

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 9th, 2022

3 Mixed (Zoom and In-Person)

4

5 **Call to Order**

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

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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

16 **Staff Present**

17 None Present

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19 **Guests Present**

20 None Present

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22 **Homeowners Present**

| | | |
|-----------------|----------------|-------------------|
| Zac Smith | Ryan Gilbert | Jenn Hornbuckle |
| Connie Bratvold | Rachel Gilbert | Jessica Prochaska |
| Ryan Gilbert | Leonard Owen | Mike Beecher |
| Andrew Driggers | Brad Boushey | Jennifer White |
| Janel (LT) | | |

23

24 **Determination of Quorum**

25 Quorum Reached.

26

27 **Agenda**

28 **Motion** (220209.1902) Adopt agenda by Wallace, seconded by Gregorich.

29 **Approved:** Unanimous

30

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31 **Approval of Minutes**

32 **Motion** (220209.1906) Approve revised board meeting minutes from December 15th, 2021, by
33 Wallace, seconded Bourn.

34 **Approved:** Unanimous

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36 **Motion** (220209.1907) Approve board meeting minutes from January 12th, 2022, by Wallace,
37 seconded Bourn.

38 **Approved:** Unanimous

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40 **Reports**

41 **Treasurer Reports**

- 42 • Gregorich is working with Michelle Wittmier on learning the payroll process, accounts
43 payable, and reporting.
- 44 • Conversations surrounding engaging an accounting firm for an office review and
45 auditing purposes.
- 46 • Bourn and Gregorich reaching out to gain support accounts with Caliber software.

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48 **Secretary Reports**

- 49 • Bourn working with Michelle Wittmier on Office processes and shadowing Gregorich on
50 billing.
- 51 • Researching requirements for onboarding Office 365 and other SaaS applications.
- 52 • Tasked with finding a method of payment and slimming down current IT related office
53 expenditures.

54

55 **Office Reports**

- 56 • Robert White and Bratvold are interviewing for an open facilities position.
- 57 • Destiny is preparing for mailing assessments to the homeowners.
- 58 • Bratvold has been speaking to an arborist to provide greenbelt assessment services.
- 59 • Bratvold has not received a quote for a security company to patrol parks, and is
60 following a recommendation from Cascade Water to engage PSE to subsidize the cost.

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62 **Committee Reports**

63 **Compliance Committee**

- 64 • Violations committee to be renamed to Compliance Committee.
- 65 • Wallace has been engaging homeowners to volunteer with a meeting scheduled to start
66 discussions.

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Events Committee

- Wallace is putting together an Easter Egg hunt, coordinating discussions on a Fun Run, and has handed over Food Truck Fridays to a committee member to schedule.
- Discussions for creating a Movie Night and a Trash Pickup event are in preliminary planning stages.

Unfinished Business

Code of Ethics

Gregorich adapted a code of conduct for the West Tapps Maintenance Company board of trustees.

Motion (220209.1937) to approve a code of conduct for board members by Wallace, seconded by McIntosh.

Approved: Unanimous

New Business

Renew Office Lease

Annual lease renewal for the WTMC office is due. Bratvold will ask for some verbiage changes to the lease for clarity. Lease amount is increasing by \$100 per month.

Motion (220209.1942) to accept increase in lease amount by McIntosh, seconded by Wallace.

Approved: Unanimous

Approve Jenks Park Bulkhead Repair Estimate

Motion (220209.1945) to accept bid From Harrington Concrete for \$3500 plus tax to be provided from unallocated discretionary funds by Wallace, seconded by McIntosh.

Approved: Unanimous

Good of the Order

- Move board work session schedule to two weeks before the board meeting.
- Summer barbeque proposed for volunteers who have helped this year.
- Painting of Jenks Park Restrooms scheduled for February 19th.

Meeting Adjourned

Motion (220209.1953) to adjourn by Gregorich, seconded by Wallace.

Approved: Unanimous

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|-----|-----------------------------|------------|
| 105 | Meeting Minutes Prepared by | Date |
| 106 | Christopher Bourn | 02/28/2022 |
| 107 | | |
| 108 | Secretary Approved | Date |
| 109 | | 02/28/2022 |
| 110 | | |
| 111 | Board Approved | Date |
| 112 | | 03/09/2022 |