

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 Thursday May 11th, 2023

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4 **Call to Order**

5 Meeting called to order at 7:00pm by Aaron Kolar.

6

7 **Attendance**

8 **Trustees Present**

9 Aaron Kolar, President

10 Adam Gregorich, Treasurer

11 Kit Bourn, Secretary, VP

12 Brad Boushey

13 Kim Scott

14 **Staff Present**

15 Melissa Gubbe

16

17 **Determination of Quorum**

18 Quorum Reached

19

20 **Agenda**

21 Motion (230511.1906) Approve agenda by Gregorich, seconded by Bourn.

22 **Approved:** Unanimous

23

24 **Member Comments**

25 No member comments on the agenda as presented. Further member comments were
26 presented in the discussion for the variance request on 17606 S Tapps Dr E.

27 **Approval of Minutes**

28 Motion (230511.1908) to approve minutes for April 12th by Bourn, seconded Scott.

29 **Approved:** Bourn, Gregorich, Scott, Kolar **Abstain:** Boushey

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31 Motion (230511.1909) to approve minutes for May 3rd by Gregorich, seconded Bourn.

32 **Approved:** Bourn, Gregorich, Scott, Kolar **Abstain:** Boushey

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35 **Reports**

36 Please see attached reports.

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40 **New Business**

41 **Architectural Committee Member Update**

42 Motion (230511.1914) to induct Kimberly Newlove in the Architectural Committee by
43 Gregorich, seconded by Bourn.

44 **Approved:** Unanimous

45

46 **Variance for 17606 S Tapps Dr E**

47 Discussion on a request from the homeowners of 17606 S Tapps Dr E to place a fence in the
48 homeowner owned greenbelt. A temporary pallet board fence was constructed by the
49 homeowners until a permanent fence can be approved through a variance.

50

51 Member comments for and against the current temporary fence, the placement of a new fence,
52 and requirements for variance were presented. The variance requestors and surrounding
53 neighbors weighed in on the matter.

54

55 The board will be moving the discussion into a workshop later in May to speak more in depth
56 about the proposed variance taking into consideration the member comments.

57

58 **Interim Board Members Interviews/Decision**

59 Interviews for interim board members were held with two potential candidates. Each candidate
60 spoke on their current contributions to the HOA and what they would like to see for the future.

61

62 **Lakeridge Renovation Update**

63 Motion (230511.2053) to approve an amount up to \$14000 to add fencing to Lakeridge, the
64 ballpark, and Jenks Park from by Gregorich, seconded by Scott.

65 **Approved:** Unanimous

66

67 **Summer PCSD Plan**

68 Motion (230511.2105) to approve a budget of up to \$16000, taken from the Assistant Facility
69 Manager payroll budget to hire off-duty sheriffs to patrol WTMC parks during the summer
70 months by Gregorich, seconded by Bourn.

71 **Approved:** Unanimous

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73 **Vice-President Role Assignment**

74 Motion (230511.2106) to assign Kit Bourn as Vice President follow Shauna Wallace's resignation
75 from the WTMC board by Gregorich, seconded by Scott.

76 **Approved:** Unanimous

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79 **Good of the Order**

80 Members in attendance were asked to consider signing an electronic communication waiver
81 allowing WTMC to email the members regarding official business.

82 **Executive Session**

83 Motion (230511.2110) to discuss legal matters by Bourn, seconded by Scott.

84 **Approved:** Unanimous

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86 Motion (230511.2225) to exit executive session by Gregorich, seconded by Wallace.

87 **Approved:** Unanimous

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89 **Meeting Adjourned**

90 Motion (230511.2226) to adjourn by Gregorich, seconded by Scott.

91 **Approved:** Unanimous

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94

95 **Meeting Minutes Prepared by**

Date

96 Kit Bourn

06/07/2023

97

Treasurer Report

Working on restoring budget report for the board to use to show us YTD spend. We had it done and ready to go just before the transition to online and now need to recreate it. Still working on QB cleanup. Added parcel numbers, found some duplicate transactions that were generating inaccurate financial reports that we cleaned up. Been a rough transition but we are almost there.

We have run two payroll cycles through Connectteams reducing a lot of manual paperwork. It's working well so far. Can now offer direct deposit to employees, need to figure out a process to have someone on the board review (virtually sign?) before deposits are pushed.

Picking up HOA Start again.

Working on an update of the reserve study

Getting the office setup in WePay so they can run reports under their own accounts, updated the online payments to include the \$50 late fee. Trying to figure out how to add in interest. I may have to do it monthly.

Still have some issues on the financial report will have one out next week. Here are current bank balances:

Main: \$563,120.11

Sewer: \$475,474.11

Capital: \$ 78,127.31

Payroll: \$12,746.23

Hidden View Rd: \$1,720.55

Reserve: \$211,983.30

APRIL OFFICE REPORT

- 1) Received remainder of largest past due account and its now up to date. Collecting another \$5800 disputed w/ estate lawyer
- 2) Purchase supplies to stock up park season.
- 3) Moved over to QB online from desktop.
- 4) Connected connect teams to QB online.
- 5) Interviewed and hired two park employees.
- 6) Moved the office fridge to the park and bought new fridge for office. Recycled old fridge from park.
- 7) Moved volleyball poles from Kim's to park.
- 8) Continued Green belt management.
- 9) Purchases 200 seedlings for greenbelts and planted 100 in the 190th greenbelt.
- 10) Got bids for cabana painting.
- 11) Shut off all keycards for past dues accounts.
- 12) Sent lien notices to accounts that are now 2 years pass due.

