

Winter Newsletter

Manorwood Owners' Association
Board and Officers

President — Jon House

Vice President — Mark Thurber

Treasurer/Secretary — Linda
Dement

Secretary — VACANT

Directors —

Heidi Burkheimer

Aaron Grenlund

Jennifer Reed

Chad Brummer

Crystal Dalton

Lindsay Smolko

Manorwood Homeowners Association



Welcome New Members –

Hazel and Joseph – Lot #48

Eric and Meghan – Lot #36

Tanner and Tyler – Lot #108

Stephen, Rebecca, Samuel and Mary Lot #7

Updates from your Manorwood Board

Annual Meeting

Join us November 21 at the MOA Clubhouse at 6pm for our 2024 Annual Meeting. Bring your ballots and questions as we vote on our proposed budget and directors.

Pool repairs



We are excited to announce the pool repairs were finished this month and looks great. We will be ready to go this coming May for the 2025 pool season.



Deck Updates

A bid has been approved and we hope to start work this year or early 2025. This much needed replacement will be completed prior to the 2025 swim season.

Swim Season Updates

Thank you for a great pool season, we had record high usage, with an estimated count of 2,000 + usage and 64 homeowners using the pool this summer. A great team of attendants this year, thank you all for your patience and thank you to our attendants for making the pool season great.

Committees

(volunteers needed!)

Architectural Control —

Jennifer Reed

Greg Dement

Abe Rossy

Mark Thurber

Clubhouse — VACANT

Pool —

Linda Dement

Heidi Burkheimer

Jon House

Grounds — Mark Thurber

Sports courts — VACANT

RV Lot — Ken Cook, Gregory
Dement

Activities — Stephanie Benson,
Linda Dement

Welcome Wagon — Kathy
McLeod

Website — Jon House

Nominating — VACANT

Clubhouse coordinator — Linda
Dement

Board Secretary Needed

Are you interested in learning more about the Manorwood board and being part of your community, become the board secretary. Working an average of 3-4 hours a month, you would take notes at the monthly board, prepare the monthly agenda, and email draft minutes for review.



Committee members needed

Our MOA is looking for a few good folks. Our committees and board are run by **volunteers** and we need a few more.

We currently need help with some of the following roles:

Nominating Committee – identify members to run for the board

Sports Court – help setup and maintain the basketball and tennis courts

Clubhouse Coordinator – help with the member rentals.

Upcoming Events

November:

Annual Board Meeting 11/21/24 at 6pm

December:

Clubhouse decorating 12/1/24 at 4

Volunteers are needed to decorate the clubhouse – please email us if you can help at manorwoodhoa@gmail.com

Annual Christmas Event and canned food drive



On December 12/5, join us for our annual Manorwood Christmas event. We'll light the tree and have Treats and hot cocoa, tea, and cider for members and families.

Bring canned or boxed food to donate to the local food bank (non-expired, please)

JC Higgins & Associates
Association Management
Company

802 39th Ave SW, Puyallup
98373

Association Manager: Lorne
Martin,

253-841-0111, Ext. 120,
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Contact Us

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MOA Board Accomplishments

1. Opened the MOA pool Memorial Day with an average daily usage of 7 lots, 20 members, 6 guests, and 21 people/day over 83 days tracked. One day had over 89 people at the pool!
2. 42 clubhouse rentals in 2024, and 42 in 2023
3. Replaced aging door code system for better management and access for members
4. Continued to update & enhance MOA website with board minutes, updates, and information for members
5. Coordinated with JC Higgins to resolve important homeowner concerns and thank you to Lorne at JC Higgins for being a valuable partner.
6. Illuminated Manorwood entrance trees with donated Christmas lighting
7. Annual 4th of July children's parade (w/ 2 firetrucks, 4 police cars & music)
8. Trimmed/maintained trees and thorn bushes as well as landscaping of the clubhouse and common area
9. Pressure washed tennis/pickleball/basketball courts to ensure a safe summer recreation season
10. Annual Santa event held with high attendance
11. Maintained entrance signs & hand watered parkway trees
12. Provided ongoing clubhouse maintenance
13. Approved numerous ACC requests for roofs, fences, house paint and tree removal
14. Interfaced with Health Dept to identify & resolve pool/clubhouse deficiencies
15. *Increased deposits to long term Reserve Fund account
16. *Received quotes and contracted for deck replacement
17. Repaired pool leak
18. Went through the vendor selection process to select a new landscape firm, A Touch of Green, and they have done an excellent job in maintaining our clubhouse and pool landscape areas
19. Inspected and removed trees as required to maintain a safe community
20. Updated security systems to ensure safer and more robust oversight of MOA assets.
21. Thanks to A Touch of Green & Aqua Care contractors for excellent service to our landscape & pool
22. Met with and corresponded with MOA owners to address questions and concerns in a timely manner

Upcoming Board Meetings:

Located at

2716 Manorwood Drive SE

TBD

November – December

Dates to Remember

*Federal holiday

Your dues at work!

Summer is over, and we are looking forward to fall leaves, soup and hot beverages, and for some, Pumpkin Spice everything. As your Manorwood Owners' Association, we are looking forward to progress as well. We are preparing for our annual meeting and scheduling 2024-2025 capital projects.

Virginia Graeme Baker – replacing drain covers and verifying specific pipes meet the new requirements.

Deck replacement – Our aging deck will be replaced – Our plan is to replace our deck with a new one with a 50 year warranty.

