

**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 September 14th, 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 Cliff McIntosh

17 **Staff Present**

18 Melissa Gubbe

19 Robert White

20

21 **Guests Present**

22 None Present

23

24 **Determination of Quorum**

25 Quorum Reached.

26

27 **Agenda**

28 **Motion** (220914.1901) Add Capitalization policy, Attendance policy, and Pay policy to Agenda  
29 by Gregorich, seconded by Bourn.

30 **Approved:** Unanimous

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32 **Motion** (220914.1902) Adopt amended Agenda by Bourn, seconded by Gregorich.

33 **Approved:** Unanimous

34

35 **Approval of Minutes**

36 **Motion** (220914.1904) to approve minutes from August 10th, by Gregorich, seconded Wallace.

37 **Approved:** Unanimous

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38 Reports

39 Treasurer Reports

- 40 • Gregorich finalized the reserve study, has been working on the budget to get the credit
- 41 card to show on the balance sheet.
- 42 • Working with Melissa on determining the billing process for dues and whether HOA
- 43 Start or QuickBooks will be a good fit.
- 44 • Working PSE on bringing power to Banker's Spit.
- 45 • Working with Melissa on the past due report.

46 Secretary Reports

- 47 • Bourn working with Melissa to copy and streamline written meeting minutes history
- 48 into SharePoint.
- 49 • Placing property files in SharePoint.

50 Office Reports

- 51 • Melissa's Office 365 training is upcoming.
- 52 • Cross training on the gate system, phone system, QuickBooks.
- 53 • Consulting with Bourn on the annual mailer.
- 54 • Working with the auditor on the ongoing audit and the attorney on the collections.

55 Facilities Report

- 56 • Shifting to Monday through Friday schedule.
- 57 • Taking out about 15 dead trees.
- 58 • Working on the backstop and creating a walking trail to Lakeridge Park at the ball field.
- 59 Removing black berry bushes around the backstop.
- 60 • Moving BBQ, repainting parking, schedule Oak tree removal, seed lawn at Jenks. Other
- 61 tasks as listed.

62

63 Committee Reports

64 **Events Committee**

- 65 • Movie night had about 150 people. Park cleanup happened the next day. Next year will
- 66 include a possible rental agency and clean up notice for members.
- 67 • Turkey Trot is coming up.
- 68 • Food trucks will be ending this Friday. Working on scheduling trucks for next year.

69

70 **Nomination Committee**

- 71 • Nominations committee has been started and an email has been sent out to the
- 72 membership asking for nominations.
- 73 • MS forms linked to the WTMC website is being used to gather the nominations. Have
- 74 about 6 responses so far.
- 75 • Physical forms are available in the office.

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- 76
- Interviews will happen after deadline is reached.
- 77
- A board prescribed petition needs to be accepted.
- 78

79 **Unfinished Business**

80 **Road Updates**

81 178<sup>th</sup> is finished, a question on the amount of gravel on the shoulders is still outstanding. White  
82 directional arrows were painted on the speed bumps.

83 179<sup>th</sup> is patched. 170<sup>th</sup> is scheduled for later this month. Problems with the contractor finding a  
84 grinder means a delay in paving. Homeowners will be notified via website and Facebook.

85 **New Business**

86

87 **Motion** (220914.1912) to discontinue American Express payments by January 1<sup>st</sup> unless  
88 payment fees can be waived by McIntosh, seconded by Upton.

89 **Approved:** Unanimous

90

91 **Ball Park Discussion**

92 Discussion on ballpark improvements and associated costs.

93 **2023 Budget**

94 Review of the budget structure and amount adjustments. Office costs will be about 1% less than  
95 2022 in total. Total budget increase is about 4% without reserve fund included, 20% increase  
96 with reserve deposit. Reserve fund needs \$87,000 supplied in 2023. Assessments will be \$415  
97 if the 2023 budget is approved.

98

99 **Motion** (220914.2018) to adopt 2023 budget as presented by Wallace, seconded by Scott.

100 **Approved:** Unanimous

101 **Board Member Petition**

102 **Motion** (220914.2018) to adopt a petition form for candidate nomination as outlined by the  
103 bylaws pending addition of a definition of 'good standing' and require number of signatures  
104 lines at the bottom of the form by Bourn, seconded by Gregorich.

105 **Approved:** Unanimous

106

107 **Capitalization Policy**

108 A fixed asset form was presented by Gregorich to adopt as a draft for the WTMC policy. A fixed  
109 asset form is considered a standard practice.

110 **Motion** (220914.2022) to adopt a draft fixed asset policy as outlined by Gregorich, seconded by  
111 Scott.

112 **Approved:** Unanimous

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114

**Pay Policy**

115

Motion (220914.2028) to approve job titles, rate of pay, and holiday schedule on an annual basis by Gregorich, seconded by Wallace.

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**Approved:** Unanimous

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119

**Attendance Policy**

120

Discussion on attendance policy. Bratvold asked for advanced notice to the president or secretary if a meeting or workshop will be missed.

121

122

123

124

**Good of the Order**

125

No topics discussed.

126

127

**Executive Session**

128

Executive session to discuss personnel matters.

129

130

Motion (220914.2054) to add executive session to agenda to discuss personnel matters by Wallace, seconded by Gregorich.

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132

**Approved:** Unanimous

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134

Motion (220914.2055) to enter executive session to discuss personnel matters by Gregorich, seconded by Scott.

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136

**Approved:** Unanimous

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138

Motion (220914.2127) to adjust pay for Alyssa and Brianna by Gregorich, seconded by Wallace.

139

**Approved:** Unanimous

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141

Motion (220914.2128) to adjust pay for Alex by Wallace, seconded by Scott.

142

**Approved:** Scott, Bourn, McIntosh, Wallace, Upton

143

**Abstained:** Gregorich

144

145

**Meeting Adjourned**

146

Motion (220914.2129) to adjourn by Gregorich, seconded by Wallace.

147

**Approved:** Unanimous

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149

**Meeting Minutes Prepared by**

**Date**

150

Christopher Bourn

09/21/2022

151

152

**Secretary Approved**

**Date**

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155 **Board Approved**

**Date**

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