

## **MANORWOOD BOARD MEETING**

**October 10, 2019**

**CLUBHOUSE**

### **CALL TO ORDER AT 7:06PM**

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

Non-Board Members Present: JC Higgins Association Manager Rebecca Arroyo, Lots 4, 40, 74.

Absent: John Adamson, Jami Overby, Mark Thurber, & Dan Robbs (resignation from the Board submitted 10/8/19)

### **ESTABLISH A QUORUM**

Quorum established.

### **OPEN FORUM**

Keith Fabling read "Open Forum Guidelines for MOA Board Meetings".

### **MINUTES**

MOTION: Minutes from the September 19, 2019 Board Meeting were unanimously approved.

### **FINANCIAL REPORT**

Manorwood August 2019 financials were provided by JC Higgins. Linda Dement, Co-Treasurer, has been working with Deborah Hrubant, JC Higgins Business Manager, to create a supplement report based on the Balance Sheet (Cash) financials to align with the Association's budget (attached). This supplement report will be provided monthly for Board review.

### **EDWARD JONES RESERVE ACCOUNT BALANCE**

Deborah Hrubant, JC Higgins Business Manager, provided the Aug 31-Sep 27, 2019 statement showing an account value of \$60,248.10.

### **COMMITTEE REPORTS**

#### **a) ACC – Janet Fabling**

Lot 10 - Sold pending inspection

Lot 16 - Application approved 9/20/19 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 – Discussion about second consecutive drive-thru landscaping violation (dead tree in front yard) during Oct 3 drive-thru. MOTION: ACC to provide new homeowners with copy of previous owner's approved application for removal of 7 dead/diseased trees dated 4/11/19 along with authorization to remove the tree in the front yard and others if desired within the next year (before 10/10/20). Approved unanimously.

Lot 20 - Sale pending. It appears new owner has moved in. Welcome Wagon will pay them a visit.

Lot 51 - Contractor stopped roof placement on 9/20 when notified by ACC the new roof did not meet guidelines. Replacement roof approved 9/25.

Lot 78 - Applied to replace gutters & paint house trim to match (brown).

Lot 82 - Contingent sale

Lots 92/107 - No response to Aug 22nd or Sep 19th emails to the owner, IH2, describing extensive violations. JC Higgins reports IH2, the owner, pays drive-thru violations immediately, but does not respond when contacted. Lot 92: suspected car repair business. Attorney suggests keeping a record of license plates & when there are more than expected for a single family (>6-7), ask Puyallup Code Enforcement if a business can be run out of a residential zone & whether or not the renter has a business license. Lot 107: recently leased. Welcome Wagon will visit & suggest clean-up of debris on sidewalk & piled in yard

Lot 114 - Stop work order & fine issued 9/20/19 for failure to submit an application for roof replacement & refusal to stop application of a roof that does not meet the ACC Guidelines. Homeowner revealed plans to paint the house and remove a large tree in the backyard that is too close to the rear deck & threatens its stability. She said she did not know these projects required applications to the ACC. Owner requested the Association remove a dead split-trunk tree that she recalls was on the Common Area side of her fence before it toppled. Two Board members visited. While Dave Goodrich and Keith Fabling were unable to locate surveyor property markers, they were able to sight two fence lines & determined, if the fence were still in place, the tree would be on the Lot side. The tree service consulted to cut and limb trees in the Common Area agreed to cut down and remove the split-trunk tree if the owner of Lot 114 will pay \$200.00. MOTION: inform the owner of Lot 114 that the tree service engaged by the Association to work in the Common Area is willing to cut down and remove her split-trunk tree for \$200.00. Passed unanimously.

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

Keith Fabling installed a windscreen on the sport court side of the fence to address the PCHD's critical finding and avoid a fine.

**c) Grounds – Mark Thurber (not present)**

It was noted the Tennis Court fence was not replaced as planned last summer.

Therefore, money is available to continue with tree cleanup around the Clubhouse.

MOTION: Dave Goodrich to arrange for Outlaw Northwest Tree Service to cut down

2 trees and limb 1 for approximately \$1300.00. Passed unanimously.

**d) Facility Manager & Clubhouse – Bob Anderson**

The crawl space was sealed to prevent rodent entry. It needs to be cleaned out.

