

**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 August 10th, 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 Bruce Upton  
15 Kim Scott

16 **Trustees Absent**

17 Cliff McIntosh (Excused)

18

19 **Staff Present**

20 Melissa Gubbe

21

22 **Guests Present**

23 None Present

24

25 **Determination of Quorum**

26 Quorum Reached.

27

28 **Agenda**

29 **Motion** (220810.1901) Add Tree Services Bid item to the agenda and accept the agenda as  
30 amended by Gregorich, seconded by Bourn.

31 **Approved:** Unanimous

32

33 **Approval of Minutes**

34 **Motion** (220810.1903) to approve minutes from June 8th, by Wallace, seconded Gregorich.

35 **Approved:** Unanimous

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37

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38 Motion (220810.1904) to approve minutes from July 13th, by Wallace, seconded Gregorich.

39 **Approved:** Unanimous

40

41 Motion (220810.1906) to approve minutes from July 27th, by Wallace, seconded Gregorich.

42 **Approved:** Bratvold, Bourn, Wallace, Gregorich **Abstain:** Upton

43

## 44 Reports

### 45 Treasurer Reports

- 46 • Gregorich working with Bourn to transfer DoorKing service to a cloud SaaS. Annual
- 47 expense is \$200. The SaaS solution allows greater flexibility to manage gate systems
- 48 away from the office, with features such as remoted gate control. Also allowed the
- 49 removal of static IPs purchased from Comcast for a total savings of \$720/yr.
- 50 • Working with Chase to track down a problematic check.
- 51 • Working with Bourn and Gubbe on Credit Card account viewing changes.
- 52 • Audit will be starting soon, and prerequisites are in place. Set up a document portal to
- 53 transfer secure documents.
- 54 • Working with the office staff to make changes to the reserve study items based on
- 55 actual needs. Funding level suggestions for the reserve study will come from the
- 56 Finance Committee.
- 57

### 58 Secretary Reports

- 59 • Bourn transferred email from GoDaddy hosted to Office 365 for all board members and
- 60 staff. Aliases and shared mailboxes were set up for specific use cases. Aliases are
- 61 transferrable email address which can be attached to users when roles change, and
- 62 shared mailboxes are assigned to multiple users, such as the main office email.
- 63 • Assisted office staff in transitioning to Office 365.
- 64 • Set up facilities phones with a free MDM solution called ManageEngine. The MDM will
- 65 allow easier control over the phones for software deployment, setting changes, and
- 66 security. ManageEngine is free up to 25 devices and one administrator.
- 67 • Building out SharePoint sites for document retention.
- 68 • Reviewing HOAStart vs SharePoint for best document usage platform. Sharing internal
- 69 versus external documents being the main criteria.
- 70 • Tested MS Shifts for a time clock application. It did not work for what we need, but
- 71 Gregorich is evaluating another application for the same purpose.
- 72 • Training Alyssa for Office 365 administration. Alyssa is doing very well in learning the
- 73 systems.
- 74 • Worked Melissa Gubbe to make QuickBooks multiuser enabled.
- 75

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76 **Office Reports**

- 77
- Melissa Gubbe has been working on the past due accounts starting with the oldest. Ten
  - 78 of the 16 accounts have already paid.
  - 79
  - Alyssa is doing well in her role with the office duties. Melissa is expanding her office
  - 80 duties. Melissa and Alyssa will change roles this fall for cross training.
  - 81

82 **Facilities Report**

- 83
- Major water leak in Jenks Park caused by a tree breaking apart and the tree limb
  - 84 piercing the underground pipe. The park was shut down for safety concerns, then
  - 85 reopened once inspections were made to affirm no danger to park patron was present.
  - 86

87 **Committee Reports**

88 **Compliance Committee**

- 89
- Follow up needed on a vehicle issue 181<sup>st</sup>.
  - 90
  - Violations documents are ready for board review. A separate work session will be set
  - 91 up to invite the board to review and provide feed back on the written processes.
  - 92

93 **Events Committee**

- 94
- Movie night will be in three weeks.
  - 95

96 **Unfinished Business**

97 **Continuation of Parks Patrols by Off Duty Deputies**

98 Officer has been writing tickets for parking violations around parks and roads near parks. Officer

99 monitors all three parks during off duty patrols in two-hour blocks during peak times for parks

100 usage.

101 **Motion** (220810.2004) to allocate \$2000 from line item 1213 for parks patrol by off-duty deputy

102 for remainder of summer by Wallace, seconded by Scott.

103 **Approved:** Unanimous

104 **Road Updates and Road Signs Purchase**

105 Special meeting held at the end of July to approve road paving. Paving is now scheduled.

106 Schedule for 178<sup>th</sup> patching is August 31<sup>st</sup>, then paving will occur on September 1<sup>st</sup> and 2<sup>nd</sup>.

107 Office has been notifying homeowners of paving schedule. Looker Asphalt has identified further

108 failing pavement beyond what was initially identified. Failing pavement will need to be repaired

109 before the paving schedule. The extra cost will be another \$7400 above initial estimate.

110

111 170<sup>th</sup>, will be re-paved 22<sup>nd</sup> and 23<sup>rd</sup>. 179<sup>th</sup>, and 183<sup>rd</sup> will be patched at the same time.

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112 Fire department recommended signage for speed bumps. Gregorich obtained a quote for signs  
113 for speed bumps.

114

115 Motion (220810.2007) to allocate an additional \$7400 from Hidden View Road Fund for further  
116 repair by Gregorich, seconded by Wallace.

117 **Approved:** Unanimous

118

119 **New Business**

120 **Directors and Office Liability Insurance Renewal**

121 Directors and Office Liability insurance is now due for renewal.

122

123 Motion (220810.2017) to allocate \$5955.38 for Director's liability insurance renewal from line  
124 item 7103 by Wallace, seconded by Upton.

125 **Approved:** Unanimous

126

127 **Appoint an Architecture Committee Chair**

128 Motion (220810.2019) to appoint Adam Gregorich as Architecture Committee chair by Scott,  
129 seconded by Bourn.

130 **Approved:** Unanimous

131 **Appoint a Nomination Committee Chair**

132 Motion (220810.2022) to appoint Kit Bourn as Nomination Committee chair by Wallace,  
133 seconded by Gregorich.

134 **Approved:** Unanimous

135

136 **Budget Committee Discussion**

137 Discussion on scheduling budget meeting presentation.

138

139 **Boaters Education Event**

140 Discussion on Boaters Educational Event.

141

142 **Tree Removal Service Bid**

143 Three bids were obtained to remove the broken tree at Jenks Park. Until the tree is removed,  
144 the basketball court and the volleyball court are unsafe and blocked from use. Some damage to  
145 volleyball net occurred and will need to be repaired after the tree is removed.

146

147 Motion (220810.2036) to accept bid by Cloudy Sky Tree to perform full removal and cleanup for  
148 \$5000 before tax from line item 80228 by Gregorich, seconded by Upton.

149 **Approved:** Unanimous

150

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151 **Good of the Order**

152 No topics discussed.

153

154 **Executive Session**

155 Executive session to discuss personnel matters.

156

157 **Motion** (220810.2038) to enter executive session to discuss personnel matters by Gregorich,  
158 seconded by Bourn.

159 **Approved:** Unanimous

160

161

162 **Meeting Adjourned**

163 **Motion** (220810.2122) to adjourn by Gregorich, seconded by Wallace.

164 **Approved:** Unanimous

165

166 **Meeting Minutes Prepared by**

**Date**

167 Christopher Bourn

09/03/2022

168

169 **Secretary Approved**

**Date**

170

171

172 **Board Approved**

**Date**

173