

MANORWOOD BOARD MEETING

September 19, 2019

CLUBHOUSE

CALL TO ORDER AT 7:03PM

Email MOTION to change meeting date from September 12th at the request of the Association Manager was met with unanimous approval of the Board.

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

Non-Board Members Present: JC Higgins Association Manager Rebecca Arroyo, and Lot 4

Absent: John Adamson, Jami Overby, Dan Robbs

ESTABLISH A QUORUM

Quorum established.

OPEN FORUM

Owner of Lot 4 agreed to dispense with a reading of "Open Forum Guidelines for MOA Board Meetings".

MINUTES

MOTION: Minutes from the August 8, 2019 Board Meeting were unanimously approved.

FINANCIAL REPORT

Manorwood August 2019 financials were provided by JC Higgins. Suggestion made to include a column showing the balance remaining in budgeted areas.

EDWARD JONES RESERVE ACCOUNT BALANCE

Deborah Hrubant, JC Higgins Business Manager, provided the Jul 27-Aug 30, 2019 statement showing an account value of \$60,169.64.

COMMITTEE REPORTS

a) ACC – Janet Fabling

Lot 10 - Sold pending inspection

Lot 16 - Application received to replace portions of 2 fences on either side of the house and to remove one mature tree to allow for deck extension required by inside remodel.

Lot 18 – Sold

Lot 20 - Sale pending. Garage doors repainted to match the house and 4 stackstone details have been installed beside the garage doors. Front landscaping is complete. Exterior finishes now meet ACC Guidelines. No response to letter dated August 9, 2019 requesting the anticipated completion date.

Lot 51 - No response from a second email sent to owner 9-13-19 offering to

answer questions about applications required for exterior renovations (e.g. roof replacement) since underlayment is being placed on roof.

Lots 92/107 - No response to email sent by Keith Fabling 8-22-19 containing detailed maintenance violations. Keith called IH2 today, explaining there had been no response. He was given the email for the IH2 manager of both properties & directed to forward the earlier email to her.

Lot 93 - Sold

Lot 98 - Application to remove two mature fir trees due to disease approved.

Lot 108 – Application to paint house approved.

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

MOTION by email to extend the pool season to 9PM on 9/15 passed 7 to 2.

The pool was inspected by the Tacoma-Pierce County Health Department on 8-20-19. It met minimum health standards. Findings and corrections:

- 1) Critical violation: mesh size of chain link fence opposite the sport court exceeds 1.25" square & may allow small children to climb fence & access the pool area. Must be corrected by 9-20-19 to avoid \$185.00 fine. Extension to be requested.
- 2) Chlorine test kit is expired & other kits are not dated. Order new kit or replace with new reagents.
- 3) There are no handrails at the step entry into the pool. Provide handrails.
- 4) The backwash line does not have a 2" air gap to prevent sewage contamination. Provide a gap of at least 2".
- 5) Pool records do not show total chlorine levels for a few days. Both free & total chlorine must be tested and recorded daily along with pH. Maintain records properly.

c) Grounds – Mark Thurber

No report.

d) Facility Manager & Clubhouse – Bob Anderson

Men's toilet repaired. Three raccoon traps were placed under the deck from 8-29 to 9-18. No animals caught. The crawl space will need to be cleaned and sealed in the future. A relative of Lot 71's owner has volunteered to shampoo the Clubhouse carpet for \$100 on 9-21.

e) Tennis/Pickle Ball Courts – Keith Fabling

Two portable basketball hoops are up. A tennis windscreen will be placed on the fence to correct the Health Department's critical pool violation. Tennis nets will be taken down this month.

f) RV Lot – Dave Goodrich

NW Tree Removal to cut down 1 large tree and 3 small maples for \$1700.00. Dave is removing other smaller trees in danger of falling on vehicles in the lot. The identity of the owner of one unlicensed trailer added to the lot late last spring has been

identified and has agreed to pay for storage as of May 2019.

g)Activities – 2019 Santa Visit and Food Drive - Linda Dement

A flyer has been designed for the event to be held December 14th. The flyer will be included in the Fall Newsletter and posted on mailboxes approximately two weeks before the event. Santa and Mrs. Claus will arrive in a 1956 red Chevrolet. There will be activities for children, cocoa, treats, and raffle items for adults.

h)Welcome Wagon – Janet Fabling

Aric & Crystal Dalton and their two children have moved to Lot 18. Charlie and Danielle Gordon and their daughter and nephew have moved to Lot 93.

i) Newsletter – John Adamson (not present)

John requests submissions for the Fall Newsletter be in by September 24th at the latest. It will be distributed October 1st and will cover October, November, and December.

j) Website – David Goodrich

Website hosting service ends April 2022. The domain name expires April 2020. There are 6 security cameras installed around the Clubhouse. Viewing is slow with the current internet connection. Discussion comparing cost and benefit of Comcast vs Century Link. MOTION: change Clubhouse internet & phone provider to COMCAST. Passed unanimously.

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

No rentals are on the calendar for Sep or Oct. There are two in November and only the Santa Visit so far in December. Effective immediately, the damage deposit will be automatically refunded by check from JC Higgins if no damage is reported.

l) Revision of Covenants and Bylaws – Dave Goodrich

There has been one meeting. Another is scheduled for Sep 25th.

OLD BUSINESS

a) Covenant Compliance Report – JC Higgins

Ted Barney, Association Compliance Officer, performed a drive-thru on Sep 5th. The Board reviewed it and sent changes back on Sep 9th. Rebecca Arroyo reported courtesy notices have gone out

b) Review of MOA Welcome Letter – Janet Fabling

Janet wrote a welcome letter to new owners on behalf of the Association, sent it out to Board Members for comment, revised it, and distributed the final copy which was approved.

c) Update: Entrance Island Project

Keith Fabling placed a concrete border around the Clubhouse island. Bob Anderson and Dave Goodrich shoveled topsoil in preparation for placement of an erosion

barrier and bark delivery.

d)Update Manorwood Drive/Shaw Rd Site Distance Issue

Keith Fabling contacted Ted Hill, Puyallup Capital Projects Engineer, who does not know the exact date, but he expects PSE will be moving the box from Shaw Road onto Manorwood Drive shortly. A decision has not been made yet about replacing Lot 1's fence on Shaw Road.

e) DOR BUSINESS INFORMATION CHANGE FORM

Linda Dement reported Manorwood Owners' Association is currently registered as a Nonprofit Corporation under UBI 601 134 369. We have an active Secretary of State nonprofit account but not an active tax registration account. Usually, a Washington State business license is accompanied by an active tax registration. Other endorsements, such as unemployment insurance, industrial insurance, and minor work permits are reflected on the business license as well. Our UBI number never had an open tax registration, which is typical for nonprofits. Before the summer pool season this year, JC Higgins assumed the Association's task of hiring and paying pool attendants. When the State received a request to close our employee endorsements, a new business license could not be sent because no endorsements needed to be reflected on the license. Manorwood Owners' Association is an established nonprofit organization and is not required to post a business license.

NEW BUSINESS

a) Proposed Budget for 2020

After discussion, the MOTION to accept the proposal as written was approved unanimously (attached). To satisfy the budget adoption requirements in RCW 64.90.525, JC Higgins was asked to mail the proposed budget to owners by Oct 15th, well before the Annual Meeting on Wednesday, Nov 5th, at 6PM.

b)Nominating Committee Chairman

Linda Dement volunteered to be chairman. Mark Thurber will assist.

NEXT 3 MEETING DATES: October 10, November 6 @6PM (Annual Meeting), January 9

ADJOURNMENT: 8:48 PM