MOA Board Meeting   
September 9, 2021

**CALL TO ORDER AT 7:00PM IN THE CLUBHOUSE**Present: John Adamson, Craig Edmonds, Linda Dement, Keith Fabling, Aaron Grenlund,  
 Cindy Hutchinson, Jennifer Reed, Mark Thurber   
Excused: Phil Carter  
Non-Board Members Present: Lorne Martin, JC Higgins Manager; Janet Fabling, Secretary;  
 Heidi Sanders, Lot 4

**ESTABLISH A QUORUM**Quorum was established.

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

**MINUTES**Minutes of the August 12, 2021 Board Meeting were emailed to members before the meeting. A motion to accept was seconded and they were unanimously approved.

**FINANCIAL REPORT**Lorne Martin reported the August Financial Statement: Total Assets = $130,049.00;   
Savings = $54,829.67. Pool attendant payroll increased $1100 due to change in minimum wage. Ten delinquent accounts received reminder notices.

**EDWARD JONES RESERVE ACCOUNT BALANCE**The Edward Jones statement for August: $72,748.76 (+ $1,798.91 since 7/30 and + $7697.81 since 1 year ago). Lorne Martin volunteered to research what fees, if any, are being charged.

**COMMITTEE REPORTS  
 a) ACC – JENNIFER REED** Lot 13 – Approved addition of steps from 32nd Ave SE down to front yard.  
 Lot 34 – Application to remove 5 Douglas firs is being negotiated to follow ACC Guidelines.   
 Lot 72 - Submitted application for extensive backyard remodel  
 Lot 74 – Approved to remove 1 mature Douglas fir & 1 hemlock  
 Lot 75 - Applied to limb-up tree covering street light. Can notify owner city is responsible.   
 Lot 80 - Application approved to remove leaning tree in backyard.  
 Lot 101 – Renegotiated to remove 1 dying cedar in front yard.   
 Lot 112 – Application approved to paint house and reroof.

**b) POOL/DOOR CODES – LINDA DEMENT/Jami Overby**

Linda Dement reported the Tacoma Pierce County Health Dept conducted an   
 unannounced inspection of our pool on 9/1/2021. The inspector arrived before noon, so   
 no attendant was on duty yet. She was able to telephone a Board member, but she   
 refused to return later when someone could join her to answer questions. A temporary   
 closure notice was issued but Greg Dement was able to address one of the findings & pool   
 closure was avoided. Linda is still waiting for a call back from the inspector’s supervisor  
 to clarify some issues. Before the 2022 season, a comprehensive operations plan will   
 need to be compiled and kept on-site.   
 Before the pool closes Sunday, September 12th, Keith Fabling will replace the 2 pool drain   
 covers as mandated by the VGB Pool & Spa Safety Act.

Mike at Aqua Care has been asked to replace several damaged water debth markers in the   
 coping around the pool.

**c) GROUNDS – MARK THURBER** Keith Fabling used a weed-whacker & loppers to cut back blackberries that had spread to   
 the street & up a utility pole, obstructing site distance when turning south onto Shaw Road   
 from Manorwood Drive. When Keith talked to the Puyallup Streets Division, they agreed   
 to refill a doggy bag dispenser, but declined to perform ongoing maintenance of the area,   
 saying it is the responsibility of the abutting property owner, MOA. MOTION: MOA to   
 offer Puyallup an easement to maintain 10 feet for clear site distance. Motion was   
 seconded and discussion followed. Vote was unanimous. On Oct 19th, Thundering Oak   
 Tree Service will remove one tree and limb-up two others.

**d) CLUBHOUSE – KEITH FABLING** The bench on the back deck with dry rot has been repaired & painted. The cost was only   
 $10 for screws since usable boards were found in the Clubhouse. Sink faucets in both   
 bathrooms need to be replaced because they are difficult to turn on. A tamperproof   
 socket was substituted for the defective GFI plug in the ladies’ bathroom because GFI   
 protection is provided in main circuit breaker panel. Linda Dement volunteered to arrange   
 for professional carpet cleaning.

**e) TENNIS/PICKLEBALL COURTS – PHIL CARTER** The last pickleball lesson will be Sunday, 9/12. Nets will come down when the weather   
 changes. The 2022 proposed budget contains money to paint the second court with Behr  
 DeckOver.

