

MANORWOOD BOARD MEETING

August 8, 2019

CLUBHOUSE

CALL TO ORDER AT 7:00PM

Present: Linda Dement, Keith/Janet Fabling, David/Donna Goodrich, Jon Rodman, Mark Thurber

Non-Board Members Present: Rebecca Arroyo representing JC Higgins, Lots 4 and 29

Absent: John Adamson, Bob Anderson, Jami Overby, Dan Robbs

ESTABLISH A QUORUM

Quorum established.

OPEN FORUM

“Open Forum Guidelines for MOA Board Meetings” were not read as non-Board members expressed no concerns.

MINUTES

MOTION: Minutes from the July 11, 2019 Board Meeting were approved unanimously.

FINANCIAL REPORT

Manorwood July 2019 financials were provided by JC Higgins.

EDWARD JONES RESERVE ACCOUNT BALANCE

Deborah Hrubant, JC Higgins Business Manager, will forward the latest statement to the Board when available.

DOR BUSINESS INFORMATION CHANGE FORM

MOTION: Authorize Linda Dement, Co-Treasurer, to sign the form to close out the HOA’s Employment Security Account since pool attendants are now hired by JC Higgins. Approved unanimously. Once signed and submitted, a new business license will be generated within ten days.

COMMITTEE REPORTS

a) ACC – Janet Fabling

Lot 18 – For sale. Owner moved to Phoenix, AZ on July 2 and requested copies of the past 2 years of HOA financials for potential buyers. Janet Fabling informed him that she could not meet his request for homeowner privacy reasons. He accepted the offer of a copy of the 2019 budget approved at the 5-5-19 Annual Meeting.

- Lot 20 - Concrete driveway poured. Garage doors not yet repainted. Discussion followed to include a suggestion that the Secretary write the builder requesting the date of expected project completion.
- Lot 32 - House sold July 19th for \$10,000 over the asking price.
- Lot 51 - Still no response from email sent to owner on 6-26-19 requesting update on status of house badly damaged in January storm. Tree stump has been removed from the front yard. Blue tarps remain on the roof.
- Lot 93 - Still for sale at \$435,000.
- Lot 97 - Approved removal of two split-trunk trees from back yard on 7-13-19.
- Lot 107 – “For Lease” sign has been placed. Basketball hoop donated to the HOA has been moved to the Tennis Court. House has been cleaned and derelict car was removed from back yard. Roof maintenance, dead trees/bushes, and yard debris still need to be addressed. JC Higgins has had great difficulty reaching the IH2 Manager responsible for the property regarding CC&R violations.

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

Rebecca Arroyo reported Jami is being informed in a timely manner to disable codes due to late payment of assessments and reinstating them when paid.

c) Grounds – Mark Thurber

Mark cleaned around all sprinkler heads and made a map of their location to help with future work. The system has been adjusted to run five days per week. On 7-26-19, Levy B Asphalt repaired the entrance to the Clubhouse driveway damaged by tree roots, widened the island driveway, and filled a pothole in the RV Lot.

d) Facility Manager & Clubhouse – Bob Anderson

Bob Anderson filled in holes created by tree roots under the Tennis Courts and placed gravel around the island in front of the Clubhouse in preparation for placing bricks around it to contain landscape material.

e) Tennis/Pickleball Courts – Keith Fabling

Dave Goodrich offered to donate a portable basketball hoop to be used next to the pickle ball court with one previously donated. Keith suggests considering an asphalt seal coating for the courts instead of spending \$20,000 or more for a tennis surface.

f) RV Lot – Dave Goodrich

Dave has blown debris from the lot a couple of times. He has one estimate of \$1700.00 to remove 1 large tree and 3 small maples. Dave will cut other smaller trees in danger of falling on vehicles in the lot. The identity of the owner of one unlicensed pop-up trailer in the lot is still unknown.

g)Activities – National Night Out - Linda Dement/Janet Fabling

Compliments to Linda for a successful NNO at the Clubhouse on 8/6. Forty came (8 adults without children & 20 children accompanied by adults). School supplies were donated to Sunrise Elementary School. The Hawley's are unable to help with the children's Christmas party this year. Linda Dement volunteered to organize a party for Saturday, December 14th.

h) Welcome Wagon – Janet Fabling

Melissa & Tre Pearson and their three children have moved to Lot 32.

i) Newsletter – John Adamson (not present)

John requests submissions for the Fall Newsletter be in by September 1st. It will cover October, November, and December.

j) Website – David Goodrich

No report

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

Rebecca Arroyo to look into why homeowner has not received check for damage deposit from June rental.

l) Revision of Covenants and Bylaws – Dave Goodrich

The following have volunteered to attend meetings when scheduled: Linda Dement (Lot 59), Janet Fabling (Lot 89), Jennifer Reed (Lot 74), Chris & Heidi Slaughter (Lot 66), Mark Thurber (Lot 78), and Jim Wellman (Lot 12).

OLD BUSINESS

a) Covenant Compliance Report – JC Higgins

Ted Barney, Association Compliance Officer, performed a drive-thru on July 10th, the results of which were given to the Board at tonight's meeting. Since the Board must approve all findings, several Board members did a walk-thru on July 13th and on July 15th, Keith & Janet Fabling met with Ted Barney to make sure the Board's standards for property maintenance were clear, On July 16th, they met with Rebecca Arroyo and Lorne Martin to deliver the revised findings in time to send courtesy notices. The Board will approve all violation notices for the foreseeable future & the Certified Mail fee for the 2nd notice will be rolled into the \$50 fine.

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

After receiving Board input on suggested changes, Janet Fabling revised the 1st and 2nd courtesy notices and provided them to Rebecca on July 16th. She will write a separate welcome letter from the HOA to new homeowners and will submit it for approval at the September meeting.

c) Update: Question of Billing Date Change for Quarterly Dues – Janet Fabling

Changing the HOA's fiscal year to Jan 1-Dec 31 will not change the quarterly billing dates, per Lorne Martin. Quarterly dues will continue to be mailed Mar 1, June 1, Sept 1, and Dec 1.

d) Update Asphalt Repair

Previously discussed

e) Update Manorwood Drive/Shaw Rd Site Distance Issue

Keith Fabling spoke with Ted Hill, Capital Projects Engineer, who reports funding has been found to move the PSE box onto Manorwood Drive. They are still negotiating to change Lot 1's fence to further improve sight distance.

f) Update ACC Guidelines Revision – Janet Fabling

Postponed until September.

NEW BUSINESS

a) Budget for 2020

To meet RCW requirements, the proposed budget must be approved at the September meeting. MOTION: raise dues 10% over the 2019 assessment as allowed by Article 7.04 of the CC&Rs, the \$16 increase going to the Reserve Fund.

Approved unanimously.

b) Reserve Study Proposals From Association Reserves & Forwarded by JC Higgins -

MOTION: To not conduct another reserve study for 5 years. Approved unanimously.

c) What is HOA Review Period for Homesellers? – JC Higgins

More than one real estate agent has asked homesellers in Manorwood to supply two years of HOA minutes and financial records for potential buyers. Rebecca Arroyo agrees any records containing financial data on homeowners should not be provided due to privacy concerns.

NEXT 3 MEETING DATES: September 12, October 10, November 6 (Annual Meeting)

ADJOURNMENT: 8:30 PM