

**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 June 8th, 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 Kim Scott

17

18 **Staff Present**

19 Melissa Gubbe  
20 Mike Prochaska

21

22 **Guests Present**

23 None

24

25 **Determination of Quorum**

26 Quorum Reached.

27

28 **Agenda**

29 **Motion** (220608.1902) Adopt altered agenda by Wallace, seconded by Upton.

30 **Approved:** Unanimous

31

32 **Approval of Minutes**

33 **Motion** (220608.1904) Approve revised board meeting minutes from May 11th, 2022, by  
34 Wallace, seconded Upton.

35 **Approved:** Unanimous

36

37 **Motion** (220608.1905) Approve special board meeting minutes from May 18th, 2022, by  
38 Wallace, seconded Bourn.

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39           **Approved:** Unanimous

40

41    Reports

42           Treasurer Reports

- 43           • Working with county to exempt Jenks parcel from tax.
- 44           • Working with the reserve study draft. Looking over options for funding or pre-empting
- 45           the amount needed for the reserve fund.
- 46           • Working with HOAStart create a working environment.
- 47           • Working to move Doorking to a SaaS service.
- 48           • Auditing bills to lower cost.

49

50           Secretary Reports

- 51           • Working with the Office staff to modernize process.
- 52           • Working with Gregorich to update Doorking to match Comcast changes.
- 53           • Working with Access imports for HOAStart to match data fields.

54

55           Office Reports

- 56           • Working with accountant to consolidate payments and align the ledger.
- 57           • Alyssa is working well as the new hire.

58

59           Facilities Report

- 60           • Working to prepare the parks for the summer.
- 61           • Putting in BBQ replacement for spot number 6 at Jenks park.

62

63           Committee Reports

64           **Compliance Committee**

- 65           • Processes are being developed and will be taken to Melissa when finalized.

66

67           **Events Committee**

- 68           • Food trucks have been a success.
- 69           • Other events are being planned.

70

71

72    Unfinished Business

73           Wave Barrier

74           Discussion on wave barrier deployment.

75

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76 Hidden View Road Fund  
77 Discussion on meeting with road fund contributors. Meeting is scheduled for June 15<sup>th</sup>.  
78

79 **New Business**

80 Motion (220608.1902) to fill the vacant position on the board and accept Kim Scott as the new  
81 interim board member by Bourn, seconded by Wallace.

82 **Approved:** Unanimous  
83

84 Motion (220608.1949) to increase the line item for fireworks contribution to the Tapps Island  
85 Fireworks Display to \$1500 by McIntosh, seconded by Upton.

86 **Approved:** Unanimous  
87

88 Motion (220608.2025) to reimburse Wallace for cost of signage from the Egg Hunt line item by  
89 Gregorich, seconded by Wallace.

90 **Approved:** Unanimous  
91

92 **Streetlight Discussion**

93 Discussion on streetlight requests logistics.  
94

95 Motion (220608.2005) to reimburse Gregorich for office computer replacement and screen for  
96 a total of \$777.81 from line item 8022F (IT Funds) by Gregorich, seconded by Wallace.

97 **Approved:** Unanimous  
98

99 **Park Reservations Process**

100 Discussion on park reservations.  
101

102 Motion (220608.2035) to set the annual meeting date to November 8<sup>th</sup>, 2022 at 7pm by  
103 Wallace, seconded by McIntosh.

104 **Approved:** Unanimous  
105

106 **Good of the Order**  
107

108 **Meeting Adjourned**

109 Motion (220608.2036) to adjourn by Wallace, seconded by Upton.

110 **Approved:** Unanimous  
111

112 Meeting Minutes Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
113  
114

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115 Secretary Approved

Date

116

117

118 Board Approved

Date

119