The Clubhouse carpet was shampooed 9-21. The smoke alarm was repaired.

**e) Tennis/Pickleball Courts – Keith Fabling**

Tennis nets have been taken down.

**f) RV Lot – Dave Goodrich**

Keith Fabling provided a copy of the indemnity agreements that were signed by RV Lot users in the past to protect the Association from any burden, loss or damage to items stored in the RV Lot. Old records are missing. Dave will contact current users to sign forms.

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

A flyer for the December 14<sup>th</sup> event was included in the Fall Newsletter and posted on our Facebook page. Board members support extending placement of mailbox notices to neighborhoods outside of Manorwood Division 1.

**h)Welcome Wagon – Janet Fabling**

Suggestion made to greet new family leasing Lot 107 and encourage cleanup of debris in side yard and on sidewalk along 26<sup>th</sup> PI SE.

**i) Newsletter – John Adamson**

John announced he arranged for the Association account at UPS to allow both color and black & white copies of documents, at UPS. Submissions for the winter newsletter covering January, February and March should be submitted by Dec 1.

**j) Website/Communications – David Goodrich**

Dave suggested changing the topic name from Website to Communications since he attends to other concerns besides the Association's website. Expect a new look for the website within the next two months. Clubhouse internet connection cannot be changed from Century Link to Comcast until a Comcast connector is installed. There will be an additional cost.

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

The online Clubhouse Rental calendar shows no rentals for October, although Rebecca reported there is one on October 13<sup>th</sup>. There are two in November and only the Santa Visit so far in December. Following discussion, Dave Goodrich will revise the Rental Agreement to require a signature acknowledging that Clubhouse rental requires account to be in good standing for rental to be approved.

**l) Revision of Covenants and Bylaws – Dave Goodrich**

There have been two meetings. Next: Oct 22<sup>nd</sup> at 7pm in the Clubhouse.

**OLD BUSINESS**

**a) Covenant Compliance Report – JC Higgins**

Ted Barney, Association Compliance Officer, performed a drive-thru on 10/3. Janet Fabling, ACC Chairman, compared his findings to the current ACC maintenance picklist and gave directional feedback to Rebecca on 10/5. Copies of Ted's findings, the picklist, and the response were provided for Board review. Dave Goodrich volunteered to receive Ted Barney's monthly reports beginning in November, arrange for Board review, and communicate the review with directions to Rebecca.

**b) Proposed ACC Guideline Changes – Janet Fabling**

Proposed additions involve roof maintenance, the fine schedule, guidance for holiday lighting, and parking pad construction. The proposed changes and a call for comments were in the Fall Newsletter and will be a part of the JC Higgins homeowner mailing prior to the Annual Meeting on Nov 6<sup>th</sup>. So far, three comments have been received.

**c) Update Manorwood Drive/Shaw Rd Site Distance Issue**

Keith Fabling contacted Ted Hill, Puyallup Capital Projects Engineer, who confirmed he is still waiting to hear when PSE has scheduled moving the box from Shaw Road onto Manorwood Drive.

**d) Nominating Committee – Linda Dement/Mark Thurber**

At the Annual Meeting, three 3-year openings and one 1-year opening will need to be filled. Dan Robbs and Jon Rodman will be going off. Keith Fabling & Jami Overby have agreed to run. Linda is looking for other homeowners.

**NEW BUSINESS**

**a) Annual Meeting Nov 6<sup>th</sup> at 6pm**

By Oct 15<sup>th</sup>, to satisfy the budget adoption requirements in RCW 64.90.525, JC Higgins will mail the proposed budget along with a cover letter & list of accomplishments from Keith Fabling, a meeting agenda, proxies, Manorwood roster, and Board list to owners.

**b) Future Shaw Rd Construction Manorwood Dr to 39<sup>th</sup> & 23<sup>rd</sup> to Pioneer –**

Keith Fabling reported Ted Hill indicated Puyallup has been given money for planning the both projects which are expected to begin in 4 years.

**c) Trees Obscuring Street Lights Trimmed by the City of Puyallup –**

Keith Fabling reported the problem & it was corrected by the Streets Div on Sep 23<sup>rd</sup>.

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

**ADJOURNMENT:** 9:12 PM