

SPRING 2022 NEIGHBORHOOD NEWSLETTER

# MANORWOOD



## Roof-Cleaning Reminder

The MOA and our management company, JC Higgins, conduct monthly drive-throughs to ensure we are keeping our properties in tidy condition and that we are following our community’s rules. With spring in full swing, it’s time to gaze upward to see what shape our roofs are in and ensure they are clean. The MOA checks roofs April through September only. The next drive-through is scheduled for May 26.



Please note that if you have a roof cleaning scheduled but it won’t be completed by May 26, or if there are other extenuating circumstances, please email [manorwoodhoa@gmail.com](mailto:manorwoodhoa@gmail.com) to let us know. If we know work is scheduled, you will not receive a letter about a violation.

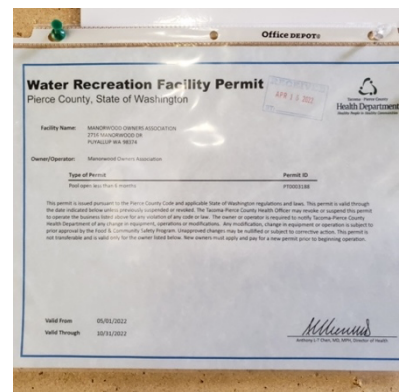
For a convenient checklist of the violations that we look for during the monthly drive-throughs, please see page 4.

## Pool Set to Open May 27 for Memorial Day Weekend

Our new pool permit from the Tacoma-Pierce County Health Department is posted in the Clubhouse. As some of you may remember,

especially if you were in the pool at the time, a health department inspector suddenly shut down the pool one day last

summer. The last of the cited issues—door locks—was being resolved as the newsletter went to press. Keep an eye out for the “Pool Is Open” sign at the end of the Clubhouse driveway! The pool is scheduled to open May 27. Earlier if it warms up!



## INSIDE!

- New Board member; new secretary
- ACC Guidelines review begins
- Sport courts cleanup
- Upcoming activities
- News briefs

## Another New Board Secretary!

We had a change in secretaries at the beginning of 2022, and now we have another one. MOA Board Treasurer Linda Dement has volunteered even more of her time to add secretarial duties. If anyone out there would like to devote a few hours a month to this position on a permanent basis, please email [manorwoodhoa@gmail.com](mailto:manorwoodhoa@gmail.com). We don't want Linda to burn out. Until Linda can take the reins, Cindy Hutchinson has been taking the Board meeting minutes.



Linda and her family are very active in our neighborhood, including planning Clubhouse activities, organizing the holiday party and the July 4 parade, game nights, and more. Her husband, Greg, does general maintenance at the Clubhouse, is the contact for the RV lot, and volunteered for the ACC Guidelines Revision Committee.

More about Linda and her family: "I am a native Washingtonian, though I have called Illinois and Iowa my home as well. I moved to Manorwood four years ago this May with my husband of 27 years, Greg, my 13-year-old twin girls, Elicia and Kaylin, and my mom, Marilyn. I have a degree in accounting and work as a research administrator, which is a fancy way of saying I help researchers submit grants and then manage the grants through closeout, so they can focus on the important things—the science. At my first annual Board meeting in May 2019, I was voted on to the board and became co-treasurer. Over time, I became the treasurer for the MOA. If anyone wants to support the MOA and make a difference in the community, you can always become the secretary or help in other ways."

## A New MOA Board Member; Upcoming Board Meetings

The nine-member Manorwood Owners' Association Board of Directors meets the second Thursday of every month (sometimes taking off December). The meetings begin at 6:30 p.m. at the Clubhouse. They are open to all MOA members. The next three meetings will be June 9, July 14 and August 11.

The Board welcomes back Jami Overby as the newest director. She fills a vacancy created by the May 3 resignation of Don Ernst. Jami has long served our community, especially on the Pool Committee, and previously was a Board member. Thank you for joining us, Jami!

## Reserve Study Site Visit Conducted

An inspector from Association Reserves visited our common grounds on April 28 to conduct the state-required reserve study, as outlined in the Revised Code of Washington (RCW) [64.34.382](#). The reserve study assesses what maintenance, repairs and replacements might need to be funded within the next 30 years, and reviews our financial strength. The MOA's [first reserve study](#) was in 2019.

