MOA Board Meeting Minutes
October 7, 2021
(approved by a majority of the Board via email 10/24/2021)

**CALL TO ORDER AT 7:37PM IN THE CLUBHOUSE AND VIA ZOOM**Present: John Adamson, Phil Carter, Craig Edmonds, Linda Dement, Keith Fabling, Aaron Grenlund,
 Cindy Hutchinson, Mark Thurber
Excused: Jennifer Reed
Non-Board Members Present: Lorne Martin, JC Higgins Manager; Janet Fabling, Secretary;
 Lots 87, 88

**ESTABLISH A QUORUM**Quorum was established.

**OPEN FORUM***Open Forum Guidelines* *for MOA Board Meetings* was read. Visitors denied having issues or concerns to discuss.

**MINUTES**Minutes of the September 9, 2021 Board Meeting were emailed to members before the meeting. A motion to accept them was seconded and they were unanimously approved.

**FINANCIAL REPORT**Lorne Martin emailed the September Financial Statement to the Board today. Expense highlights include a property insurance premium; increased pool attendant payroll; and 3 pool maintenance items. Six delinquent accounts received reminder notices.
Total Assets = $132,949.09;
Savings Account = $40,725.19

**EDWARD JONES RESERVE ACCOUNT BALANCE**The Edward Jones statement balance for September was $72,781.79 (+$33.03 since August). Because of questions about fees and charges, Lorne Martin volunteered to contact Steve Williamson, Edward Jones Financial Advisor, for information.

**COMMITTEE REPORTS
 a) ACC – JENNIFER REED** Applications pending: Lot 4 –remove 2 mature evergreens due to close proximity to fencing, another for
 unsightly appearance, and another due to contractor damage.
 Lot 34 – remove 5 Douglas firs in back yard after negotiations to meet ACC Guidelines.
 Applications approved:  Lot 4 -- front doorreplacement
 Lot 20 – fence replacement

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

 On September 11th, Keith Fabling replaced the 2 pool drain covers as mandated by the
 VGB Pool & Spa Safety Act. This needs to be done every 5 years. Aqua Care replaced
 damaged water depth markers located in the coping around the pool.

**c) GROUNDS – MARK THURBER** On October 19th, Thundering Oak Tree Service will be removing one dead tree near the
 pool and limb up another overhanging the Clubhouse roof.

**d) CLUBHOUSE – KEITH FABLING** Cindy Hutchinson volunteered to make sure the Clubhouse garbage container is put out
 when necessary. This winter, Linda Dement will arrange for professional carpet
 cleaning.

**e) TENNIS/PICKLEBALL COURTS – PHIL CARTER** Phil thanked Cindy for helping him provide pickleball lessons this summer. Nets will
 come down the end of October. The 2022 proposed budget contains money to paint the
 second court with Behr DeckOver.

**f) RV LOT – GREG DEMENT** Cleanup of the RV Lot, originally planned for Labor Day, will be rescheduled. Lot 60
 requested permission to store a relative’s car in the Lot for an indefinite time. MOTION:
 Consider storage of a vehicle belonging to a non-owner in the Manorwood RV Lot.
 Motion was seconded, discussed, and defeated unanimously.

**g) ACTIVITIES – LINDA DEMENT** Game Night on 9/18 was cancelled and a Halloween themed game night is scheduled for
 10/23. An invitation for a visit with Uncle Santa from 11am to 1pm on Saturday, 12/11,
 is included in the Fall Newsletter & was posted on Facebook. Food donations will be
 accepted for the Puyallup Food Bank.

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

**i) NEWSLETTER – JOHN** ADAMSON**/CINDY HUTCHINSON** The Fall Newsletter was published online October 1st. Door deliveries will be made soon.

**j) WEBSITE/COMMUNICATION – CINDY HUTCHINSON/JENNIFER REED**
 In the past month, there were 4 postings to Manorwood’s Facebook page. Topics
 included a missing package, Santa’s visit, location of a food truck, and an invitation to
 tonight’s HOA Special Meeting. After they are notarized, the revised bylaws and
 covenants can be uploaded to the website.

**k) CLUBHOUSE RENTALS – CALLISA BAILEY/LINDA CARTER/LIZ KNOX** Oct 23,
 Nov 6, Nov 7 (Annual Meeting), Nov 9, Nov 13, Nov 18-20
 Dec 4, 5, 8, 11
 June 17, 2022

**OLD BUSINESS**

1. **PROPOSED 2020 BUDGET – LINDA DEMENT/KEITH FABLING**Parts of the proposed budget approved at the September meeting were challenged in Board discussions over the past month. MOTION: Rescind the proposed budget approved by the Board in September. Maintain 2021 hours for Pool attendants and adjust other items as necessary. Motion was seconded, discussed, and approved by seven with one abstention.
2. **COVENANT COMPLIANCE REPORT – CALLISA BAILEY/JENNIFER REED**There was no walk-through in September. One is planned for mid-October. As announced in the Fall Newsletter, HOA courtesy letters will resume this month.
3. **PROPOSED MANORWOOD FIREWORKS PROHIBITION – PHIL CARTER/CINDY HUTCHINSON**A committee plans to meet October 16th to study the proposal and present recommendations in January.
4. **STATUS FOR DEMAND FOR LANDSCAPE RESTORATION (LOT 83) – JC HIGGINS**Lorne Martin confirmed the Owners of Lot 83 were mailed a letter September 13th, 2021 notifying them of the fine levied by the Board at September’s meeting. They remain up-to-date on dues, but the $450.00 stop work order fine remains unpaid.
5. **REVISION OF MOA DOCUMENTS – KEITH FABLING**Lorne Martin volunteered to take them to the Pierce County Auditor to be recorded.
6. **2021 PC HEALTH DEPARTMENT POOL INSPECTION – LINDA DEMENT**On 9/1/2021, Manorwood Pool was temporarily closed due to an inspection that included 2 doors to the pool that won’t close tightly & lack locks at 60”, a sliding door that should be bolted shut, outdated pool drain covers, a missing water test kit & water chemistry records, a non-working shower, & lack of a facility operations plan.
The water test kit and chemistry records were not missing.
Short-term fixes were made in order to keep the Pool open until the planned closure on 9/12. Greg Dement sanded down 2 doors to close more easily & has volunteered to adjust their springs. Keith Fabling cleaned a shower head to facilitate water flow & replaced the drain covers. Pool access from the Clubhouse will have to change before next Pool season. Another visit/inspection occurred by a DOH supervisor and, as Manorwood is a seasonal pool , we were advised that outdoor access/pool access from the Clubhouse would have to be restricted as no exterior access can occur when the pool is closed, our windows cannot slide open more than 4 inches, and our slider must be permanently closed. Per WAC code, doors accessing the pool cannot be used as fire exits. This means all exterior doors on the pool wall must be secured on the outside so members cannot open the doors from the inside to the outside.
7. **2021 ANNUAL MEETING ELECTION NOMINATIONS – CRAIG EDMONDS** Four positions will be open. Two owners have expressed an interest in joining the Board.

**NEW BUSINESS
 a) HOMEOWNER MAILING FOR THE ANNUAL MEETING – KEITH FABLING** By October 21st, JC Higgins has been asked to mail a cover letter, an Annual Meeting
 agenda, the proposed budget, a budget ballot/proxy, a treasurer’s report, an executive
 summary of the 2018 reserve study, and a list of HOA accomplishments.

 **b) DECEMBER MEETING?** By show of hands, there will be no Board meeting in December.

**NEXT 3 MEETING DATES: November 7 @ 3PM, no meeting in December, January 6**

**ADJOURNMENT: 9:05PM**