ANNUAL MEETING MINUTES  
November 6, 2019

* Meeting called to order at 6:02pm
* Welcome Homeowners/Introductions of Board Members –   
  27 owners and 1 owner’s designee attended representing 21 lots. Three proxies were received. Rebecca Arroyo represented JC Higgins & Associates. Jon Rodman has submitted his resignation from the Board with one year left to serve.
* Reading of the May 2019 Annual Meeting Minutes was waived. They have been on the website and paper copies were available with other handouts at this meeting. The minutes were approved as corrected to include mention of one owner’s displeasure with MOA’s hiring of a management company after 40 years of self-management by volunteers.
* Board Updates –

Rebecca Arroyo, Association Manager, explained JC Higgins’ role in financial management and covenant compliance. An owner expressed frustration over an unresolved fine and expressed a desire for a copy of the contract between the Association and JC Higgins.   
  
President Keith Fabling congratulated Manorwood Owners on displaying extra care and attention to maintaining their properties this year. He highlighted various accomplishments by the Board to include: collaborating closely with JC Higgins to resolve homeowner issues and validate covenant compliance inconsistencies; working to establish communication with companies leasing homes in Manorwood; coordination with Puyallup Streets Division to trim trees around Manorwood street lights; illumination of entrance trees with donated Christmas lights; maintenance of our entrance signs; and hand watering of parkway trees. The idea of selling off part of the Common Area (RV Lot & Tennis Courts) for home building is no longer being actively explored. Reasons include a plea by RV Lot users to keep the Lot and new homes would not be permitted access from Shaw Road by the city. Discussion followed.

* 2019 Financials & 2020 Proposed Budget -   
  Rebecca Arroyo provided copies of Manorwood’s October 2019 Cash Flow records. Questions from the floor were addressed. Owners were reminded the fiscal year for Manorwood is changing to Jan 1 - Dec 31 to coordinate with JC Higgins financial programs and federal tax filing.

Vote on 2019 Budget – 15 homeowners approved, 4 disapproved, 2 abstained. The 2019 budget was passed. A suggestion was made to investigate other ways to increase income besides an assessment or raising dues.

* Current Issues - Since last year, Keith Fabling has been in discussion with Ted Hill, City Engineer, about poor site distance turning north from Manorwood Drive onto Shaw Road. Recently, Mr. Hill reported he has found the money to move the PSE electrical box (which services all of Manorwood) from Shaw Road to Manorwood Drive. A redesign of Lot 1’s fence with a signed easement agreement will also help sight distance.
* Committee Reports -

ACC Committee: Janet Fabling, ACC Chairman, said this year the committee took action on 3 applications for house painting, 4 for fence repair, 3 for new roofs, 7 for tree removal, and one for home building (Lot 20). Proposed changes to the ACC Guidelines have been out for comment since the Fall Newsletter and also were mailed to owners with notice of this meeting. They include building requirements for parking pads, how roof maintenance will be monitored, guidance for holiday lighting, and information about the fine schedule for covenant violations. The proposed changes and all comments will be presented to the Board for discussion at the January Board meeting. The Board has approval authority over the ACC Guidelines.

Facility Manager/Clubhouse: Bob Anderson reported on a raccoon infestation under the Clubhouse deck. Traps were set and monitored for 2 weeks and crawlspace vents were re-secured to deny access to animals. A ballpoint pen was removed from the toilet in the men’s room that was preventing paper from flushing. Two more security cameras have been installed in the Clubhouse.   
  
Pool/Door Codes: We had another successful pool season managed by Jamie Overby with help from Linda Dement, Dan Robbs, and Laura Romero. The pool closed September 15th. Bob Anderson has regularly cleared leaves from the pool and filters. Keith Fabling reported on this year’s Health Department inspection: an air gap will be installed in the pump by Aqua Care in February; they will also place a handrail on the steps in the shallow end; a new tennis screen has been installed in the Tennis/Pickle Ball Court to reduce the risk of children climbing the chain-link fence and drowning in the pool.   
  
Grounds: Mark Thurber praised Grass Roots for excellent landscape maintenance. The asphalt driveway was repaired where tree roots had disturbed it and the turnaround has been enlarged. Bob Anderson, Keith Fabling, and Dave Goodrich built a short wall around the island to stabilize the placement of topsoil and bark.

Tennis/Pickle Ball Court: Keith Fabling announced repair of part of the east tennis court surface for use as a basketball court with donated hoops.  
  
RV Lot: The lot is half-full. Dave Goodrich reported past records have been lost, so everyone currently using the Lot will be contacted to re-sign a liability waiver form. Any damage occurring there is at the owner’s risk. The asphalt surface was repaired. Multiple dead trees have been removed. Bob Anderson, Dave and Keith Fabling repaired the RV Lot gate hinge and lock.

Activities: Appreciation was expressed for all the Hawley family’s work in organizing a wonderful 4th of July parade and picnic with spectacular support from first responders. Linda Dement announced the third annual Santa Visit and Food Drive will be at the Clubhouse on December 14th from 10-12.

Welcome Wagon: In the past 12 months, Janet Fabling greeted 13 homeowners new to the Manorwood community.   
   
Communications/Website: Dave Goodrich reported 30 owners regularly access Manorwood.org. Live Clubhouse security video can now be viewed from home & phone. Dave continues to update and enhance Manorwood’s website.

Quarterly Newsletter: John Adamson, the editor, called for submissions by December 1st for the Winter Newsletter covering Jan/Feb/Mar.

Nominating: Linda Dement made an effort to contact all homeowners seeking at least 4 willing candidates to run for openings on the Board. The terms of three current Board members are up (Keith Fabling, Dan Robbs, and Jamie Overby). Dan Robbs decided not to run and Jon Rodman’s resignation was effective as of this meeting. Linda identified three candidates for the ballot.   
  
Revision of Manorwood Bylaws and Covenants: Dave Goodrich and 5 volunteers have been meeting to update our documents for the first time since 1988. After a comment period for homeowners, the proposed revisions will be reviewed by an attorney specializing in covenant law. Homeowners will then get a chance to vote. Changes to our CC&Rs require approval by 75% of owners.

* Board of Directors’ Election (4 positions)– Michael Dresdner, Keith Fabling, Aaron Grenlund, Cindy Hutchinson, Jamie Overby, and Jennifer Reed volunteered to run. Keith Fabling, Aaron Grenlund, Cindy Hutchinson, and Jennifer Reed were elected to the Board.
* Future Board Meeting Dates – Jan 9, Feb 6, Mar 5 (no meeting in December)

Adjournment – 8:00 pm