

MANORWOOD BOARD MEETING

February 6, 2020

CLUBHOUSE

CALL TO ORDER AT 6:45 PM

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

Non-Board Members Present: Association Manager Rebecca Arroyo, Janet Fabling, Lot 12

ESTABLISH A QUORUM

Quorum established.

INTRODUCTION OF NEW BOARD

Aaron Grenlund and Jennifer Reed were welcomed. Aaron will serve for one year; Jennifer for three.

CODE OF CONDUCT FOR BOARD MEMBERS AND OFFICERS

Aaron Grenlund, Cindy Hutchinson and Jennifer Reed were given copies to read. Awaiting signed copies from Hutchinson and Reed.

OPEN FORUM

Keith Fabling read "Open Forum Guidelines for MOA Board Meetings". The visiting owner requested the guest limit for pool use by teenagers under-18yo be changed from one to two. A decision regarding his request will be made prior to pool season.

MINUTES

MOTION to approve Minutes from the January 9, 2020 Board Meeting were approved unanimously.

FINANCIAL REPORT

Rebecca Arroyo presented a printout of Manorwood's January-February 2020 financials. The full report will be emailed to the Board in the next few days. Linda Dement, MOA Treasurer, brought a supplemental report based on the December Balance Sheet (Cash) to align with the Association's budget.

EDWARD JONES RESERVE ACCOUNT BALANCE

Deborah Hrubant, JC Higgins Business Manager, provided the December 31, 2019 statement which shows a balance of \$60, 551.40. The statement for January has not arrived yet.

COMMITTEE REPORTS

a) ACC – Dave Goodrich

- Lot 28 - Weeping willow, approved for removal, remains on the ground.
- Lot 35 - Application received for roof replacement
- Lot 46 - Application received to remove 7 trees and plant 5. Approval pending proof the tree service is bonded and insured.
- Lot 49 – Approved solar panels (16) are being installed on front roof.
- Lot 72 - A neighbor registered a complaint January 15th with the Puyallup Code Compliance Office for long term unkempt property appearance. The owner does not live there & no longer responds to telephone calls. Except for a possible failing gutter and minor debris on the sidewalk, there is nothing Code Compliance can do.
- Lot 92 - After several failed attempts by the Board to dialogue with IH2, the company that owns and manages the property, a neighbor filed a complaint with the Puyallup Code Compliance Office January 15th due to a suspicion that the renter was running an unlicensed car repair business in a residential neighborhood. Code Compliance arranged for the police to tag two inoperable vehicles parked on the street and a pre-inspection notice was sent to IH2. Three days later, 5 vehicles were taken away and the renter moved out. Case closed by the Code Compliance Office. When an IH2 manager visited the property, he informed a neighbor the house will be sold to a flipper. Keith Fabling will ask the manager for the buyer's contact information so the buyer is aware of neighborhood standards before he starts work.
- Lot 107 –The Board has attempted to get IH2 to clean up the yard for 5 months, since before the current renters moved in. Because of poor maintenance involving piles of yard waste, sidewalk debris and overgrown vegetation obstructing traffic views, a Code Compliance complaint was registered Jan 15th. A correction notice, due for action by February 4th, was issued for the items listed. If not corrected, IH2 will be sent a final notice before citations are issued.

b) Pool/Door Codes – Linda Dement

Request from homeowner to increase the number of guests for unaccompanied teen children of owners from one to two needs to be discussed with Jami Overby, Pool Manager, and her team prior to Board vote. Jami has said she plans to begin advertising for pool attendants later this month. Linda Dement will contact Laura Romero to see if she is interested in assisting Jami again this summer. Keith Fabling reported Aqua Care will correct the 2019 Health Dept deficiencies in two stages: by February 28th, replace filter valve & laterals, replace filter sand, install 2" gap in

backwash line for \$1,700.00 plus tax and by March 31st, install steel handrail at shallow-end for \$1,900.00 plus tax

c) Grounds – Mark Thurber

The stone wall on the circular driveway still needs repair. The north entrance sign flower bed was weeded. Bob Anderson reported the outdoor pole lights have been remaining on during the day. Keith Fabling suggested the light sensor on the Clubhouse roof may need to be cleaned or replaced. Rebecca Arroyo reported MOA passed a backflow test performed on January 29, 2020.

