**MANORWOOD BOARD MEETING  
February 11, 2021**

**CALL TO ORDER AT 7:07PM (via Zoom due to COVID-19)**Present: John Adamson, Phil Carter, Linda Dement, Craig Edmonds, Keith Fabling, Aaron Grenlund, Cindy Hutchinson, Jennifer Reed, Mark Thurber   
Non-Board Members Present: Lorne Martin, Assn. Manager; Janet Fabling, Secretary

**ESTABLISH A QUORUM**Quorum was established.

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

**CHANGES TO THE AGENDA:** Keith Fabling announced New Business would precede Old Business which was expected to require more time.

**MINUTES:**It was moved, seconded, and unanimously approved to accept the January 7, 2021 Board Meeting Minutes.

**FINANCIAL REPORT**Prior to the meeting, Board members received the January financials. The balance sheet shows $2,056.52 in checking and $43,601.16 in savings. Linda Dement questioned a $45.00 payment to Century Link since our Century Link account was supposed to be canceled in August when internet & phone service were changed to Comcast. It apparently was not & Lorne Martin will confirm cancellation. January financials show Deborah Hrubant, Business Manager, did rebudget a December charge for cable TV to phone/internet as there is no TV.   
  
**EDWARD JONES RESERVE ACCOUNT BALANCE**   
The January 29, 2021 statement showed a balance of $69,040.26, a decrease of $45.19 from December 2020, possibly due to the annual fee charge.

**COMMITTEE REPORTS  
 a) ACC –Jennifer Reed/Mark Thurber**  
 Lot 4 – approved fence replacement/removal of mature fir in front/several in back   
 Lot 49- approved removal of maple tree in front yard   
 Lot 90 – approved new garage door to be painted to match the house   
 Lot 111 – approved removal of 5 mature firs in back. Several remain on steep slope .

**b) Pool/Door Codes – Linda Dement/Jami Overby   
 Pool:** no report   
 **Door Codes:** On Feb 1, Pierce County advanced to Phase 2 of Roadmap to Recovery   
 from COVID. Jami Overby plans to update door codes before the Clubhouse reopens   
 so all Owners in good standing will have access to the building.   
 **c) Grounds – Mark Thurber/Aaron Grenlund** Keith Fabling replaced the bulb in the north monument light.   
 **d) Clubhouse – Keith Fabling/Aaron Grenlund** The wooden deck is peeling and Keith plans to pressure wash and repaint with Behr   
 DeckOver before the pool reopens. Aaron Grenlund reported his findings for   
 replacement of the 66-gal electric water heater. That size is no longer manufactured   
 due to a 1987 Federal energy efficiency law. The age of our heater is unknown &   
 assumed to be past the expected 6-12 year life expectancy. It was suggested that 50   
 gallons would be adequate. Lowe’s/Home Depot both offer 6-year warranties and   
 their pricing is similar ($399- $800). Aaron was asked to select a 50-gal model by   
 Spring and propose for purchase by the Association. Greg Dement offered to help   
 install.   
 Manorwood HOA is a 501(c)(3) organization. As of February 1, 2021, it was   
 announced nonprofits could reopen with the following requirements: 25% indoor   
 capacity; maintenance of physical distancing with no gathering in groups; regular   
 cleaning of high-touch surfaces; provision of handwashing facilities or hand sanitizer;   
 improved ventilation through use of fans and open doors/windows. One COVID-19   
 Program Supervisor shall be present to ensure masking and social distancing   
 practices are enforced and practiced by all attendees. MOTION: Open the   
 Clubhouse for monthly Board meetings with no more than 12 people in attendance.  
 After discussion, the motion passed with 7 yes, 1 no, 1 abstention.   
 **Security Video: Aaron Grenlund** No Report   
 **e) Tennis/Pickleball Courts – Keith Fabling**  No report.  
 **f) RV Lot –Greg Dement** Lot 41 – Paid for RV for one year beginning March 1  
 Lot 70 – RV added to Lot  
 Lot 90 – Boat added to Lot   
 Greg was asked to notify the Board to help when a cleanup day is scheduled. Aaron   
 Grenlund volunteered a saw and truck for hauling debris to the dump.