Mike Walker of Association Reserves conducted the inspection. Also in attendance were Board Director Craig Edmonds; Lorne Martin, our manager from JC Higgins; Buffy Bieber, also of JC Higgins; and Board Director Cindy Hutchinson.

## Hours of Volunteer Time Spent Cleaning Up Sports Courts

MOA Board Member Phil Carter, who chairs the sports courts committee, led a spring cleanup of the pickleball and tennis courts. He and Don Ernst spent hours pressure-washing the courts to remove moss and other debris. (Shortly after, Don resigned from the MOA Board, so perhaps that indicates what kind of task it was.) Craig Edmonds and Cindy Hutchinson also contributed a couple of hours each to this monumental, mossy take.



*Don Ernst, doughnut in hand, washes the tennis court.*



*Craig Edmonds and Phil Carter; see moss in background.*

## Manorwood Board & Officers

President — Chris Wilkie  
Vice President — Josh Beloit  
Treasurer/Secretary — Linda Dement  
Directors — Heidi Burkheimer, Phil Carter, Craig Edmonds, Cindy Hutchinson, Jennifer Reed, Jami Overby

### Committees

Architectural Control — Jennifer Reed, Mark Thurber, Abe Rossy  
Pool — Heidi Burkheimer, Jami Overby, Linda Dement  
Grounds — **VACANT**  
Sports courts — Phil Carter  
RV Lot — Greg Dement  
Activities — Linda Dement  
Welcome Wagon — Paula Dawson, Stephanie Benson

Website — Cindy Hutchinson  
Nominating — Craig Edmonds  
Clubhouse coordinator — Linda Carter  
Newsletter — Cindy Hutchinson

## JC Higgins & Associates

### Association management company

802 39th Ave. SW, Puyallup 98373

**Association managers:** Lorne Martin, 253-841-0111, Ext. 120, lorne@jc-higgins.com  
Buffy Bieber, 253-841-0111, Ext. 107, buffy@jc-higgins.com

**Business manager:** Deborah Hrubant  
253-841-0111, Ext 104

### MOA Email

manorwoodhoa@gmail.com

## ACC Guidelines Review Begins

The Architectural Control Committee (ACC) Guidelines Revision Committee held its initial meeting on April 29. Jennifer Reed is chair of the committee, and members are Mark Thurber, Heidi Burkheimer, Greg Dement and Cindy Hutchinson. Thank you, volunteers, for stepping up for this important process. No one else came forward to join the committee after notices were posted in the winter newsletter and at the top of the website.

The ACC Guidelines are the “laws” of our association. They were last revised in 2018. You can download them from [manorwood.org/acc-procedures](http://manorwood.org/acc-procedures). A new review is being conducted at this time to ensure the guidelines conform to 1) the Covenants, Conditions and Restrictions and 2) the Bylaws. In fall 2021, MOA members voted to approve updated versions of those two governing documents.

The committee is going over the current guidelines line by line. If you would like to provide input at this time, please email [manorwoodhoa@gmail.com](mailto:manorwoodhoa@gmail.com). A final draft will be provided to the community, and any changes will be highlighted. Feedback will also be welcome at that time, of course. A final draft is a ways off. After owners have had a chance to review the guidelines, the MOA Board of Directors will vote on approving them.

## Checklist for Property Violations

During monthly drive-throughs, the Manorwood Owners’ Association uses the checklist below to look for violations. If a violation is spotted, you will first receive a courtesy letter. If the violation is not resolved by the next drive-through, and there has been no communication from the homeowner about extenuating circumstances, \$50.00 fines begin with the second notice and continue until the infraction is corrected.

