

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 March 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** (230308.1901) Approve agenda as by Bourn, seconded by Scott.

24 **Approved:** Unanimous

25

26 **Approval of Minutes**

27 **Motion** (230308.1903) to approve minutes for February 8th by Wallace, seconded Gregorich.

28 **Approved:** Unanimous

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30 **Motion** (230308.1904) to approve minutes for February 16th by Wallace, seconded Gregorich.

31 **Approved:** Unanimous

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34 **Reports**

35 Please see attached reports.

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38 **Email Motion**

39 Motion (230223.1515) to approve the attached hold harmless agreement for Tip Top Tree
40 Services for their work in the 190th area greenbelts by Gregorich, seconded by Bourn.
41 **Approved:** Unanimous

42
43

44 **Unfinished Business**

45 **Mr. Speedy Update**

46 An update was discussed on the WTMC request sent to Mr. Speedy and the progress made to
47 date. Office to follow up with Mr. Speedy.

48

49 **Jenks Park Boat Launch Work**

50 Motion (230308.1938) to accept the bid for work at Jenks at \$32120 and Lakeridge at \$20923
51 for a total of \$53043 taken from capitol funds by Kolar, seconded Scott.
52 **Approved:** Unanimous

53

54 **New Business**

55 **Landscaping and Ivy Control**

56 The landscaper quoted \$65/hr. to clear ivy from greenbelt. Recommended homeowners should
57 be responsible for ivy entering the greenbelt from a private residence once its cleared from the
58 greenbelts.

59 **F250 Sale Price**

60 Discussion on a minimum sale price for the Ford F250.

61

62 **Parks Job Description**

63 Motion (230308.2004) to accept Park Lead job description by Gregorich, seconded by Scott.
64 **Approved:** Unanimous

65

66 Motion (230308.2015) to accept the Park Attendant job description by Gregorich, seconded by
67 Scott.

68 **Approved:** Unanimous

69

70 **Connex Storage**

71 Moved to April board meeting.

72 **Park Cabana Rental Changes**

73 Motion (230308.2023) to set cabana rental rate to \$25 and \$50 deposit for a 6 hour period,
74 9am-3pm, or 3pm-9pm, and to charge a fee regardless of party size, with a maximum limit of 30
75 people by Gregorich, seconded by Wallace.

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76 **Approved:** Unanimous

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78 **Policies Approval**

79 **Motion** (230308.2027) to accept the WTMC Vehicle Use Policy by Gregorich, seconded by Kolar.

80 **Approved:** Unanimous

81

82 **Motion** (230308.2049) to accept the WTMC Board Policy Manual (BPM) by Gregorich, seconded
83 by Scott.

84 **Approved:** Unanimous

85

86 **Motion** (230308.2053) to accept the WTMC Employee Policy by Gregorich, seconded by Scott.

87 **Approved:** Unanimous

88

89 **Payment Plans and Late Fee Changes**

90 **Motion** (230308.2055) to accept payments in full without accessing late fees by April 30th of
91 2023 by Wallace, seconded by Gregorich.

92 **Approved:** Unanimous

93

94 **Tree Top Bid for 190th Greenbelt Cleanup**

95 **Motion** (230308.2100) to accept bid from Tree Top to clean up 190th greenbelt to be taken from
96 the greenbelt line item by Kolar, seconded by Gregorich.

97 **Approved:** Unanimous

98

99 **Audit Approval**

100 **Motion** (230308.2100) to approve the draft audit by Gregorich, seconded by Kolar.

101 **Approved:** Unanimous

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103 **Executive Session**

104 **Motion** (230308.2106) to discuss legal matters by Gregorich, seconded by Kolar.

105 **Approved:** Unanimous

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107 **Motion** (230308.2146) to exit by Gregorich, seconded by Scott.

108 **Approved:** Unanimous

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110 **Motion** (230308.2146) to exit by Gregorich, seconded by Scott.

111 **Approved:** Unanimous

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113 **Motion** (230308.2147) to approve bid by No Worries Septic Services for \$7391 from the Reserve
114 Funds line item by Gregorich, seconded by Scott.

115 **Approved:** Unanimous

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117 **Meeting Adjourned**

118 Motion (230308.2148) to adjourn by Gregorich, seconded by Scott.

119 **Approved:** Unanimous

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123 **Meeting Minutes Prepared by**

Date

124 Kit Bourn

04/01/2023

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