**MOA BOARD MEETING   
March 10, 2022**

**CALL TO ORDER AT 6:35 P.M. IN THE CLUBHOUSE**

Present: Chris Wilkie, Linda Dement, Cindy Hutchinson, Josh Beloit,   
Jennifer Reed, Phil Carter, Craig Edmonds, Don Ernst. Heidi Burkheimer arrived a bit later.  
Non-Board Members Present: Lorne Martin, JC Higgins Manager

**ESTABLISH A QUORUM**Quurum was established. General meeting was opened. Board then voted unanimously to go into Executive Session to discuss Board attorney communications.

Executive session ended at 7:05 p.m. The Board’s regular meeting was reopened.

**OPEN FORUM**No MOA members requested to speak.

**MINUTES**Minutes of the February 10, 2022, Board meeting were emailed to members before the meeting. Minutes were unanimously approved.

**FINANCIAL REPORT**

Lorne Martin reviewed the February Financial Statement, which was emailed to the Board. Income and Expenditures were standard. Total assets were 143,627.83, consisting of 2,500.00 in cash; 68,003.22 in savings; and 73,124.61 in time CD.

**COMMITTEE REPORTS  
a) ACC – Jennifer Reed**

Adrive-through was conducted February 24. The ACC noted that two lots were putting on roofs without having submitted applications for approval of shingle type. Both owners filled out applications and shingles were approved. Lot 5 painted.

**b) POOL/DOOR CODES – Linda Dement and Heidi Burkheimer**

Linda said the committee, which also includes Jami Overby, planned to meet to discuss realigning expectations of summer pool attendants. The committee is also working with the Welcome Wagon to keep the spreadsheet of door codes and owner addresses up-to-date. The new occupancy sign is ready to be posted at the Clubhouse. Occupancy maximum is 49 people.

**c) GROUNDS – Don Ernst**

Don, the new grounds chairman, said he doesn’t know exactly what his duties are. He talked about the extensive moss on the Clubhouse driveway. Cleaning options were discussed, along with possible dates to power wash.

**d) CLUBHOUSE – Chris Wilkie**

New deadbolts will be purchased to secure the swinging doors per county health codes. Locks will be installed at a height of 60 inches. Don Ernst said he will buy and install the deadbolts.

**e) TENNIS/PICKLEBALL COURTS – Phil Carter**

Phil reported he would like to give the courts a spring-cleaning April 16 and welcomes assistance. He said the tennis court might not be recoated this summer.

**f) RV LOT – Greg Dement**

The possibility of trenching was discussed by Josh Beloit to install lights for security.

**g) ACTIVITIES – Linda Dement**

Linda said she is beginning the planning for the annual July Fourth Parade in Manorwood. She said the Puyallup Police will again participate in the parade. She is contacting the fire department. The goal is to bring back the potluck, which was canceled the last two years because of COVID restrictions. She would like to bring back game nights, have a National Night Out, and conduct a school supply drive.

**h) WELCOME WAGON – Paula Dawson and Stephanie Benson**

No report this month, but two houses are for sale at this time.

**i) NEWSLETTER – Cindy Hutchinson**

The spring edition of the newsletter will publish in late April.

**j) WEBSITE/COMMUNICATION – Cindy Hutchinson and Jennifer Reed**

The manorwood.org website is up for three-year renewal in April, as well as the domain name. Jennifer is trying to update the MOA Gmail account so email responses don’t refer to the name of the former Board president.

**k) CLUBHOUSE RENTALS – JC Higgins, Linda Carter, Liz Knox**

No rentals currently on the books.

**OLD BUSINESS**

a) Health inspection compliance – Chris Wilkie

See Clubhouse report above.

b) Clubhouse and RV lot security

See RV lot report above.

**NEW BUSINESS**

a) **Reserve Study proposal – JC Higgins**

The Board must conduct a reserve-funds study this year to forecast the MOA’s maintenance and financial needs. The previous study was done in 2019 by Association Reserves. A reserve study is required every three years. The Board unanimouly voted to approve the hiring of Association Reserves to conduct the 2022 study. The cost for a single-site visit report will be 1890.00.

b) **Board Secretary vacancy – Cindy Hutchinson**

The new secretary decided the job wasn’t for her and resigned. Cindy Hutchinson is temporarily filling in. Linda Dement stepped forward to volunteer to do a combined Treasurer/Secretary role for the Board.

c) **New Board meeting time**

The Board’sgeneral meetings will now begin at 6:30 p.m. instead of 7 p.m. The next three meeting dates: April 14, May 12, June 9

**MEETING ADJOURNMENT:** 8:20 p.m.