### **General maintenance:**

1. House paint chipped or peeling
2. Roof moss or debris (roof inspections occur April–September)
3. Vegetation in gutters
4. Fence in poor condition

### **Repair or replacement needed:**

1. Exterior lighting
2. Siding
3. Trim
4. Shutters
5. Chimney
6. Garage doors
7. Windows
8. Screens
9. Porch, deck, patio if visible from street

*CONTINUED ON NEXT PAGE*

*VIOLATIONS CHECKLIST CONTINUED FROM PREVIOUS PAGE*

**Landscaping:**

1. Grass more than 4 inches tall
2. Trees, plants, shrubs, ground cover unkempt appearing
3. Weeds more than 4 inches tall
4. Tree/shrub canopy hanging less than 7 feet above sidewalk
5. Debris/overgrown plants, weeds or grass on sidewalk/driveway
6. Parked vehicle obstructing sidewalk

**Improper storage of:**

1. Lawnmower
2. Barbecue equipment
3. Firewood
4. Building/construction tools and materials
5. Car(s) parked on grass

**Not screened from view:**

1. Boat, camper, utility trailer, motorhome
2. Vehicles in state of disrepair
3. Window air conditioner not removed from front or side window October–April; large exterior HVAC unit not screened
4. Refuse containers

**Questions?** Please contact the Manorwood Owners' Association at [manorwoodhoa@gmail.com](mailto:manorwoodhoa@gmail.com). Thank you for keeping our community beautiful!

## Upcoming Activities, Including Manorwood July 4 Parade

- **GAME NIGHTS**—Join us for family game night at the Clubhouse! Scheduled dates are subject to change, but here they are: **June 25, 4:30 p.m.; July 16, 4:30 p.m.; August 20, 4:30 p.m.** Use our games or bring your own. We'll have board games, dice, cards, etc. Make new friends or see old friends. If you want, bring some chips, fruit or other treats.
- **ANNUAL MANORWOOD 4TH OF JULY PARADE & BARBECUE**—Join us for ice cream and meet some of our local firefighters and police officers at 11 a.m. At 11:30, gather your decorated bikes and wagons for the parade led by the fire department, followed by a potluck BBQ at the clubhouse. The MOA provides hot dogs, buns, condiments and beverages. To sign up for a potluck item, please go to the signup genius—<https://www.signupgenius.com/go/4090C4FAAAD29A57-4thofjuly>—or email Linda Dement at [thedementedlady@gmail.com](mailto:thedementedlady@gmail.com).
- **NATIONAL NIGHT OUT + MORE**—Join us at the Clubhouse from 4:30 to 7:30 p.m. August 2 for a fun evening for the whole family. Sign a thank-you card for the Puyallup Police. Then, enjoy an ice cream sandwich since it's also National Ice Cream Sandwich Day. Did we mention it's National Coloring Day as well? Pull up a chair and color something fun. Bring school supplies for our back-to-school supply drive for Sunrise Elementary. More details will be posted on Facebook and in the summer MOA newsletter.

## Planting for the Future

Two evergreen trees—a Colorado blue spruce and a Bush’s electra deodar cedar—were planted in February near the entryway monument to honor Keith and Janet Fabling, who served the MOA Board and neighborhood for many years before they moved to Bonney Lake. Keith helped plant his own tribute trees, with assistance from Cindy Hutchinson, who donated the trees. The Fablings expressed gratitude and said they love the trees, which are next to where a huge maple tree had to be cut down.



## Unsightly Signs

We have noticed “home for sale,” “open house,” and “garage sale” signs planted in the MOA’s entryway at Shaw and Manorwood. Such signs will be removed. They don’t belong in front of our “monuments.”

## Dying (Dead) Embers

The natural-gas fireplace at the Clubhouse is kaput. The digital module is no longer working. There’s no ignition. Board President Chris Wilkie will check prices later this summer. The Board did not view this particular repair as urgent since the fireplace season is (nearly?) over.

## Remember the (Water) Mains

As part of its ongoing water main replacement projects, the City of Puyallup installed wonderful new water mains in part of Manorwood a couple of years ago. The work including repaving affected streets, including Manorwood Drive. That was phase 1.

According to [cityofpuyallup.org/1312/Water-Projects](http://cityofpuyallup.org/1312/Water-Projects), Manorwood phases 2 and 3 are in the “planning” stage, with no specific calendar date yet determined for starting work. The city will notify you when the time comes. When the water mains are replaced, you will be advised to have a plumber check the health of the pressure-reducing valve at your home. If the valve has never been updated, chances are high that it will not withstand the force when the new mains go live.