**MANORWOOD BOARD MEETING
October 8, 2020**

**CALL TO ORDER AT 7:05PM (via Zoom video due to Washington’s “Stay Home, Stay Healthy” Order)**Present: Phil Carter, Linda Dement, Keith Fabling, Aaron Grenlund, Cindy Hutchinson, Jennifer Reed, Mark Thurber
Absent: John Adamson (with excuse), Craig Edmonds
Non-Board Members Present: Rebecca Arroyo, Assn. Manager; Janet Fabling, Secretary

**CHANGES TO THE AGENDA:** New Business a) Executive Session at 6:30 PM was canceled. Substitute Firewise Program as New Business a). Change time of Annual Meeting to 6:00 PM.

**ESTABLISH A QUORUM**Quorum was established.

**OPEN FORUM:** Open Forum Guidelines for MOA Board Meetings was not read.

**MINUTES:**It was moved, seconded, and unanimously approved to accept the September 10, 2020 Board Meeting Minutes.

**FINANCIAL REPORT**The September financials will be emailed to the Board on or about October 10th. Rebecca Arroyo reported today’s balance sheet with $2,500.00 on hand; $38,549.66 in savings with $7,275.06 in reserves. The Association’s insurance premium of $3,133.00 was paid to Community Association Underwriters

**EDWARD JONES RESERVE ACCOUNT BALANCE**
A statement dated September 25, 2020 shows a balance of $67,042.08, an increase of $1,790.04 from last month.

**COMMITTEE REPORTS
 a) ACC –Mark Thurber**
 Lot 16 – new tan colored garage door was approved.
 Lot 53 – a new storage shed to be painted the house color was approved.
 Lot 73 - new mahogany garage door was approved.

 **b) Pool/Door Codes – Linda Dement/Jami Overby
 Pool:** Mike, from Aqua Care, announced the weekly pool schedule ended Sept. 29th.
 Maintenance will be conducted monthly from October to May.
 **Door Codes:** The Clubhouse has reopened with Phase 2 COVID restrictions. Anyone
 needing a code should text Jami Overby at 253-677-4680.
 **c) Grounds – Mark Thurber
 Trees:** Mark Thurber reported he pruned a maple & pine tree. Grass Roots
 Landscape pruned the trees in the median. Vegetation near the
 big leaf maple, removed at the entrance, is filling in. It was recommended not to
 plant English ivy to hide the large stump because it’s considered a noxious weed.
 **Irrigation System:** Mark will arrange for seasonal irrigation to be turned off.
 **d) Facility Manager/Security – Keith Fabling** Keith blew debris off the eastside of the roof & from most of the gutters.
 **Security Video:** Currently, no one is able to see video feed on a home computer or
 iPhone. Aaron Grenlund & Josh Beloit will meet to try to find out why.
 **e) Tennis/Pickleball Courts – Keith Fabling**  The nets will be taken down this week. Large cracks in the courts were filled by
 volunteers this summer and Keith plans, before next season, to paint the tennis court
 with Extra Textured DeckOver since the product has held up so well on the pickleball
 court.
 **f) RV Lot –Greg Dement** Leaf debris has been cleared. The RV Lot roster is unchanged.
 **g)Activities - Linda Dement** Plans for a food drive and Santa Party on December 5th will depend on Pierce
 County’s COVID status.
 **h)Welcome Wagon – Janet Fabling** No report.
 **i) Newsletter – John Adamson/Cindy Hutchinson** John Adamson announced the distribution of the Fall Newsletter is delayed pending
 final details about the Annual Meeting
 **j) Website/Communication – Cindy Hutchinson/Jennifer Reed** An email was sent to the website suggesting Manorwood develop a fire prevention
 program. See New Business a). **k)Clubhouse Rentals – JC Higgins/Linda Carter/Liz Knox** Keith Fabling’s email MOTION on 9/19: “Open the Clubhouse for reservations with
 the following stipulations: In addition to abiding by the MOA Use Agreement,
 members will sign a COVID Liability Waiver and all guests will meet guidelines
 established by Washington’s Safe Start Initiative.” The vote was 7 yes, 2 did not vote.
 The Clubhouse is no longer closed. Reminders are on the front door about room
 capacity, the mask requirement, and COVID symptoms. Six reservations were added
 to the online Clubhouse calendar dated 9/22 – 11/24. Linda Carter, Clubhouse
 Coordinator, reported there have been no problems.

**OLD BUSINESS
 a) Revision of MOA Documents – John Adamson** The committee has met several times and will meet again next week. An attorney
 has performed a preliminary review. Keith proposed a flexible timeline for present-
 ing changes to the Board and a vote by Owners.  **c) Covenant Compliance Report – JC Higgins** Rebecca Arroyo announced the Governor amended Proclamation 20-51 Community
 Associations Meetings and Late Fees on July 23, 2020 and restored the ability of
 HOA’s to levy fines. Rebecca, Mark Thurber, Keith & Janet Fabling completed a walk-
 thru on 9/21. The next compliance oversight visit is scheduled for 10/15.
 **d) Update Manorwood Drive/Shaw Rd Site Line Correction Issue – Keith Fabling** Ted Hill, Puyallup Capital Projects Engineer, informed Keith that PSE has ordered the
 materials needed for the project and hopes to have them by the end of October.
 After the materials arrive, the work will be scheduled. The project should be done by
 the end of the year as originally predicted.
 **c) 32nd Avenue SE and 28th Place SE Cluster Mailboxes – Aaron Grenlund** Aaron said he is still trying to meet with Jim Wellman.
 **e) Update on Members Adversely Affected Financially by COVID-19 – JC Higgins** Rebecca has received no emails or letters from anyone in Manorwood.
  **NEW BUSINESS** **a) Firewise Program – Fred Kerr (Lot 28)** (from email to manorwoodhoa@gmail.com) “Manorwood prides itself on its tree
 filled landscapes, and they are beautiful. They are also potentially deadly….I believe
 Manorwood should consider an initiative to make sure our properties are as safe as
 possible.” Keith Fabling told Mr. Kerr he was enthusiastically behind the idea but the
 Board is unable to take on another project at this time. An article, describing the
 program, has been submitted to the Fall Newsletter.
 **b) Annual Meeting – November 5, 2020** Keith Fabling asked Board members to submit their accomplishments to him by
 10/22. The Fall Newsletter gives Owners a tutorial in the use of Zoom for those who
 wish to join from home. According to Phase 2 Guidance for Miscellaneous Venues
 (dated 9/22 and updated 10/6/20), groups may meet for business meetings so long as
 requirements are met. Two Board representatives will be at the Clubhouse with a
 computer & up to 13 Owners, who call Keith Fabling to reserve a space, will be
 allowed to join them for the meeting. Reminder notices will be put on
 mailboxes two weeks ahead of time.
  **NEXT 3 MEETING DATES:**  Nov 5 (Annual Mtg 6:00PM); no mtg in Dec; January 7, February 11

**ADJOURNMENT:** 8:12 PM