

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 May 11th, 2022
3 Mixed (Zoom and In-Person)

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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
15 Bruce Upton

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17 **Staff Present**

18 Melissa Gubbe

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20 **Guests Present**

21 April Janas
22 Kim Scott
23 Brad Boushey

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25 **Determination of Quorum**

26 Quorum Reached.

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28 **Agenda**

29 **Motion** (220511.1903) Alter agenda by Wallace, seconded by Upton.

30 **Approved:** Unanimous

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32 **Motion** (220511.1904) Adopt altered agenda by Wallace, seconded by Gregorich.

33 **Approved:** Unanimous

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35 **Approval of Minutes**

36 **Motion** (220511.1908) Approve revised board meeting minutes from Approve 13th, 2022, by
37 Wallace, seconded Upton.

38 **Approved:** Unanimous

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Motion (220511.1907) Approve board meeting minutes from January 12th, 2022, by Wallace, seconded Bourn.

Approved: Unanimous

44 **Reports**

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Treasurer Reports

Gregorich is working with to move Access DB items into QuickBooks with Melissa. Also the Paymentech account was transferred into the Gregorich's name for support and management. Gregorich has discovered an overpayment with Xfinity Cable services which will be consolidated and applied to future services.

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Secretary Reports

Bourn spoke to Key bank and discovered a new requirement to sign approved meeting minutes from each board member. Also working with Access to extract parcel information and member information to migrate into HOAStart. Bourn is evaluating IT firm to start a contact with for the Office Staff.

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Office Reports

Alyssa Watkins has been hired for office staff. Working with the accounting firm to straighten QB. Mailed out homeowner packets that were never picked up.

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Facilities Report

Wave barrier is getting close to being installed. The new work truck will be available in a few days.

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Committee Reports

Compliance Committee

Wallace sent out the paperwork for various policy violations and communications recommendations for board review.

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Events Committee

Food truck flyer is created, and dates need to be finalized for each vendors.

72 **Unfinished Business**

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Motion (220415.1724) to \$10,000 from the General Manager salary budget to pay Michelle Wittmier for continuing services as needed at the rate of \$40\hr.

Approved: Unanimous (Via email)

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77 Motion (220511.1907) to rescind motion (220415.1724) and allocate up to \$10000 from the
78 General Manager salary budget to pay Michelle Wittmier for continuing services as needed by
79 Gregorich, seconded by McIntosh.
80 **Approved:** Unanimous
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82 **New Business**

83 Fulltime AirBnB Discussion
84 April Janas spoke to disturbances with an AirBnB rental in her neighborhood.
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86 Discussion with Board Candidates
87 Board Candidates introduced themselves in a round table discussion.
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89 Motion (220511.2025) to engage an auditing firm to complete the 2021 audit at the cost of
90 \$20,000 by Gregorich, seconded by Wallace.
91 **Approved:** Unanimous
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93 Discussion of Committees
94 Committees were identified and discussed.
95

96 **Good of the Order**

- 97 • Thank you to April and Zac for the assistance in the board meeting and discussions.
- 98

99 **Meeting Adjourned**

100 Motion (220511.2054) to adjourn by Wallace, seconded by Gregorich.
101 **Approved:** Unanimous
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103 Meeting Minutes Prepared by _____ Date _____
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106 Secretary Approved _____ Date _____
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109 Board Approved _____ Date _____
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