

WEST TAPPS MAINTENANCE COMPANY
Board of Trustees Meeting Minutes
3302 C West Tapps Dr E, Suite C
Lake Tapps, WA 98391

1 **Scheduled Board Meeting**

2 Wednesday January 12th, 2022

3 Zoom

4

5 **Call to Order**

6 Meeting called to order at 7:00pm by Duane Bratvold.

7

8 **Attendance**

9 **Trustees Present**

- 10 Duane Bratvold, President
- 11 Shawna Wallace, Vice President
- 12 Adam Gregorich, Treasurer
- 13 Kit Bourn, Secretary
- 14 Cliff McIntosh, Parks Chair
- 15 Bruce Upton, Architectural Chair

16

17 **Staff Present**

18 Robert White

19

20 **Guests Present**

21 None

22

23 **Homeowners Present**

Zac Smith	Kimberly Newlove	Jen Miller	
D Beecher	Jenn Hornbuckle	James Madison	
Jennifer Siegrist	Nikki	Ryan Gilbert	
Shayna Reutter	Melissa Alton	Annette Gregorich	
Steve McCoy	Rebecca Williams	Kimberly N	
Severn Anderson	Rachel Gilbert		

24

25 **Determination of Quorum**

26 Quorum Reached.

27

28 **Agenda**

29 **Motion** (011222.1905) Alter the agenda to add wave barrier, road to the boat launch, roads,
30 and greenbelt discussions to New Business by Bratvold, seconded by Bourn.

31 **Approved:** Yes: Bratvold, Wallace, Gregorich, Bourn, Upton; Abstain: McIntosh

32

33 **Motion** (011222.1905) Adopt the altered agenda by Duane Bratvold, seconded by Kit Bourn.

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34 **Approved:** Yes: Bratvold, Wallace, Gregorich, Bourn, Upton; Abstain: McIntosh
35

36 Member Comment Period

37 No comments were submitted.
38

39 Approval of Minutes

40 Motion (011222.1910) Approve board meeting minutes from December 15, 2021, by Kit Bourn,
41 seconded Adam Gregorich.

42 **Approved:** Unanimous
43

44 Motion (011222.1911) Approve special meeting minutes from December 22, 2021, by Kit Bourn,
45 seconded Adam Gregorich.

46 **Approved:** Unanimous
47
48

49 Reports

50 Treasurer Reports

- 51 • Approved December 15th minutes are required to add Bourn and Gregorich as signers. Meeting
52 Lisa Courneya on Tuesday January 18th at Chase Bank with the signed meeting minutes.
53 • Gregorich is working with General Manager Wittmier on payroll.
54 • Washington Employment Security rate is increasing by nearly 100%. Approximately \$900
55 increase.

56 Secretary Reports

- 57 • Accounts are being transferred into Bourn's control from GoDaddy and subsequent services.
58 • WordPress site was updated to mitigate known vulnerabilities. Gregorich was added as a full
59 admin user.
60 • Email addresses have been created for the board to use with official roles. Email accounts are
61 ready for transfer of ownership.
62 • An auto-mailer solution is being reviewed for mailing homeowners. Board will be examining the
63 types of mailing categories to find methods of allowing homeowners to subscribe or opt out of
64 mailers as required.
65 • Caliber Invoice is currently being paid. Once the licensing is up to date, the software will be
66 installed and configured. Depending on the capabilities of the software, workloads will be
67 forklifted over to the Caliber platform.

68 Office Reports

- 69 • President Bratvold delivers report for GM Wittmier.
70 • GM Wittmier is authorized to increase the limit of the WTMC debit card to pay Caliber for the
71 licensing invoice.

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- 72 • Wittmier has exported WTMC Microsoft Access database to a Caliber friendly format for when
73 Caliber is ready to import the data. Total invoice cost for Caliber is \$3300.

