

**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 9<sup>th</sup>, 2022  
3 Mixed (Zoom and In-Person)

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  
15 Bruce Upton

16

17 **Staff Present**

18 None Present

19

20 **Guests Present**

21 Melissa Gubbe

22

23 **Homeowners Present**

Zac Smith	Jessica Prochaska
Connie Bratvold	Jenn Hornbuckle
Ryan Gilbert	Leonard Owen
Rachel Gilbert	Severn Anderson
Mike Beecher	

24

25 **Determination of Quorum**

26 Quorum Reached.

27

28 **Agenda**

29 **Motion** (220309.1900) Amend agenda to add discussion of the Arborist report by Gregorich,  
30 seconded by Bourn.

31 **Approved:** Unanimous

32

33 **Motion** (220309.1901) Adopt the amended agenda by Wallace, seconded by Gregorich.

34 **Approved:** Unanimous

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37 **Member Comments**

38           No comments.  
39

40 **Approval of Minutes**

41           Motion (220309.1903) Approve board meeting minutes from February 9th, 2022, pending a  
42 heading change, by Wallace, seconded Gregorich.  
43           **Approved:** Unanimous  
44

45           Motion (220309.1904) Approve special board meeting minutes from February 23rd, 2022, by  
46 Upton, seconded Gregorich.  
47           **Approved:** Bratvold, Gregorich, Upton, McIntosh, Bourn; **Abstain:** Wallace  
48

49 **Electronic Motion**

50           Motion (220211.1752) Suspend audits with Vandal CPA Firm effective immediately by  
51 Gregorich, seconded Wallace.  
52           **Approved:** Unanimous  
53

54 **Reports**

55           **Treasurer Reports**

56           New bookkeeper starting on Friday. She will be overhauling our Quickbooks AR and AP. Work  
57 on policies and procedures. Will need to update Quickbooks. Working with Bourn on starting  
58 online payment methods. Evaluating HOAStart for HOA portal needs. Recognize Destiny for the  
59 hard work getting the assessments out to our homeowners. Speaking with a new CPA firm  
60 Brantly Jansen to engage with them for Audits. Updated discretionary funds list.  
61

62           **Secretary Reports**

63           Bourn working with Chase Bank to remove Lisa Courneya from all of the bank accounts,  
64 deactivate Michelle Wittmier's debit card, establishing a line of credit for the corporation, and  
65 planning engaging the Treasurer specialist for process review. Working with Gregorich on  
66 HOAStart for evaluation purposes.  
67

68           **Office Reports**

69           New employee, Melissa Gubbe, will be starting this week working about 30 hours a week.  
70 Michael Prochaska has also started this week as the Assistant Facilities Manager. The clutch is  
71 out on the facilities truck and needs to be a workshop item for discussion on next month's  
72 meeting.

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Committee Reports

**Events Committee**

Wallace is meeting this coming Monday with the Event Committee.

Unfinished Business

WaveBarrier at Jenks Park

Purchase of a wave barrier to replace the failing log boom at Jenks Park.

Motion (220309.1930) to approve purchase of a WaveBarrier, to include a deposit sent this week, total price not to exceed \$66000, paid for from discretionary fund 8022n by Gregorich, seconded by McIntosh.

**Approved:** Unanimous

New Business

Corporate Liability Card

Establish a line of credit under West Tapps Maintenance Companies name with Chase Bank.

Motion (220309.1932) Allow Christopher Bourn to enter into an agreement with Chase Bank to establish a line of credit on the behalf of West Tapps Maintenance Company by McIntosh, seconded by Gregorich.

**Approved:** Unanimous

Bids for 181<sup>st</sup> Repair

Motion (220309.1936) to accept bid from Looker Asphalt for \$18540 plus tax to be provided from unallocated discretionary funds by Wallace, seconded by McIntosh.

**Approved:** Unanimous

Reserve Study

Motion (220309.1949) to start a three-year agreement with Association Reserves for a flat fee of \$2380/yr., with the first year to be taken out of discretionary funds and following years to be taken out of a reserve study line item.

**Approved:** Unanimous

Arborist Report

Arborist report has been returned. The report will be discussed at the next work session.

Good of the Order

- Thanks to Zack for managing the Zoom meeting for us!!

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113 Meeting Adjourned

114 Motion (220309.2005) to adjourn by Gregorich, seconded by Wallace.

115 **Approved:** Unanimous

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117 Meeting Minutes Prepared by	Date
118 Christopher Bourn	03/09/2022

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120 Secretary Approved	Date
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123 Board Approved	Date
124	04/13/2022