

MANORWOOD BOARD MEETING

July 11, 2019

CLUBHOUSE

CALL TO ORDER AT 7:00PM

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

Non-Board Members Present: Rebecca Arroyo representing JC Higgins, Lots 2, 41, 42, and 106

Absent: Jami Overby, Dan Robbs

ESTABLISH A QUORUM

Quorum established.

OPEN FORUM

“Open Forum Guidelines for MOA Board Meetings” was read. Concerns about “the bullying nature of covenant violation practices” were aired. A suggestion was made to include a “heads up” section in newsletters to advise homeowners of areas of particular concern that involve property maintenance.

MINUTES

MOTION: Minutes from the June 6, 2019 Board Meeting were approved unanimously.

FINANCIAL REPORT

Manorwood June 30, 2019 financials were provided by JC Higgins. Deborah Hrubant, JC Higgins Business Manager, will forward the latest Edward Jones account statement to the Board so it can be attached to the minutes.

COMMITTEE REPORTS

a) ACC – Janet Fabling

The Architectural Control Committee met June 8 and June 26 to discuss proposed changes to the ACC Guidelines. The focus will be on (1) publishing Manorwood’s Covenant Enforcement Procedures, (2) acceptable designs for parking pads to extend off-street parking, (3) roof maintenance expectations, and (4) time limits for holiday décor.

Lot 3 - Sold June 11th for more than the asking price.

Lot 18 - Moving

Lot 20 - Debris cleared from front of house in preparation for pouring the driveway.

A phone call was made and a letter was sent confirming approval for the house color, stack stone on the garage, and black trim under the roofline. Unfortunately, the garage doors were also painted black and were disapproved because black on such a large space is not a “subdued

tone” per the covenants. The builder is considering painting the garage doors gray like the house and painting the door trims black, which would be approved.

Lot 32 - Pending sale

Lot 49 - House painting approved 5-5-19. Painted week of 6-25-19.

Lot 51 - Emailed owner on 6-26-19 requesting update on status of house badly damaged in January storm. No response other than the plastic leg has been removed from the tree stump in front yard. A neighbor reports the family is waiting for permits to begin renovations.

Lot 63 - Requested permission to remove dead cedar tree. Approved.

Lot 72 - On 6/3/19, two men worked all day trimming bushes and clearing debris from the front and back yards. They said the owner plans to re-roof, paint, and sell the house. On 6/29/19, the Puyallup Police were asked to perform a welfare check at the house. A neighbor explained to the officer that the owner is rarely there, but that she is in contact with him by phone. Owner has been contacted to see if he would consider donating the portable basketball hoop in his backyard to the HOA in exchange for pressure washing moss off the driveway and front steps. No response yet.

Lot 78 - Application to replace fence between Lots 77 & 78 in August. Approved.

Lot 84 - Application to paint house. Approved.

Lot 93 - Planned sale.

Lot 96 - Applied for removal of two mature trees next to rockery in front and dead trees in back. Approved 6-1-19. Only one mature tree removed 7-9-19.

Lot 107 – Renters moved out. House requires extensive inside repairs as well as roof and yard clean-up. Portable basketball hoop was offered to the HOA by owner’s representative.

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

Janet Fabling reported the Pool Management Team is Jami Overby, Laura Romero, Dan Robbs, and Linda Dement. Rebecca provided an updated collections list for Clubhouse access and Pool use.

c) Grounds – Mark Thurber

Mark trimmed grass around sprinklers on parking strip. Shallow tree roots on the driveway island are being cut prior to asphalt repairs and planting ground cover. On 7-26-19, Levy B Asphalt will repair the portion of the Clubhouse driveway damaged by tree roots, widen the circular driveway, and fill a pothole in the RV Lot.

d) Facility Manager & Clubhouse – Bob Anderson

Bob Anderson made seven trips to the dump with yard waste and tree trimmings.

e) Tennis/PickleBall Courts – Keith Fabling

The gate has been repaired. There is one portable basketball hoop ready for placement. Hoping for another donation. Leveling may require concrete grinding.

f) RV Lot – Dave Goodrich replaces Dan Robbs as manager

Need to identify the owner of one unlicensed pop-up trailer. A boat was added this week.

g) Activities – Kim Hawley/Janet Fabling

The 4th of July Parade and Potluck were a big success again, thanks to the Hawley family. A 5–day-old Central Pierce Fire truck, 5 police patrol cars, and a bicycle patrolman joined the festivities.

h) Welcome Wagon – Janet Fabling

The Jennings and their 3 children moved to Lot 3.

i) Newsletter – John Adamson

Summer newsletters were hand-delivered to 28 homes; 86 went by email. The deadline for the Fall newsletter is September 1st.

j) Website – David Goodrich

Linda Dement offered to provide a fill-in ACC Application Form to upload on the website.

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

Janet Fabling gave Rebecca Arroyo copies of automatic replies she received when she reserved the Clubhouse for the 4th of July so Rebecca could see what renters receive. Rebecca requests Dave Goodrich change her confirmation turnaround time from 1 day to 3. The Clubhouse now has a large roaster oven and 10-40 cup coffee maker available for renters to use. Linda Carter and Liz Knox, Clubhouse Coordinators, will be told and a notice will be placed in the next newsletter.

OLD BUSINESS

a) Covenant Compliance Report – JC Higgins

Ted Barney, Association Compliance Officer, performed a drive-thru of Manorwood yesterday and Rebecca Arroyo provided a copy of his report. Any Board Member available Saturday morning, 7-13-19, was invited to a walk-thru of the neighborhood with the violation list correcting or agreeing with findings. The results will be given to Rebecca in time for her to send courtesy notices.

b) Review of Revised First and Second Violation Letters and Welcome Letter

Rebecca Arroyo provided copies. Janet Fabling will forward Board input to Rebecca regarding suggested changes.

c) Update Manorwood Drive/Shaw Rd Site Distance Issue

Keith Fabling reported the PSE box will be moved around the corner on Manorwood Drive and Lot 1's fence will be moved back to improve the site distance.

NEW BUSINESS

- a) Manorwood CC&R's, Article 7.02 Maintenance Assessment Specifies Dates for Quarterly Billing as March, June, September, & December. Is JC Higgins requesting to change billing dates?**

Janet Fabling will ask Deborah Hrubant, Business Manager.

- b) Proposed Revisions to Covenants and Bylaws – Dave Goodrich**

A committee will be formed. Members do not have to be on the Board.

- c) WA State Dept. of Revenue Letter Notification/Business License – Linda Dement**

Although we no longer hire pool attendants and Business Change Form 520BC-1 was filed, the business license still needs to be posted in the Clubhouse (attached).

- d) National Night Out 2019 – Linda Dement**

A flyer and proposed cost for an event at the Clubhouse on August 6th from 5-8PM was distributed. Because a bounce House was being considered, Rebecca Arroyo contacted CAU Insurance. It was decided not to pursue a bounce house. Estimated cost without a bounce house: \$63.00. MOTION: Approve proposed plan without bounce house. Approved unanimously.

- e) MOTION:** Accept donations of two portable basketball hoops to be placed beside the Tennis/PickleBall courts. Approved unanimously.

NEXT 3 MEETING DATES: August 8, September 12, October 10

ADJOURNMENT: 8:45 PM