74

75 Facilities Reports

- 76 • Facilities Manager Robert White and President Bratvold deliver report.
77 • Despite the heavy snow, no major damage has been reported.
78 • Winter cleanup at Jenks and Bankers is complete and now in maintenance mode.
79 ○ Trimming brush along the paths at Bankers Park.
80 ○ Chipped wood to fill problem areas in the walking path at Bankers Park.
81 ○ Reached out to tree services operating in the area to offer free wood chip disposal to
82 help fill in more of the walking path at Bankers Park.
83 ○ Minor repairs to fencing at Jenks Park.
84 • WTMC truck is being serviced.
85 • Replaced a street sign and filled potholes in Hidden View.
86 • Robert to take the lead on supporting the Office staff during office staff transition.
87 • Next Tasks
88 ○ Need to paint bathrooms at Jenks. Paint has been priced out and awaiting funds to
89 purchase.
90 ○ Needs to remove brick from the cabana.

91

92 Committee Reports

93 Committees are still undergoing the formation process. No reports given.

94

95 Unfinished Business

96 Review Code of Conduct

97 A code of conduct is now contained in the new Washington State HOA RCWs as of January 2022.
98 Wallace suggests adopting a new code of conduct may be redundant and will be working on a
99 code of ethics to bring to the next board work session.

100

101 Motion (011222.1911) Review code of ethics agenda item at next work session, by Shawna
102 Wallace, seconded Bruce Upton.

103 **Approved:** Unanimous

104

105

106 New Business

107 Control Attorney Access

108 Gregorich considers the attorneys costs from 2021 to be excessive and proposes we gate access
109 to the attorney via the WTMC president or majority vote from the board. Discussion on adding
110 an emergency contact to the motion. McIntosh suggests the gateway needs to be the attorney

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111 himself or to have a legal method of controlling access beyond the WTMC board approval.
112 Wallace suggests we come up with a one-page process to guide board members on attorney
113 engagements.

114
115 **Motion** (011222.1933) to Gate Attorney Access to WTMC President by Adam Gregorich,
116 seconded by Shawna Wallace at 7:33 PM.

117 **Approved:** Yes: Bratvold, Wallace, Gregorich, Bourn, McIntosh; Abstain: Upton
118

119 **Pre-approve \$5000 for Temporary Office Staff**

120 Gregorich clarifies budget line item 1109 would be used to fund office staff. McIntosh suggests
121 we pay office staff as an invoice every month instead of pre-approving funds. Gregorich states
122 payment for work done by an employee or contractor could not voted on as the funds would
123 already be owed. Wallace suggests pre-approving the funds would simplify the process of hiring
124 temporary staff. Bratvold states he will not enter into an agreement for staffing until he has a
125 set spending cap.

126
127 **Motion** (011222.1938) to Pre-approve \$5000 to temporary or contract office staff as needed by
128 Adam Gregorich, seconded by Shawna Wallace.

129 **Approved:** Unanimous
130

131 **Scoping and Chairing Architecture, Finance, Violations, and Parks Committees**

132 Define the scope of and chair the Architecture, Finance, Violations, and Parks committees.
133 McIntosh states he was a liaison between park staff and the board to facilitate communication.
134 Bratvold state that McIntosh is to maintain the position of parks liaison. Discussion on why a
135 park liaison was required.
136

137 **Finance Committee**

138 Gregorich suggests establishing a finance committee early will help facilitate work done during
139 the year.
140

141 **Motion** (011222.1944) Appoint Gregorich as chair of the Finance Committee by Shawna
142 Wallace, seconded by Bruce Upton.

143 **Approved:** Unanimous
144

145 **Violations Committee**

146 Bratvold states its troubling the WTMC has not fined homeowners in the past. Upton states the
147 attorney has mentioned WTMC must maintain its past consistency in delivering fines to keep in
148 good standing. Discussion on fine structure and the requirements of a violations committee.
149 Examples given of historic violations.

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150 Bratvold suggests violations discussion should be taken to the next work sessions for a more in-
151 depth examination.

152

153 **Motion** (011222.1950) Appoint Wallace as chair of the Violations Committee by Adam
154 Gregorich, seconded by Bruce Upton.

155 **Approved:** Unanimous

156

157 Parks Committee

158 Discussion on the size, scope, and potential problems of forming a parks committee. McIntosh
159 suggests a parks committee be run by the board directly. Discussion on homeowner
160 participation in committees and chair requirements. Gregorich suggests the board co-chairs the
161 parks committee per McIntosh's suggestion. Bourn suggests using a mailer to solicit
162 homeowners for committee participation. Bourn and Gregorich to engineer mailer.