**f) RV LOT – GREG DEMENT** Aaron Grenlund reported no one showed up for the work party on Labor Day.

**g) ACTIVITIES – LINDA DEMENT** Ten people came to Game Night on 8/14. The next one is scheduled for 9/18. Uncle   
 Santa has been booked for a Christmas Party on Saturday, December 11th. A reminder   
 in the Fall Newsletter will suggest bringing food to donate to the Puyallup Food Bank.

**h) WELCOME WAGON – JANET FABLING** No report

**i) NEWSLETTER – JOHN** ADAMSON**/CINDY HUTCHINSON** Submissions are due September 20th for the Fall Newsletter coming out October 1st.

**j) WEBSITE/COMMUNICATION – CINDY HUTCHINSON/JENNIFER REED**

The password for Manorwood’s gmail account was provided to allow a change in the   
 registered username.   
 In the past month, there were 4 postings to Manorwood’s Facebook page. Topics included   
 wandering cats, how to contact a Board member, police social visit, & pool closure date.   
 USPS First Class mail to Manorwood HOA should be addressed to JC Higgins PO box, not to   
 2716 Manorwood Drive with delivery to the unmonitored cluster box on 28th St SE. Jennifer   
 Reed volunteered to check the clusterbox periodically & redirect mail to JC Higgins as   
 needed.

**k) CLUBHOUSE RENTALS – CALLISA BAILEY/LINDA CARTER/LIZ KNOX** 9/18 – Manorwood Game Night (Linda Dement)

10/7-9 – Puyallup Valley Quilters Guild quilt display

**OLD BUSINESS**

1. **COVENANT COMPLIANCE REPORT – CALLISA BAILEY/JENNIFER REED**Jennifer and Callisa performed a walk-thru on 8/26. Jennifer Reed reported findings were consistent with June and July’s. A hold on sending courtesy notices until after the document amendment process ends has been in effect since June & will be lifted for the next walk-thru which is scheduled for the end of September.
2. **CLUBHOUSE WATER HEATER REPLACEMENT – GREG DEMENT/KEITH FABLING**Greg and Keith installed a Marathon water heater on 8/16. A licensed electrician, Tom McMullen, brought the unit up to code. Linda Dement will submit the lifetime warranty paperwork.
3. **REVISION OF MOA DOCUMENTS – KEITH FABLING**Lorne provided the current ballot count for CCR/Bylaw changes; 97 ballots have been returned (87 yes/9 no); for allowing chickens (49 yes/48 no). Seventy-five percent approval is required (86 yes). JC Higgins will mail Owners an invitation to attend the October 7th Board Meeting at 7PM when results of the voting will be formally announced as required by Article XI of the current Bylaws . Linda Dement volunteered to notarize the signatures prior to sending to the Secretary of State.
4. **PROPOSED MANORWOOD FIREWORKS PROHIBITION – PHIL CARTER**No report
5. **STATUS FOR DEMAND FOR LANDSCAPE RESTORATION (LOT 83) – JC HIGGINS**Lorne Martin confirmed Lot 83 is up-to-date on dues but the $450.00 stop work order has not been paid. Since the Owners did not submit a tree restoration plan by 8/14/2021, a letter is due confirming a fine for unauthorized tree removal in May 2021. MOTION: Levy a fine of $9,200.00 on Lot 83 for unapproved removal of 23 mature trees (23 x $400.00). Motion was seconded and, after discussion, unanimously approved. It is noted that small trees have been planted in a corner of the front yard.
6. **MOA TURNOVER – KEITH FABLING**No report

**NEW BUSINESS  
 a) PROPOSED 2020 BUDGET – LINDA DEMENT/KEITH FABLING** Keith reported Aqua Care forecasts a 5-10% increase in charges and Grassroots Lawncare a   
 “minor” amount next year. Linda provided a handout of the proposed budget. Pool   
 attendant salaries will be greater due to a $0.54 increase in the hourly minimum wage   
 ($13.69 in 2021, $14.23 in 2022). MOTION: approve the proposed budget. The motion   
 was seconded, discussed, and unanimously approved.

**b) ANNUAL MEETING ELECTION NOMINATIONS – CRAIG EDMONDS** Keith Fabling provided a list of potential candidates to the Nominating Committee   
 Chairman. Board members must be owners, i.e. their names must be on the deed. Being   
 married to the deed holder is not enough.

**NEXT 3 MEETING DATES: October 7, November 7 @ 3PM, December?**

**ADJOURNMENT: 9:23PM**