

MANORWOOD BOARD MEETING

May 7, 2020

CALL TO ORDER AT 7:02PM (by telephone via 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;
Lots 5, 61, and 100.

ADDITIONS TO THE AGENDA: Item "h" under Old Business will be the Manorwood water main replacement project; "i" Members financially affected by COVID-19. New Business item "a" will be Comcast vs Century Link for internet at the Clubhouse; "b" Fiscal year vs covenant billing dates; and "c" Rewording dues statements sent to homeowners.

ESTABLISH A QUORUM

Quorum was established by roll call.

OPEN FORUM

Lot 100 suggested homeowners be provided with an agenda & call-in phone number so they can attend Board meetings during Washington's "Stay Home, Stay Healthy" order. Alternatively, Zoom was suggested for teleconferencing. Lot 5 contributed to discussions involving the Clubhouse door code system & reopening the Swimming Pool.

MINUTES

MOTION to approve Minutes from the April 2, 2020 Board Meeting were seconded and approved unanimously.

FINANCIAL REPORT

April financials were emailed to the Board earlier today. Rebecca Arroyo will let the Board know whether or not taxes have been filed for 2019.

EDWARD JONES RESERVE ACCOUNT BALANCE

The balance was \$60,806.92 on March 27th (+\$47.49 from February). Deborah Hrubant, JC Higgins Business Manager, informed Treasurer Linda Dement that the 10% dues increase (\$1824.00) was transferred into the account on April 29th & she reclassified that amount to the Miscellaneous Income line on the MOA budget for transparency, as requested. Those monies were restricted by the Board for reserve fund use only. Due to the date of transfer, it won't show up until the May statement.

COMMITTEE REPORTS

a) ACC – Dave Goodrich

Lot 40 – Removal of 7 trees approved

Lot 41 – House painted

Lot 59 – Sanitary cans and AC unit screened from view. Homeowner inquired if permission was required to install a “free little library” in the front yard as part of a Girl Scout project. No permission required.

Lot 88 – Removal of 15 trees approved

Lot 92 - Vacant property for sale is in disrepair. Damaged garage door is hanging open and grass is tall. Both Redfin & Zillow indicate a sale is pending. Keith will email Michael Lappano, Regional Director of Acquisitions for IH2, asking for an update on sale of the property & for improvement in its appearance. HOA fines were suspended due to the pandemic.

b) Pool/Door Codes – Linda Dement/Jami Overby

Pool: Aqua Care installed a handrail in the shallow end of the Pool as required by the Health Dept. In support of Washington State’s phased approach to reopening, the Clubhouse & Pool will remain closed until Phase 3 (earliest possible date June 18th). HOA pools have been directed to follow state & CDC guidelines for public pools. Jami Overby, Pool Manager, reported 3 people have indicated an interest in being attendants. Five or six are needed. Now that we have a possible date for opening, she will advertise via Manorwood’s Facebook page. Since attendants are paid by JC Higgins, it was suggested to have successful applicants fill out employment paperwork as soon as possible to avoid delays when allowed to open.

Door Codes: see Old Business e.

c) Grounds – Mark Thurber

Weeding around the entrance monuments is complete. The center island will be done next. Keith is still planning to replace a damaged tree light grate cover.

d) Facility Manager & Clubhouse – Bob Anderson

Back deck repainted. When storm season is over, will schedule roof cleaning by Pyroshield of Washington. Monthly schedule for Clubhouse refuse pick-up: May - Anderson; June - Fabling.

e) Tennis/Pickleball Courts – Keith Fabling

In June, before nets go up, Keith will decide if the courts need pressure washing to remove algae & moss. Replacement of the fence between the Pool and Courts was postponed until after the Pool season in September/October.

f) RV Lot – Dave Goodrich

The Lot has been cleaned several times following windstorms. Still awaiting return of the gate key from the previous owner of Lot 17.