163

164 Parks Committee discussion will be moved to the next work session for further examination.

165

166 Architecture Committee

167 Bratvold states an architecture committee will involve many legal requirements which will
168 require more research and education before a chair or committee members may be selected.

169

170 Architecture committee discussion will be moved to the next work session for further
171 examination.

172

173 Events Committee

174 Gregorich ask if an event committee should be rolled into a parks committee or an independent
175 entity. Wallace volunteers to chair an event committee.

176

177 **Motion** (011222.2002) Appoint Wallace as chair of the Events Committee by Cliff McIntosh,
178 seconded by Adam Gregorich.

179 **Approved:** Unanimous

180

181 Safety Committee

182 Gregorich suggests we change past Safe Streets committee to a broader scoped Safety
183 Committee. Lisa Courneya was suggested as a committee chair as she has performed
184 substantial work in this area for other organizations. Discussion of potential problems and
185 potential solutions. Wallace suggests we maintain consistency by soliciting homeowners as with
186 other committees. Gregorich suggests we appoint the safety committee with a board member
187 contact.

188

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189 Homeowner comment suggesting the board should reach out to the homeowners to volunteer
190 for a committee instead of direct assignment. Gregorich suggests the intent of the board is to
191 chair committees first then request volunteers.

192 Discussion on how to fill the safety committee. Board to co-chair the safety committee.

193

194 Safety committee discussion to be moved to next work session.

195

196

197 [Authorize a petty cash debit card for Facilities Manager](#)

198 Authorize a \$300 petty cash fund for Robert to obtain items for work needed.

199

200 **Motion** (011222.2015) Authorize \$300 petty cash for Facilities Manager by Shawna Wallace,
201 seconded by Cliff McIntosh.

202 **Approved:** Unanimous

203

204 [Greenbelt Discussion](#)

205 McIntosh states no specific material was prepared for discussion, though would like to raise
206 awareness for future discussion. Bratvold states work with a homeowner is in progress to
207 remove hazardous trees. McIntosh states WTMC needs preform an urban development study.
208 Discussion on viability current data of hazardous items in the greenbelts.

209

210 Greenbelt discussion to be moved to next work session.

211

212 [Wave Barrier](#)

213 Bratvold requested a quote from WaveEater to install a wave barrier in place of the existing log
214 boom at Jenks Park. Discussion on products from WaveEater and how the products should be
215 deployed for effectiveness. Bratvold states the bulkhead at Jenks Park needs to be repaired and
216 reinforced. Quote for installing a wave barrier from WaveEater was about \$39,000. Bratvold
217 states if WTMC does not start with mitigation of erosion of the bulkhead at Jenks Park, the cost
218 will be substantially higher than the cost of the wave barrier.

219

220 Upton states we need to spend on mitigation measures before damage costs increase.

221 McIntosh suggests the bulkhead needs to be repaired. Discussion on past maintenance
222 methods for bulkhead repair.

223

224 Bratvold states WaveEater needs 30% of the cost down to start installation, with the remainder
225 of the cost on delivery. McIntosh states the best time of year to perform work would be when
226 the lake water levels are reduced in the winter and WTMC may not have the time to perform
227 the required work.

228

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229 Bratvold states the work needs to be done immediately. Motion to purchase a wave barrier
230 from WaveEater at the quoted price was proposed then rescinded by Upton pending further
231 discussion. Discussion on specifics of the WaveEater quote and other potential solutions.
232 Wave barrier discussion to be moved to next work session.

233

234 **Widening the boat launch at Jenks Park**

235 Bratvold proposed a quote for widening the boat launch at Jenks Park to allow two trailered
236 boats to pass side by side increasing usability. McIntosh states he has a proposal to solve
237 several problems at Jenks Park.

238 Discussion to be continued in next work session.

239

240 **Good of the Order**

- 241 • Bratvold states June 18th will the 6th annual boat parade on Lake Tapps.
- 242 • Gregorich requests past bids on road projects be updated for review.

243

244 **Meeting Adjourned**

245 **Motion** (011222.2041) Adjourn board meeting by Shawna Wallace, seconded by Adam
246 Gregorich.

247 **Approved:** Unanimous

248

249

250

251

252 Meeting Minutes Prepared by
253 Christopher Bourn, Secretary

Date
01/16/2022

254

255 Secretary Approved

256

257

258 Board Approved

259

260