April 2023 Park Report

General: Been working on a schedule for the park attendants with the office.

Jenks: Final install of floating dock (am going to add four cubes we have behind the bathrooms to the outside to extend it). Main dock refurbishment is done, looks great. Suggest we add signs at the entrance from docks to park advising its private park, and small signs on main dock notifying its short-term mooring for launching\retrieving. Old floating dock section that we were going to repurpose wasn't safe for use – one side float had a leak, too tippy when floated. Decided to scrap it and if we want something for Lakeridge will purpose build it. According to staff, goose lights might be working as there is minimal goose poop compared to last season.

Permit for septic tank replacement was submitted and is working its way through the system.

Kim Scott found a nice leak in a sprinkler line that was making the West side of the park a swamp. I have purchased materials hoping to have it repaired by the weekend. Pipe is very thin, not suited for full pressure sprinkler system and this section has been patched numerous times. This is going to continue to be an expensive problem until we replace the system.

Briana suggested swing mats for the swings. Kim has forwarded a request to the office.

Launch signs were installed this week, parking lot was striped.

We have a problem with the gate where people are starting to bend the reflectors out of alignment so the next time the gate opens it will stay open. I suggest we need to have a welded bar put into place to prevent this. Additionally, I can see if we need reflectors now that the second loop is in place.

Kim and Adam are going to look at some of the parking lot drains with a camera this week.

Kim got totally drenched digging out the sprinkler. It blew out throwing mud and water. Once the sprinkler pipe is fixed, he will dig out the BBQ hole a bit more and work on that one. It is still full of water despite the warm weather.

The VB court could use some new sand. Melissa has bids and will work with the park staff to install.

Kim is expecting the GPR Google file any day.

Launch was tested, the turnaround is much easier.

Kim has heard nothing but good feedback about the park improvements.

Hammer for play toy has been ordered, someone cut it off from the drum.

Bankers: Been doing prework on permits, stocked poop bags.

Lakeridge: Been doing prework on permits, working on getting gate back on keycard system, some additional bids.

New towing company has been contracted. Brianna will be installing new signs and taking down the old ones in all four parks.

Cascade Annual Meeting

Cascade has invested 100 million dollars into the Lake Tapps System. 2039 is the earliest they would start using the lake for water, most likely much longer if at all. They are allowed to take 75ft³ from the lake. With the closing of the paper mills in Tacoma and Everett, more water is available from those locations. Their water might be cheaper and better than the water in Lake Tapps. They estimate it will cost over a billion dollars to start using water from the lake.

Lake Levels

Due to continuing Army Corp of Engineers work, Cascade will only lower the lake to between 539 and 540ft this winter to ensure they can raise it again for summer.

In the future if they use the lake for a water supply it will be kept at the maximum level or 543, so docks and bulkheads need to be above that height. They will make their annual raise to 543 starting tomorrow and finish by the 15th so homeowners know where the line is. Cascade Water Alliance said they own up to 545 ft, but their agreement only allows to fill up to 543 ft.

Milfoil

Cascade has spent 1.1 million on Milfoil treatment since 2010 and spends between 90,000 and \$150,000/yr. despite no longer being required to treat it.

They will be touring the lake looking for Milfoil this Wednesday for their summer treatment plan. Tentatively they will be treating the cove next to Bankers Spit Park.

Aquatechnex is the company engaged by Cascade Water Alliance, and they have found that using ProcellaCOR to treat it produces the best results. There is a three-year warranty if 10 continuous acres or more are treated. Treatment is most effective in depths of 0 to 25 feet. Since Milfoil rarely grows deeper than 25 feet, treatment past this depth provides diminishing returns.

Sun and warm water cause it to grow rapidly. Milfoil will spread when cut. The cut pieces will attach at the lake bottom and start new growth, so please avoid traveling through patches where your prop will cut it and don't use tools to cut it.

Cascade Water Alliance does not currently treat an abundance of native plant species. They are considering studying the issue. Phosphorous based fertilizer used for lawn care will cause both milfoil and native species to grow rapidly if washed into the lake. Poorly performing septic systems can also add additional nutrients causing rapid growth.

They are hoping to approve a new pilot program at their 5/24 meeting that will allow homeowners to arrange to pay to treat the lake using Cascade's permit. There is an economy of scale so they recommended combining with neighbors or your HOA to treat a large enough area to get the best price.

In the future they may resort to boat and trailer inspections when people are launching to minimize contamination to the lake. They also said that lowering the lake in the winter won't kill it.

Logs

Cascade used to have a “gentleman’s agreement” with the county park to dispose of logs that people found in the lake. Unfortunately, people started disposing of garbage, old docks and other items there, so the county stopped accepting items. There is currently no plan for assisting with disposal of logs.

Ongoing Issues

There is a lot of surface water that drains into the inlet from 410, Buckley and neighboring communities. Cascade is working to minimize and clean this water prior to it entering the lake.

Cascade is starting to look at native plants to see what their impact is.