**MANORWOOD BOARD MEETING  
January 7, 2021**

**CALL TO ORDER AT 7:01PM (via Zoom video due to Washington’s “Stay Safe, Stay Healthy” Order)**Present: John Adamson, Linda Dement, Craig Edmonds, Keith Fabling, Aaron Grenlund, Cindy Hutchinson, Jennifer Reed, Mark Thurber   
Absent: Phil Carter   
Non-Board Members Present: Lorne Martin, Assn. Manager; Janet Fabling, Secretary, Lot 4

**ESTABLISH A QUORUM**Quorum was established.

**INTRODUCTION OF NEW JC HIGGINS ASSOCIATION MANAGERS:** Lorne Martin, Director of Community Association Engagement and Care, and Callisa Bailey (not in attendance) were introduced. Lorne described the restructuring of JC Higgins and promises better communica- tion and easier access for assistance.

**OPEN FORUM:** Open Forum Guidelines for MOA Board Meetings was not read. Non-Board members expressed no concerns & there were no changes to the published agenda.

**MINUTES:**It was moved, seconded, and unanimously approved to accept the October 8, 2020 Board Meeting Minutes.

**FINANCIAL REPORT**Lorne Martin said the December financials will be emailed to the Board tomorrow. Today’s balance sheet shows $2,700.00 on hand and $44,403.69 in savings.   
  
**EDWARD JONES RESERVE ACCOUNT BALANCE**   
The December statement is not available yet. The November 27, 2020 statement showed a balance of $69,077,73. On November 3rd, we were notified the reserve fund was changed over to a timed CD because of a fall in the liquid money market rate.

**COMMITTEE REPORTS  
 a) ACC –Jennifer Reed/Mark Thurber**  
 Lot 2 – Board discussed Owner’s challenge of a Sept/Oct 2020 courtesy notice for   
 roof maintenance. For covenant compliance, longer roof life, and improved   
 appearance the recommendation is at least one roof cleaning annually   
 between May & September. No fines will be issued Oct-May.   
 Lot 4 – applications for tree removal and fence replacement are expected.   
 Lot 39- backyard tree fell Nov 13th hitting the deck & corner of the house. Repairs   
 completed.   
 Lot 48 – On Dec 31st, Owner requested copy of ledger for payoff of $11,659.34. A   
 legal fee of $275.00 for the lien release charge was added.  
 Lot 88 – updated landscape application approved   
 Lot 111- Owner requested information on tree maintenance. Informed that tree   
 topping is not recommended.   
 **b) Pool/Door Codes – Linda Dement/Jami Overby   
 Pool:** Visually, the pool looks fine. Monthly maintenance will be conducted by Aqua   
 Care until May when the summer schedule starts.   
 **Door Codes:** As of January 11th, the Clubhouse will be closed again as Pierce County   
 begins Phase I of the state’s new Roadmap to Recovery.   
 **c) Grounds – Mark Thurber/Aaron Grenlund** Keith Fabling reported 15 parkway trees were decorated with donated lights. If   
 lighting is desired next year, new lights will need to be purchased.  **Irrigation System:** Mark Thurber arranged for seasonal irrigation to be turned off.   
 **d) Clubhouse – Keith Fabling** The building passed a backflow prevention assembly test on Oct 16, 2020. Keith   
 placed a Christmas tree in the Clubhouse window and a wreath outside. Aaron  
 Grenlund offered to get prices on a new 50-gal electric water heater since the   
 current 66-gal tank is past it’s expected lifespan. Linda Dement noted the November   
 financials still showed a Century Link internet charge, though our Century Link   
 account was supposed to be canceled in August. Linda will contact Deborah   
 Hrubant, Business Manager, to clarify. She will also ask for a rebudgeting of the   
 $64.90 charge for cable to phone or internet because there is no TV.   
 **Security Video:** Currently, no one is able to see video feed on a home computer or   
 iPhone. Aaron Grenlund will meet with Josh Beloit to troubleshoot.   
 **e) Tennis/Pickleball Courts – Keith Fabling**  Keith consulted a resurfacing company, for an estimate to repair the remaining  
 tennis court & was told it was not salvageable. He proposes painting the surface  
 with two coats of Extra-Textured DeckOver since the product has held up so   
 well on the pickleball court. His goal is to paint before summer.   
 **f) RV Lot –Greg Dement** Lot 100 stored a car for two weeks in October that was slated for donation. The key   
 has been returned. No other changes.   
 **g)Activities - Linda Dement** No report  
 **h)Welcome Wagon – Janet Fabling** Lot 20 – sale pending; asking price $935,000   
 Lot 40 - new owners greeted on December 19th; $538,000   
 Lot 90 - sale pending; asking $649,000  
 **i) Newsletter – John Adamson/Cindy Hutchinson** Deadline for submissions for the Winter Newsletter was yesterday. Linda Dement   
 offered to deliver copies to the 20 Owners not on the email list.   
 **j) Website/Communication – Cindy Hutchinson/Jennifer Reed** MOA’s 3 yr contract for website hosting is due in the Spring. Cindy to submit a bill.  **k)Clubhouse Rentals – JC Higgins/Linda Carter/Liz Knox** The Clubhouse has been unavailable for reservations since Nov 17, 2020. Lorne   
 Martin confirmed JC Higgins will continue managing the Clubhouse reservation online   
 calendar when restrictions are lifted.

