

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

1 **Special Board Meeting**

2 Wednesday April 13th, 2022
3 Mixed (Zoom and In-Person)

4
5 **Call to Order**

6 Meeting called to order at 7:02pm 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 Melissa Gubbe

19

20 **Guests Present**

21 None Present

22

23 **Homeowners Present**

Zac Smith	Ryan Gilbert	Jenn Hornbuckle
Connie Bratvold	Rachel Gilbert	Jessica Prochaska
Ryan Gilbert	Leonard Owen	Tyson Cornett
Mike Prochaska	April Janas	Tyler
Nikki Harrington		

24

25 **Determination of Quorum**

26 Quorum Reached.

27

28 **Agenda**

29 **Motion** (220413.1903) Alter agenda to add Jenks Park Gate Repair as first item of new business
30 by Gregorich, seconded by Bourn.

31 **Approved:** Unanimous

32

33 **Motion** (220413.1906) Adopt agenda by Gregorich, seconded by Wallace.

34 **Approved:** Unanimous

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36 **Approval of Minutes**

37 **Motion** (220413.1908) Approve board meeting minutes from March 9th, 2022, by Wallace,
38 seconded Gregorich.

39 **Approved:** Unanimous

40

41 **Motion** (220413.1909) Approve special board meeting minutes from March 9th, 2022, by
42 Wallace, seconded Gregorich.

43 **Approved:** Unanimous

44

45 **Reports**

46 **Treasurer Reports**

47 Gregorich created a new mail chimp account. Working on new procedures to remove items
48 from Access DB, then add them to Quickbooks. Moving the budget into Quickbooks for easier
49 reporting.

50

51 Reserve study has been assessed will be on site next week to start examining assets.

52

53 Online payments can now be made on the website. Credit card payments will no longer be
54 accepted in the office. Enrolled in Chase Billpay, the process will take a few weeks on board.

55

56 Testing HOAStart new features. The SaaS solution should replace the access DB.

57

58 Start shopping insurance policies to validate the information.

59

60 **Secretary Reports**

61 Bourn submitted for Google maps to change HOA parks listing from public to private.

62

63 Submitted paperwork for Chase corporate credit card application. The account manager will be
64 following up for application processing. This credit card will be in the corporation's name, and
65 not a board member's, making it easier to transition board members and roles in the future.

66

67 Had a conversation with Key bank about the remaining accounts not moved to Chase. Bank will
68 need a motion by the board to identify the changes needed. The changes requested will be
69 adding a new secretary and treasurer to the accounts.

70

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71

72 [Office Reports](#)

73 Facilities manager is providing regular weekly report to Bratvold.

74

75 [Committee Reports](#)

76 **Compliance Committee**

77 Lorian Maddox will have documents ready for review during the next work session. Committee
78 met with several homeowners who did not know what the CCRs contain. Committee to alert
79 homeowners of forthcoming warnings of violations.

80

81 **Events Committee**

82 Wallace is scheduling food trucks for Jenks Park. Working on a movie night, fun run, and turkey
83 trot. Further documentation to be provided during the next worksession.

84

85 [Unfinished Business](#)

86 [Allow Emergency Management Group to use Jenks Park](#)

87 [Motion \(220413.1933\) to approve the use of Jenks Park by the Emergency Management Group](#)
88 [for training on June 4th and 5th by Gregorich, seconded by Upton.](#)

89 **Approved:** Unanimous

90

91 [New Business](#)

92 [Jenks Park Gate Repair](#)

93 [Motion \(220413.1940\) to accept bid by Gate Service Technology for \\$5546.35 from line item](#)
94 [8022c by Gregorich, seconded by Upton.](#)

95 **Approved:** Unanimous

96

97 [Reallocate Funds](#)

98 [Motion \(220413.1949\) to move \\$25,000 from 2021 unallocated discretionary funds to line item](#)
99 [8022m \(Trucks/Trailers\) by Gregorich, seconded by Wallace.](#)

100 **Approved:** Unanimous

101

102 [Company Truck Replacement](#)

103 [Motion \(220413.1951\) to purchase 2002 Ford F150 from Valley Equipment and Truck for](#)
104 [\\$20247 contingent upon vehicle inspection by Gregorich, seconded by McIntosh.](#)

105 **Approved:** Unanimous

106

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107 [Reimbursement for Video Conference Camera](#)

108 Motion (220413.1952) to reimburse Duane Bratvold for purchase of the Owl Pro Conferencing
109 camera for \$1091 from line item 8022F (IT and Technology) by McIntosh, seconded by Upton.

110 **Approved:** Unanimous

111

112 [Replace Signers on Accounts at Key Bank](#)

113 Motion (220413.1955) to replace WTMC treasurer/secretary, Lisa Courneya, with Adam
114 Gregorich as WTMC treasurer and Christopher Bourn as WTMC secretary and remove remaining
115 signers from all accounts held at Key Bank by Bourn, seconded by McIntosh.

116 **Approved:** Unanimous

117

118 [Approve Egg Hunt Event](#)

119 Motion (220413.1955) to host the egg hunt as sponsored by Wallace, seconded by Bourn.

120 **Approved:** Yes: Gregorich, Bourn, Wallace, Bratvold

121 No: Upton, McIntosh

122

123 [Good of the Order](#)

- 124 • Invite candidates to next board meeting.

125

126 [Executive Session](#)

127 Motion (220413.2017) to enter executive session to discuss legal and personnel matters by
128 Gregorich, seconded by Upton.

129 **Approved:** Unanimous

130

131 Motion (220413.2108) to end executive session to discuss legal and personnel matters by
132 Gregorich, seconded by McIntosh.

133 **Approved:** Unanimous

134

135 Motion (220413.2109) to approve Laurel Law Group to follow up on outstanding assessments
136 by Gregorich, seconded by Upton.

137 **Approved:** Unanimous

138

139 [Meeting Adjourned](#)

140 Motion (220413.2110) to adjourn by Gregorich, seconded by Wallace.

141 **Approved:** Unanimous

142

143 Meeting Minutes Prepared by

Date

144

145

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146	Secretary Approved	Date
147	Christopher Bourn	05/11/2022
148		
149	Board Approved	Date
150		05/11/2022