

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 February 8th, 2023

3

4 **Call to Order**

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

6

7 **Attendance**

8 **Trustees Present**

9 Duane Bratvold, President

10 Shawna Wallace, Vice President

11 Adam Gregorich, Treasurer

12 Kit Bourn, Secretary

13 Brad Boushey

14 Kim Scott

15 Aaron Kolar

16 **Staff Present**

17 Melissa Gubbe

18

19 **Determination of Quorum**

20 Quorum Reached.

21

22 **Agenda**

23 **Motion** (230208.1901) Add Executive Session for Personnel Matters to the agenda, Move Mr.
24 Burr to the front of the agenda, remove cabana discussion from the agenda, then approve
25 agenda as altered by Scott, seconded by Bourn.

26 **Approved:** Unanimous

27

28 **Approval of Minutes**

29 **Motion** (230208.1903) to approve minutes for January 11th by Scott, seconded Bourn.

30 **Approved:** Unanimous

31

32

33 **Reports**

34 Please see attached reports.

35

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36 **Guest Speakers**

37 Kristal Cowger spoke on her interactions with the Lake Tapps Community Council and its current
38 state.
39

40 **Mr. Burr Variance Request**

41 Mr. Burr spoke on a shop rebuild and asked for a variance for building into a homeowner owned
42 greenbelt and to build a fence through his green belt.
43

44 **Motion** (230208.1949) allow Mr. Burr's shop to be built up to 5ft into the homeowner green
45 belt with the understanding there is an incident buffer of 2 ft. added by Gregorich, seconded
46 Scott.

47 **Approved:** Unanimous
48

49 **Motion** (230208.1950) to approve a variance for a fence along the property line as shown by
50 the submitted site plan by Gregorich, seconded by Scott.

51 **Approved:** Unanimous
52

53 **Unfinished Business**

54 **Ground Penetrating Radar**

55 **Motion** (230208.2008) to accept bid \$8000 plus tax, contingent upon vendor providing up to a
56 five year repeat analysis by Wallace, seconded by Scott.

57 **Approved:** Unanimous
58

59 **Scope of Work for Bankers, Jenks, and Lakeridge**

60 **Motion** (230208.2033) to accept the scope of work for Bankers, Jenks, and Lakeridge Parks by
61 Gregorich, seconded Kolar.

62 **Approved:** Unanimous
63

64 **New Business**

65 **Sale of Ford 250**

66 **Motion** (230208.2034) to have the Office Manager place the Ford f250 up for sale by Scott,
67 seconded by Wallace.

68 **Approved:** Unanimous
69

70 **Arborist Discussion**

71 Discussion on a new arborist contractor.
72

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73 Office Lease Renewal
74 Motion (230208.2049) to accept the 2023 Office Lease by Gregorich, seconded by Bourn.
75 **Approved:** Unanimous
76

77 Executive Session

78 Motion (230208.2045) to discuss personnel matters by Gregorich, seconded by Kolar.
79 **Approved:** Unanimous
80

81 Motion (230208.2137) to exit by Gregorich, seconded by Wallace.
82 **Approved:** Unanimous
83

84

85 Meeting Adjourned

86 Motion (230208.2139) to adjourn by Wallace, seconded by Gregorich.
87 **Approved:** Unanimous
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90

91 Meeting Minutes Prepared by	91 Date
92 Kit Bourn	92 02/22/2023
93	