Vanities – replacement of sinks and vanities in the restrooms.

Updating/replacement of MOA clubhouse security systems

I hope you are as excited as we are for these updates!

A note from your treasurer about your dues.

Key highlights:

1. **No dues increase for FY2025**
2. **The overall proposed ordinary expenses total \$75,206, an increase of \$1,195 from our 2024 budget or 1.61%. This includes:**
 - a. Savings from switching our company for landscaping/maintenance, such as moss removal and pressure washing, due to lack of volunteers from the MOA to contribute time for this maintenance.
 - b. Anticipated higher costs for utilities and vendors.
 - c. Increase in wages of attendants for summer pool season.
 - d. Required testing for pool - VGB
3. **The overall proposed total for ALL expenses is \$121,540, which includes \$46,333 for capital/reserve study projects.**
4. **What did your dues pay for in 2024?**
 - a. Pool access and maintenance. Average daily use of the pool by 7+ lots, with more than 20 members average use per day and 7 guests on average, with over 1924 members and guests signed in (this is an undercount since some people didn't sign in).
 - b. Free rental of clubhouse (\$75 deposit required) – **43** bookings in 2023 and **42** in 2024 (almost double from years past)
 - c. Well-maintained common areas and access to low-cost RV lot storage. Fireplace and chimney repair
 - d. Replacement of deck (front and back) partially paid in 2024
 - e. Pool repair of leak
 - f. Community events and a place to gather

Manorwood Proposed 2025 Budget

Income	2025 Bud	2024 Bud	2023 Act	
RV/MH/Boat Dues	2,200	2,000	1,875	10.00%
H.O.A. Dues	80,256	80,256	78,961	0.00%
H.O.A. Dues-Restricted - FY20	7,296	7,296		0.00%
H.O.A. Dues-Restricted - FY23	8,436	8,436		
2023 Other Income ¹			3,727	
TOTAL INCOME	98,188	97,988	84,563	0.20%

Fixed Expenses	2025 Bud	2024 Bud	2023 Act	Variance
Property Insurance	3,821	3,579	3,531	6.76%
Taxes	299			#DIV/0!
TOTAL FIXED EXPENSES	4,120	3,579	3,531	15.12%

Admin Expenses	2025 Bud	2024 Bud	2023 Act	Variance
Accounting	230	230	195	0.00%
Corporation Report	20	20	20	0.00%
Legal	1,000	1,000	502	0.00%
Management Fee	11,330	11,330	11,280	0.00%
Miscellaneous Admin	350	350	0	0.00%
Social Events	2,500	500	268	400.00%
Supplies	1,000	1,300	1,107	-23.08%
Clubhouse Supplies	650	650	376	0.00%
Wages/Salaries/Payroll taxes	17,652	16,251	14,073	8.62%
TOTAL ADMIN EXPENSES	34,732	31,631	27,821	9.80%

Utility Expenses	2025 Bud	2024 Bud	2023 Act	Variance
Website	20	20		0.00%
Electricity	2,403	2,271	2,140	5.83%
Internet	1,538	1,296	1,049	18.64%
Gas	4,626	3,925	4,448	17.86%
Refuse	925	868	817	6.57%
Sewer ²	622	400	4,024	55.45%
Storm Sewer	239	225	211	6.20%
Telephone	444	648	539	-31.49%
Water	1,877	1,406	1,279	33.50%
TOTAL UTILITY EXPENSES	12,694	11,059	14,507	14.78%

Repair/Maint Expenses	2025 Bud	2024 Bud	2023 Act	Variance
Carpet Cleaning	250	250		0.00%
Clubhouse Maintenance	1,500	1,500	364	0.00%
Permits	563	550	510	2.36%
Grounds Extra	2,000	2,000		0.00%
Grounds	7,598	14,208	13,739	-46.52%
Irrigation System	400	400	55	0.00%
Locks/Keys	75	50	148	50.00%

RV Lot Maintenance	400	400		0.00%
Fireplace repair, back sales tax			778	#DIV/0!
Fans for clubhouse			297	#DIV/0!
Tennis Courts Maintenance/Putting Green			49	#DIV/0!
Pool/Spa	9,875	7,384	8,672	33.74%
Plumbing System	1,000	1,000		0.00%
TOTAL REPAIR/MAINT EXPNS	23,661	27,742	24,612	-14.71%
TOTAL ORDINARY EXPENSES	75,206	74,011	70,471	1.61%
Less 10% due increase moved to Edward Jones	7,296	7,296	7,296	
Less 10% due increase moved to Edward Jones - FY23 Increase	8,436	8,436		-
Net estimated available income after 10% due increase moved to Edward Jones	7,250	8,245	6,796	
Common Area Projects	2025 Bud	2024 Bud	2023 Act	Variance
Deck Replacement 66.66% of cost (1st 1/3 paid 2024)	41,333			
Carpet Replacement	5,000			
TOTAL Reserve Study/Capital Improvements³	46,333	0	0	

Footnotes:

1. 2023 other income includes fines, late charges, and interest.
2. "2023 Act" -Water leak lead to higher than usual sewer fees and lawn care was almost double current cost.
3. \$153,000 are in assets (as of 9-30-24) when adjusting for final payment for pool repair and 1/3 deposit for deck replacement. We anticipate \$46,333 in reserve/capital costs in 2025, but estimate almost 1/2 of the amount needed will be funded through anticipated ordinary income and the (2) anticipated due payments moved to reserves.