

## **MANORWOOD BOARD MEETING**

**April 2, 2020**

### **CALL TO ORDER AT 7:02PM (telephonically by Instant Conference due to Washington's "Stay Home, Stay Healthy" Order)**

Present: John Adamson, Bob Anderson, Linda Dement, Keith Fabling,

Dave Goodrich, Aaron Grenlund, Cindy Hutchinson, Jennifer Reed, Mark Thurber

Non-Board Members Present: Rebecca Arroyo, Assn Manager; Janet Fabling, Secretary

### **ADDITIONS TO THE AGENDA:**

Two emergency emails leading to resolutions involving the MOA's response to COVID-19 will be reported before Committee Reports.

### **ESTABLISH A QUORUM**

Quorum was established by roll call.

### **OPEN FORUM**

Only Board members attended this meeting.

### **MINUTES**

MOTION to approve Minutes from the March 5, 2020 Board Meeting were seconded and approved unanimously.

### **FINANCIAL REPORT**

Rebecca Arroyo announced the Association's March statement will be emailed to the Board when it's completed.

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

JC Higgins Business Manager, Deborah Hrubant, provided the most recent statement by email. On February 28, the balance was \$60,759.43 (+\$54.84)

### **EMERGENCY RESOLUTIONS:**

- a) In mid-March, a Board member noticed several underage teens in the Clubhouse. It's unclear why they were there and there was no damage. The next day, doors were found to be unlocked. March 22, 2020 MOTION: "Secure the Clubhouse and not allow any homeowner access or take any reservations until we are advised by Washington State that the danger of coronavirus has passed." There was no discussion. The motion was seconded and passed when six yes votes were received.

- b) On March 23, 2020, Keith was asked by Rebecca Arroyo for the Board's opinion about JC Higgins pursuing collections/violations during COVID-19. MOTION: "JC Higgins to hold late fees, fines, and violation letters due to COVID-19 until further notice." There was no discussion. The motion was seconded & passed when six votes were received.

## **COMMITTEE REPORTS**

### **a) ACC – Dave Goodrich**

Lot 28 - Pieces of a mature willow cut down weeks ago have been removed.

Lot 46 – Owner plans to replace 6 mature trees taken down after approval. One was disturbing the driveway.

### **b) Pool/Door Codes – Linda Dement**

Aqua Care was engaged to correct two pool findings by the Health Department in 2019. Keith Fabling said a 2" air gap has been placed in the backwash drain, but a handrail in the step entry is still pending. He will confirm the handrail will be done before pool season. In support of the Governor's coronavirus mandate for social distancing, the Clubhouse is closed at least until May 4<sup>th</sup> and opening/closing dates for the Pool cannot be set yet. Janet Fabling will contact Jami Overby for a status report on applications for pool attendant.

### **c) Grounds – Mark Thurber**

Mark Thurber plans to finish weeding around the Manorwood entrance monuments. Keith will install a replacement tree light grate cover where one was damaged on Manorwood Drive.

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

Bob intends to clean all sprinkler heads before use. Another tree fell in the forested area between Shaw Rd and the Clubhouse. More brush has been cleared. Still waiting until storm season is over to schedule roof cleaning by Pyroshield. Monthly schedule for Clubhouse refuse pick April–Thurber, May–Anderson.

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

Keith strongly recommends not putting nets up until algae and moss are removed from the court surface. In mid-May, he will decide if it needs to be pressure washed. Because of COVID-19, replacement of the fence between the Pool and Courts will have to be done after the Pool season in September/October.

### **f) RV Lot – Dave Goodrich**

Dave to contact the previous owner of Lot 17 who has not returned his key to the gate.

**g)Activities - Linda Dement/Janet Fabling/Stephanie Benson**

Linda Dement recently posted about the Manorwood Art Walk on Facebook and said there will be another display for Easter. In July, Stephanie Benson still plans to coordinate a Manorwood yard sale with one already planned by the Crystal Ridge.

**h)Welcome Wagon – Janet Fabling**

The internet shows sales are pending for Lots 70, 90, and 92 (closing date 4/9). Two days ago, the owner of Lot 64 announced she is selling the property as a rental.

**i) Newsletter – John Adamson**

John thanked Cindy Hutchinson for her help in assembling the Spring Newsletter and the Dement family for distributing it to the 25% of our neighbors who don't get it by email. All agreed, Jim Wellman's letter "Good Vibes = Good Neighborhood" was well written, timely and encouraging during the pandemic. Submissions for the Summer Newsletter (Jul/Aug/Sep) are due June 1st.

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

Dave posted information about closure of the Clubhouse due to COVID-19.

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

Rebecca Arroyo has cancelled reservations through April due to COVID-19.

**OLD BUSINESS**

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

Rebecca Arroyo announced courtesy letters went out in March. An email dated 3/23 from Deborah Hrubant, Business Manager, confirmed there were 8 second letters warning of fines, now halted due to COVID-19. There will be no drive-through in April.

**b) Update Manorwood Drive/Shaw Rd Site Line Correction Issue – Keith Fabling**

Ted Hill, Puyallup Capital Projects Engineer, informed Keith he is still waiting to hear what PSE estimates the cost would be to move the box from Shaw Rd to Manorwood Drive. Question: Since the box was raised onto a concrete platform during road construction, could the box be lowered until acceptable site distance is achieved?

**c) Proposed Projects for 2020**

Keith Fabling announced fence replacement between the Pool and Courts has been postponed due to COVID-19. He will submit a cost estimate sometime this summer, as work can't begin until the pool season ends. Likewise, extending the rock wall from the circular drive to the Clubhouse & barking the flowerbeds are on hold.

**d) Revised Lot 48 Adjusted Fine Letter – Keith Fabling**

The letter was sent by First Class Mail on March 6, 2020. No response to date. The Clubhouse mailbox is checked regularly.

**e) Clubhouse Door Lock System**

Dave Goodrich and Aaron Grenlund agreed the current system is functional but can't be upgraded. Any inexpensive Windows-based computer would work. Jami Overby, Dave Goodrich, & Aaron Grenlund were asked to make a recommendation for purchase next month.

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

The March 12<sup>th</sup> meeting had to be cancelled due to low attendance. Further meetings are on hold until the social distancing requirement is lifted.

**g) 32<sup>nd</sup> Avenue SE Mailbox – Aaron Grenlund**

No report

**NEW BUSINESS**

- a) There have been no further reports of car or home vandalism on Manorwood Drive.
- b) This quarter's assessment is due on or before April 30<sup>th</sup>. Concern was expressed for any homeowners financially affected by COVID-19. JC Higgins suggests always offering a personalized payment schedule if a member misses a deadline. A decision on how missed payments will be handled was deferred until the May meeting.

**NEXT 3 MEETING DATES:** May 7, June 4, July 9

**ADJOURNMENT:** 8:12 PM