

## **MANORWOOD BOARD MEETING**

**January 9, 2020**

**CLUBHOUSE**

### **CALL TO ORDER AT 7:00PM**

Present: John Adamson, Bob Anderson, Linda Dement, Keith Fabling, Dave Goodrich,  
Cindy Hutchinson, Mark Thurber

Non-Board Members Present: Lot 14, Janet Fabling, Donna Goodrich

Absent: JC Higgins Association Manager Rebecca Arroyo, Aaron Grenlund, Jennifer Reed

### **ESTABLISH A QUORUM**

Quorum established.

### **INTRODUCTION OF NEW BOARD**

Cindy Hutchinson was welcomed to a 3-year term.

### **CODE OF CONDUCT FOR BOARD MEMBERS AND OFFICERS**

Cindy Hutchinson was provided a copy to read, sign and return next month. Aaron Grenlund and Jennifer Reed will be asked to do the same.

### **OPEN FORUM**

Keith Fabling read "Open Forum Guidelines for MOA Board Meetings". No questions, comments or concerns were presented.

### **MINUTES**

MOTION to approve Minutes from the October 10, 2019 Board Meeting were approved unanimously. Minutes from the November 6, 2019 Annual Meeting were approved to be placed on the website as a draft. They will be presented to the members for approval next November.

### **FINANCIAL REPORT**

Manorwood's October, November & December 2019 financials were provided electronically by JC Higgins. Linda Dement, Treasurer, brought a supplemental report based on the November Balance Sheet (Cash) to align with the Association's budget.

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

Deborah Hrubant, JC Higgins Business Manager, provided the October 2019 & November 2019 statements. On November 29<sup>th</sup> the balance was \$60, 535.03.

### **COMMITTEE REPORTS**

#### **a) ACC – Janet Fabling/Dave Goodrich**

Lot 20 – Application approved to remove 6 trees from the side yard.

Lot 28 - Mature weeping willow, leaning over the sidewalk with some roots

exposed, was severely pruned after homeowner learned he was responsible for maintaining a safe sidewalk & feared the tree might fall on a passerby. Professional removal of the remaining trunk has been applied for and approved.

Lot 41 - Approved new roof installation.

Lot 49 – Application received to install solar panels on roof front.

Lot 46 - Application received to remove 7 trees and plant 5. Approval pending proof the company is bonded and insured.

Lot 51 - Owners have moved back into the home severely damaged by falling trees one year ago.

Lot 114 -Split-trunk dead tree removed from boundary shared with Common Area as well as Hemlock with exposed roots.

**b) Pool/Door Codes –**

Jami Overby is willing to be the Pool Manager again this summer and the Board happily accepts her offer. Linda Dement will serve as her Board contact. Jami requests to begin advertising for pool attendants beginning in late February. Keith Fabling reported Aqua Care will correct the 2019 Health Dept deficiencies in time for pool season for \$3300-\$3600 plus tax (place handrail at step entry, add a 2” air gap in backwash drain, & replace filter sand). Suggestion made to get multiple bids. Because Aqua Care has performed well for many years and it has been so difficult to find reliable pool repairmen in this area, a MOTION to accept Aqua Care’s bid was accepted unanimously. If we keep the current Clubhouse door lock, we will likely need to buy a new computer soon to augment it. Bob Anderson changed the lock’s batteries.

**c) Grounds – Mark Thurber**

Trucks are hitting the stone wall on the circular driveway so it needs repair. Gravel has been placed to widen the drive. Bob Anderson and Dave Goodrich have cleared brush and several trees from the Common Area & made many trips to the dump.

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

A number of dead trees between the Clubhouse & Shaw Road are at risk of falling on power lines. Bob plans to cut them down himself. He cleans leaves from the pool skimming filter regularly. Discussed buying a retractable pool cover when the deck is redone. Monthly schedule for taking out the Clubhouse refuse containers for weekly pick-up: January – Dement, February – Fabling, March – Hutchinson, April – Thurber, May - Anderson

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

No report

**f) RV Lot – Dave Goodrich**

Dave has 11 partially complete indemnity agreements from owners. Debris has been cleared.

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

Fifteen children and 15 adults came to see Santa, make ornaments, and drink cocoa. Santa's car was a big hit with dads. Moms liked the door prizes and 60 pounds of food were donated to the Puyallup Food Bank. A flyer for the December 14<sup>th</sup> event was included in the Fall Newsletter, posted on our Facebook page, and neighborhood mailboxes. Sunrise Elementary School sent the MOA a thank you card for providing school supplies at National Night Out in August.

**h) Welcome Wagon – Janet Fabling**

New owners of Lot 10 were greeted in December: Jesse & Lauren Proctor. The previous owners (Smolko's) moved to Lot 11. Lot 70 is for sale.

**i) Newsletter – John Adamson**

The winter version is out and John thanked all those who contributed. Submissions for the spring newsletter are due March 15<sup>th</sup> for April/May/June.

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

Last year, the Board decided to change the Clubhouse internet connection from Century Link to Comcast, but it was discovered that a Comcast connector is no longer on the property & an additional fee would be required to get one. Plan cancelled.

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

Janet Fabling reported there are no reservations for the Clubhouse in January. February shows one booking on February 8<sup>th</sup>. Cindy Hutchinson agreed to be a third Clubhouse Coordinator since it is sometimes difficult to reach Linda or Liz. Keith will give Cindy a set of keys & Janet will notify Rebecca Arroyo, Liz, and Linda.

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

There have been three meetings. The project is currently on hiatus.

**OLD BUSINESS**

**a) Covenant Compliance Report – JC Higgins (not present)**

Dave Goodrich volunteered to receive Ted Barney's monthly reports beginning in November, arrange for Board oversight and communicate the findings to JC Higgins. On Dec 5<sup>th</sup>, JC Higgins was told to stop drive-throughs until further notice. Since this order was not from the President and the Board, JC Higgins completed another report on 12/12. Those findings have not yet been addressed. Covenant Compliance will be discussed at the ACC meeting scheduled for January 15<sup>th</sup>.

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

Janet Fabling had planned to call for a Board vote at this meeting on the proposed 2019 changes to the Guidelines involving roof maintenance, the fine schedule, holiday lighting, and parking pad construction but a change in committee

leadership put a vote on hold. This too will be discussed at the ACC meeting on January 15th.

**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.

**NEW BUSINESS**

- a) Lot 61 reported the repairman who came to repair a landline said there was water inside the Century Link box on Manorwood Drive, likely due to the shrubs surrounding it. Keith Fabling examined the box and noticed the bottom lock was still open which might explain water inside.
- b) The Board was asked to read the 2019 reserve study & decide what projects to tackle this year.
- c) A performance evaluation of JC Higgins will be completed before the end of this year's contract, July 31<sup>st</sup>.

d) Keith Fabling proposed a MOTION: the daily fine levied against Lot 48, following an incident in November 2015, was excessive and the family should be offered an adjustment based on our current monthly fine schedule. Passed unanimously. Cindy Hutchinson volunteered to draft a letter for review.

**NEXT 3 MEETING DATES:** February 6, March 5, April 2

**ADJOURNMENT:** 9:15 PM