**MANORWOOD BOARD MEETING
June 4, 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 4 & 5
**ADDITIONS TO THE AGENDA:** none

**ESTABLISH A QUORUM**Quorum was established by roll call.

**OPEN FORUM:** Open Forum Guidelines for MOA Board Meetings was read. Two visitors brought no issues to discuss.

**MINUTES**Minutes from the May 6, 2020 Board Meeting approved as corrected.

**FINANCIAL REPORT**Rebecca Arroyo said May financials will be emailed to the Board when ready next week. Today’s balance sheet shows $1849.22 on hand; $26,551.36 in savings; $4041.70 in reserve. Taxes were filed for 2019 and a copy was provided to Treasurer, Linda Dement.

**EDWARD JONES RESERVE ACCOUNT BALANCE**
The most recent statement (4/24/20) shows a balance of $60,920.49 (+$113.57 from March).

**COMMITTEE REPORTS
 a) ACC – Dave Goodrich**
 New application forms are available on the website for painting, roofing, structural/
 other, and tree removal.
 **b) Pool/Door Codes – Linda Dement/Jami Overby
 Pool:** Permit paid (confirmed). In support of Washington State’s phased approach to
 reopening, the Pool is not expected to open until sometime in July. Pierce County
 has applied for Phase 2, and HOA pools may open in Phase 3. Jami Overby, Pool
 Manager, reported there are applicants for pool attendant. It’s been suggested that
 those hired should complete JC Higgins employment paperwork as soon as possible
 to avoid delays when the pool is authorized to open. Jami, Linda Dement, and Janet
 Fabling will meet next week to develop plans for pool operation with safety
 measures due to the pandemic. After the plan is approved, information will be
 submitted for the summer newsletter. As a nonprofit, the HOA qualifies for 200 free
 disposable masks and a digital thermometer from the Pierce County Economic
 Development Department. They will be used by pool attendants.
 **Door Codes:** no report
 **c) Grounds – Mark Thurber** Keith replaced a damaged tree light grate cover and asked Mark to check the health
 of the maple trees in the island. The Streets Division has been asked to refill the
 pet waste dispensers at Shaw Rd and Manorwood Dr.
 **d) Facility Manager & Clubhouse – Bob Anderson**  The roof will be air pressure cleaned by Pyroshield of Washington on Monday.
 Three estimates have been received for PRV replacement. A motion was seconded
 to keep the location under the Clubhouse. Discussion followed. The bid from Hunt’s
 Services for $1647.40 was accepted unanimously. Clubhouse plumbing was not
 part of the reserve study and it has galvanized steel pipes throughout. There is no
 indication that replacement (current cost $17,000) is required at this time. Bob was
 asked to replace the sink faucet in the women’s restroom & check the water
 fountain. Monthly schedule for Clubhouse refuse pick-up: June - Fabling.
 **e) Tennis/Pickleball Courts – Keith Fabling**  Grass Roots has blown debris off the courts. Pressure washing will be done when the
 cottonwood trees are finished dropping their seedpods.
 **f) RV Lot – Dave Goodrich** There are no new additionsd and all keys have been returned.
 **g)Activities - Linda Dement/Janet Fabling/Stephanie Benson** It is highly unlikely Manorwood will be able to hold its annual 4th of July Parade and
 BBQ this year because of the group size allowed during Phase 3. The police & fire
 departments will be contacted. It’s unclear whether a yard sale coordinated with
 Crystal Ridge will take place in July.
 **h)Welcome Wagon – Janet Fabling** The new owners of Lots 64, 70, 72, & 92 were greeted. Janet will meet the buyers of
 Lot 90 when they move in. According to Zillow & Redfin, sales are pending for Lots 27
 and 42.
 **i) Newsletter – John Adamson** John would like submissions for the Summer Newsletter (Jul-Aug-Sep) as soon as
 possible. Information about summer Clubhouse & Pool use can wait until June 23rd. **j) Website/Doorlock System – David Goodrich** No report.

 **k)Clubhouse Rentals – JC Higgins/Linda Carter/Liz Knox/Cindy Hutchinson** Due to the pandemic, Clubhouse reservations are on hold until further notice.

**OLD BUSINESS
 a) Covenant Compliance Report – JC Higgins** Rebecca Arroyo was prevented from conducting a drive-thru for covenant
 compliance earlier this week by road closures for water line replacement. She will
 reschedule for Sunday or another day after 3PM when construction crews are gone
 Results will be emailed to the ACC Committee.
 **b) Update Manorwood Drive/Shaw Rd Site Line Correction Issue – Keith Fabling** Ted Hill, Puyallup Capital Projects Engineer, informed Keith he has no new informa-
 tion from PSE. Keith was asked to submit information about the escalating cost of
 correcting the site distance issue for the newsletter.
 **c) Proposed Projects for 2020 – Keith Fabling** Keith plans to replace the broken stones in the rock wall and add crushed gravel
 then construct a wall along the walkway to the Clubhouse before barking the
 flowerbeds.
 **d)Lot 48 Adjusted Fine Letter – Keith Fabling**  Proposal mailed to homeowner March 6, 2020. Their phone number is no longer in
 service & no one answered the door when Keith and John Adamson visited the
 house. One more attempt will be made to speak to the homeowner.
 **e) Revision of Covenants and Bylaws – Dave Goodrich** Project is on-hold until groups are allowed to meet again.
 **f) 32nd Avenue SE Mailbox – Aaron Grenlund** Aaron reported he has talked to more homeowners on his box & they are amenable
 to buying a new one. When the weather improves, he will talk to the rest.
 Estimated cost: $200.00/homeowner.
 **g) Water Main Replacement Project – Keith Fabling** Phase 1A & 1B started Monday, May 11th. The onsite supervisor said they will repair
 the entire roadway & hope to be finished by July 1st. Phases 2 & 3 are planned for
 2023 & 2025.  **h) Concern for Members Adversely Affected by COVID-19 – Keith Fabling** Bygubernatorial proclamation 20-51, specific statutes of homeowner
 associations allowing for the collection of fines, late fees, and interest charges have
 been suspended indefinitely.
 **i) Change Clubhouse Internet Provider? Dave Goodrich** Comcast has announced they are putting in a drop & bringing it to the Clubhouse at
 no charge. The monthly cost will be $86.00 for much faster service than Centurylink.

 **j) Can the HOA Declare the Fiscal Year is Jan-Dec if CC&Rs State Annual Dues begin
 March 1st?** Janet Fabling read from attorney Michael John’s email response: “Billing dates can
 differ from the budget’s fiscal year”. The CC&R’s state dues are collected beginning
 March 1st. Although the Association’s fiscal year is January to December. Linda
 Dement will prepare a motion to credit homeowners with the overcollection of 10%
 dues increases after both the annual meetings in May & November 2019. Rebecca
 will discuss reformatting the annual bill with Deborah & then discuss with Linda.  **NEW BUSINESS** **a) Enforcing HOA Covenants – Keith Fabling**  Resolution 2020: “The MOA Board of Directors reaffirms approval, adoption and
 enforcement of the current ACC Guidelines (as amended on October 11, 2018) until
 such time that they are officially changed by approval from the Board.” Following
 the reading of the resolution, a motion was made and seconded, to continue
 discussion in a closed executive session by telephone on Tuesday, June 9, at 7PM.
 **NEXT 3 MEETING DATES:**  July 9, August 6, September 10

**ADJOURNMENT:** 8:20 PM