**g)Activities - Linda Dement** It is hoped Manorwood will be able to celebrate the 4th of July with a Parade & BBQ.   
 **h)Welcome Wagon – Janet Fabling** Lot 20 – Back on the marker for $935,000. Pending sale failed.   
 Lot 90 - Sold for $645,000. New Owners greeted.   
 Lot 92 – Army Officer is deploying & plans to rent his house.   
 **i) Newsletter – John Adamson/Cindy Hutchinson** Deadline for submissions for the Spring Newsletter is March 13-20. An article on the   
 proposed Bylaw/Covenant revisions will be included. Linda Dement volunteered to   
 copy & distribute April 1st to Owners who are not on the email list. **j) Website/Communication – Cindy Hutchinson/Jennifer Reed** The HOA has received several ads that appear to be bills for internet domain registry.   
 Cindy reported we have a valid host and are up-to-date on a 3-year contract.   
 **k)Clubhouse Rentals – JC Higgins/Linda Carter/Liz Knox** The Clubhouse has been closed for reservations since Nov 17, 2020 due to COVID-19   
 restrictions. Lorne Martin and Cindy Hutchinson plan to meet to discuss the online   
 reservation process managed by JC Higgins.

**NEW BUSINESS** **a)** It was expressed that if the Board is allowed to use the Clubhouse for meetings,   
 Homeowners should also be allowed to reserve it, assuming they agree to   
 adhere to the requirements listed in the Clubhouse Committee report. One Owner   
 has asked this week if the Clubhouse is available. MOTION: Allow reservations  
 to be made for Clubhouse use by Owners provided COVID-19 state mandates are   
 followed. After discussion, the motion passed 6 yes, 3 no. Janet Fabling volunteered   
 to draft an agreement form & obtain Board approval prior to submitting it to JC   
 Higgins to attach to the rental agreement.   
 **b)** Craig Edmonds reported a neighbor asked if the HOA could hire an arborist to drive   
 through Manorwood to identify dangerous trees. Janet Fabling volunteered to   
 contact Dennis Tompkins, an ISA Certified Arborist, for a comment.

**OLD BUSINESS  
 a) Covenant Compliance Report – JC Higgins** Jennifer Reed, Mark Thurber, and Lorne Martin plan to meet this month to discuss   
 resuming covenant compliance drive-throughs. Because of the impact of COVID-19,   
 late fees and fines were placed on hold October 28th with re-evaluation due in June.  
   
  
   
 **d) Update Manorwood Drive/Shaw Rd Site Line Correction Issue – Keith Fabling** Per Ted Hill, Capital Projects Engineer, obstruction by Lot 1’s fence was evaluated by   
 Traffic Engineering and an easement obtained. The plan is to bundle this fence   
 project with another on Shaw Rd & put them out for bid together. The generosity of   
 Lot 1’s Owner in agreeing to an easement is greatly appreciated and will be   
 acknowledged in the next Newsletter.   
 **c)**  **Cluster Mailbox Replacements – Craig Edmonds/Keith Fabling/Aaron Grenlund** Keith Fabling mentioned in the last newsletter that four of Manorwood’s boxes   
 will require replacement in the future because they are a security risk. This prompted   
 at least one homeowner to ask if his is one of them and was told it is. Phil Carter   
 volunteered to provide the Owner with information on replacement. Craig Edmonds   
 reported his neighbors on the 32nd Ave SE box received letters today explaining the   
 replacement process and cost.  
 **d) Revision of MOA Documents – John Adamson** Keith Fabling and Mark Thurber reviewed proposed revisions of the Bylaws and   
 Covenants sent to the Board on January 15th and suggested changes. MOTION:   
 Change CCRs Article 4.23 to require painting of solar panel hardware only; CCRs   
 Article 6.01 keep at two (the minimum number of members having the power to act   
 on behalf of the ACC); change CCRs Article 9.01 & Bylaws Article XI to requiring 65%   
 for amendment or repeal; also rewrite Bylaws Article XI process to match the process   
 in CCRs Article 9.01; the notary blocks for CCRs & Bylaws should be the same. After   
 discussion, the Board voted unanimously for the changes. Cindy Hutchinson will send   
 a final version of proposed changes to the CCRs and Bylaws will be sent to the Board.

Assuming that all 9 Board members approve the proposed changes, Keith suggested   
 a 2-phase document revision process.   
 1) Identify 14 other Homeowners who approve the proposed changes and who are   
 willing to be canvassers (9 + 14 = 23 or 20% yes votes).   
 2) Twenty-three canvas the remaining 91 Homeowners for 63 more yes votes  
 (23 + 63 = 86 or 75% yes votes)

**NEXT 3 MEETING DATES:**  March 11, April 8, May 13

**ADJOURNMENT:** 9.05 PM