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

In April, Linda Dement posted about two Window Art Walks on MOA's Facebook page. Preparations for the annual July 4th Parade and BBQ are on hold pending Phase 3 reopening of outdoor group activities. Jennifer Reed agreed to help when/if planning resumes. Support was previously promised by the police & fire departments. Also, it's unclear whether a yard sale coordinated with Crystal Ridge will take place in July.

h) Welcome Wagon – Janet Fabling

The Auditor's website indicates Lot 64 sold on 4/29 and Lot 70 on 4/07. Janet will greet the new owners. According to Zillow & Redfin, sales are pending for Lots 90 & 92.

i) Newsletter – John Adamson

By June 1st, John would like most submissions for the Summer Newsletter (Jul-Aug-Sep). Because June 18th is the earliest pools could reopen, he will accept information about summer Clubhouse & Pool use until June 23rd.

j) Website/Communications – David Goodrich

Approximately 1 week before each Board Meeting, the agenda is posted on the website.

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

Rebecca Arroyo has cancelled reservations for 5/16 and 6/14 due to the pandemic.

OLD BUSINESS

a) Covenant Compliance Report – JC Higgins

Rebecca Arroyo reported association managers are now doing their own inspections since JC Higgins no longer has a compliance officer. She did a drive-thru of Manorwood today & emailed the results to Dave Goodrich, ACC Chairman.

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

Ted Hill, Puyallup Capital Projects Engineer, informed Keith he asked PSE to rethink the more-than-double estimated cost of moving the box from Shaw Rd to Manorwood Drive & has not heard back from them. Lowering the box to improve site distance would be exhaustive & costly due to the size of the wires. Over-excavating would undermine the sidewalk, the adjacent pole, & require more chiseling of a large rock under the box's present location.

c) Proposed Projects for 2020 – Keith Fabling

This summer, Keith plans to repair the rock wall, construct one along the walkway to the Clubhouse, and bark the flowerbeds. Due to COVID-19, fence replacement between the Pool and Courts was postponed until after pool season ends.

d) Revised Lot 48 Adjusted Fine Letter – Keith Fabling

The letter was sent by First Class Mail on March 6, 2020. There has been no response to date. Keith will personally contact the homeowners.

e) Clubhouse Door Lock System

Jami Overby, Door Lock Manager, described how the current system is used. She assigns codes to new homeowners & temporarily disables codes when necessary. Dave Goodrich & Aaron Grenlund confirmed the door lock system is functional & a new computer is not required at this time. Dave volunteered to become Door Lock Manager. Jami agreed & was asked to be the back-up.

f) Revision of Covenants and Bylaws – Dave Goodrich

Project is on-hold until groups are allowed to meet again.

g) 32nd Avenue SE Mailbox – Aaron Grenlund

Due to COVID-19, Aaron has not attempted to visit everyone on the cluster box to discuss repairs. However, the three he has seen indicated an interest in proceeding. Estimated cost: \$200.00/homeowner.

h) Water Main Replacement Project – Keith Fabling

Construction equipment has been delivered at the entrance of Manorwood. Project to start Monday, May 11th.

i) Concern for Members Adversely Affected by COVID-19 – Keith Fabling

Second quarter assessments were due April 30th. Last month, Rebecca Arroyo said JC Higgins suggests always offering a personalized payment schedule whenever a member misses a deadline. MOTION made by Keith Fabling & seconded: “ In light of the COVID-19 crisis, any owner in arrears after April 30th, 2020 and unable to pay their 2nd quarter (April-June) assessment due to extreme financial hardship, may submit a written statement of loss of income/financial adversity & request a dues waiver of \$176.00. The MOA Board will review each request & make a determination to accept/reject the request within one week.” Discussion followed & will be resumed next month.

NEW BUSINESS

a) Reconsideration of Changing to Comcast for Internet at the Clubhouse

Several months ago, Dave Goodrich determined there would be cost savings by changing from Century Link. This assumed there was a line close by for Comcast to hook into. As it turns out, there is no line so one would have to be brought underground from Manorwood Drive or above ground from a pole on Shaw Road adding to the cost. The plan was abandoned. Keith was called by Comcast recently to follow-up on our earlier inquiry. Dave will call Comcast to discuss.

b) Can the HOA Declare the Fiscal Year is Jan-Dec if CC&Rs State Annual Dues begin March 1st?

Janet Fabling volunteered to call attorney Mike Johns for his opinion.

c) Proposed Revised Wording of Dues Statements Sent to Homeowners

Board members agreed the style used for the letter sent in December was confusing.
Cindy Hutchinson agreed to draft a revision for Board review.

NEXT 3 MEETING DATES: June 4, July 9, August 6

ADJOURNMENT: 8:15 PM