**OLD BUSINESS  
 a) Revision of MOA Documents – John Adamson** John presented 2 questions to HOA attorney Mike Johns and his response to both was   
 the same: 100% approval of current homeowners would be required. (1) Can the   
 HOA change its CCRs to allow property entry for correction of covenant violations if   
 the Owner fails to make corrections? 2) Can the HOA add short term rental   
 restrictions to its CCRs? The issues will not be pursued. The following timeline is   
 proposed for Board approval of the changes to the Bylaws and CCRs:  
 1/10 – email revisions to the Board  
 by 1/17 – Board vote on changes to submit to homeowners  
 by 1/23 (if approved) , email owners a link to changes on the MOA website;   
 include info in Winter Newsletter; post on MOA Facebook page; & deliver  
 paper copies to the 20 owners who do not get email.   
 2/17 – Zoom meeting at 7PM for homeowner feedback  
 2/24 – deadline for homeowner comments  
 3/4 – Revision Committee meeting to finalize changes to the documents  
 4/8 –Board approval of documents for homeowner vote  **c) Covenant Compliance Report – JC Higgins** Jennifer Reed and Lorne Martin will meet to discuss resuming covenant compliance   
 drive-throughs.   
 **d) Update Manorwood Drive/Shaw Rd Site Line Correction Issue – Keith Fabling** As of today, the green can is gone. Per Ted Hill, Puyallup Capital Projects Engineer,   
 the large conduit running up the telephone pole cannot be shifted. The abutting   
 property’s fence obstruction will be evaluated by Traffic Engineering.   
   
 **c)**  **Cluster Mailbox Replacements – Craig Edmonds/Keith Fabling/Aaron Grenlund** The box on 28th Pl SE was replaced by 2 neighbors (Lots 12 & 13). Keith Fabling   
 arranged for a new box to be installed on 34th Ave SE today. Craig Edmonds & Aaron   
 Grenlund are gathering the necessary information to replace the box on 32nd Ave SE.  
 **e) Annual Meeting Review -** 21 owners attended on Zoom. The 2021 MOA budget   
 passed with 17 approvals, 1 disapproval.   
  **NEW BUSINESS** **a) Washington State Covid response-** By proclamation by the Governor on 12/30, lockdown was extended to Jan 11th.   
 On that date, all regions will be in Phase I of Roadmap to Recovery. Specific guidance   
 for most businesses has not been published, so it’s unknown whether the HOA may   
 continue to follow Guidance for Miscellaneous Venues (Oct 6, 2020) for Clubhouse   
 Board meetings.   
 **b) Discuss continuation of HOA late fees/fines on hold since Oct 28th**  A motion by Aaron Grenlund to suspend late fees/fines through June 2021 &   
 then reevaluate was seconded, discussed and unanimously approved.   
  **NEXT 3 MEETING DATES:**  February 11, March 11, April 8

**ADJOURNMENT:** 8:57 PM