d) Facility Manager & Clubhouse – Bob Anderson

A number of dead trees between the Clubhouse & Shaw Road were cut down before they fell on power lines. The front gutter needs cleaning. Monthly schedule for taking out the Clubhouse refuse containers for weekly pick-up: February – Fabling, March – Hutchinson, April – Thurber, May - Anderson

e) Tennis/Pickleball Courts – Keith Fabling

No report

f) RV Lot – Dave Goodrich

Eleven owners have submitted partially complete indemnity forms.

g)Activities – Linda Dement

The 4th of July Parade & BBQ is 5 months away. It was suggested homeowners might appreciate help with spring cleaning by advertising a community garage sale. Linda Dement will look for someone who might be interested in coordinating.

h)Welcome Wagon – Janet Fabling

Two sales are pending. Lot 70 went on the market 1/10 and Lot 17 on 2/6.

i) Newsletter – John Adamson

Submissions for the spring newsletter are due March 1st for April/May/June. Topics might include a community garage sale, the requirement for Manorwood to install pressure-reducing valves (PRV's), 4th of July Parade & BBQ, and pool improvements.

j) Website/Communications – David Goodrich

No report.

k)Clubhouse Rentals – Rebecca Arroyo/Linda Carter/Cindy Hutchinson/Liz Knox

The Clubhouse is reserved on 2/8 & 28; 3/8; 4/4; & 5/16. Cindy Hutchinson reported Linda Carter is coordinating the rental on 2/8.

OLD BUSINESS

a) Covenant Compliance Report – Rebecca Arroyo

The ACC is receiving Ted Barney's monthly drive-through reports. Three homes not in compliance with neighborhood standards were discussed previously.

b) Update Manorwood Drive/Shaw Rd Sight Line Correction Issue

Ted Hill, Puyallup Capital Projects Engineer, expects PSE to receive a work permit soon, then schedule their crews to move the electrical box onto Manorwood Drive. Phase I of the water main replacement project on Manorwood went to bid Feb 4th.

c) Discuss HOA Projects for 2020

Six items on the November 2018 reserve study were calculated to have no remaining useful life (pool deck & tile, tennis courts, crawl space insulation, Clubhouse paint, bathroom renovation, water heater). The Pool deck and tile have received “band-aid” repairs for several years. Keith Fabling recommends Pyroshield of Washington for roof cleaning. Last month, the Board discussed purchasing a pool cover when the deck is replaced. The tennis courts, crawl space, and bathrooms are not a priority.

d) Lot 48 Adjusted Fine Proposal - Keith Fabling

Prior to the meeting, Keith Fabling emailed the Board a draft letter he proposes sending to the owners of Lot 48. If the current MOA fine schedule were applied to an incident on their property in 2016, they would owe nearly \$3700.00 less. Changes were suggested, including giving the owner a limited time to respond.

e) Clubhouse Door Lock System – Keith Fabling

The Clubhouse door lock system and accompanying laptop computer were discussed with a computer specialist at Milo’s Locksmith & Security Company. He told Keith the lock should last a long time. Bob Anderson recently changed the batteries. The computer is old and may need to be replaced. Keith will talk to Jami Overby in an attempt to determine what, if anything, needs to be done to assure the system continues working.

f) Revision of Covenants and Bylaws – Dave Goodrich

Dave Goodrich reported revisions of Manorwood CC&R’s and Bylaws are on hold. The Bylaws state proxies can be used by Owners when they vote on changes.

e) Proposed ACC Guideline Changes

The plan to implement changes to the ACC Guidelines involving roof maintenance, the fine schedule, holiday lighting, and parking pad construction effectively ended with a change in ACC leadership after the Annual Meeting in November. Dave Goodrich, ACC Chairman, announced a complete revision of the Guidelines has been drafted by the Committee. Discussion followed a proposal to not conduct a homeowner comment period before the Board votes to implement the changes. Dave will email the Board a marked-up copy of the current Guidelines and a draft of the new proposal for review. The Board was asked to provide feedback by replying to all by February 13th.

NEW BUSINESS

- a) Lot 33 posted a video from their Ring doorbell showing a car prowler at night.
- b) Linda Dement reported she will be receiving Manorwood's IRS Form 1120-H from Deborah Hrubant, JC Higgins Business Manager, when it's ready.
- c) The mailbox on the north side of 32nd Ave SE near Lots 18/19 has a damaged base. Aaron Grenlund volunteered to arrange for its repaired or replacement, if necessary. Upkeep of cluster mailboxes is the responsibility of the homeowners assigned to them by the USPS.

NEXT 3 MEETING DATES: March 5, April 2, May 7

ADJOURNMENT: 8:37 PM