MOTION: approve up to \$10,000 for the aforementioned projects. Approved unanimously.

NEXT 3 MEETING DATES: July 11, August 8, September 12

ADJOURNMENT: 9:02 PM