

**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 October 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 Brian Speedy

23 Zac Smith

24

25 **Determination of Quorum**

26 Quorum Reached.

27

28 **Agenda**

29 **Motion** (221012.1901) Add Jenks Loop Bids and Tree Bids and adopt Agenda by Wallace,  
30 seconded by Bourn.

31 **Approved:** Unanimous

32

33 **Guest Forum**

34 Mr. Speedy spoke to his property landscaping and secondary drive attached to 181<sup>st</sup>. The  
35 landscaping is over the property line situated on WTMC greenbelt. The driveway is attached to  
36 181<sup>st</sup> and was never approved by a board architecture review. 181<sup>st</sup> is also a street where a road  
37 assessment was historically charged in the past, putting Mr. Speedy in a position where he may

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38 be charged the assessment should a new maintenance assessment be leveraged. Several  
39 complaints have been received at the office of cars parked along the 181<sup>st</sup> attached to Mr.  
40 Speedy's property from the other residents. The issue has been reported twice to the county  
41 and both times the county has come out to speak with Mr. Speedy about operating a business  
42 from the property. The driveway to 181<sup>st</sup> has been present for about 10 years. Mr. Speedy is  
43 willing to place a culvert on the street for drainage if the need for one is determined by the  
44 board and is willing to pay an assessment for 181<sup>st</sup> like the other residents. Mr. Speedy will  
45 write up a proposal email to send to WTMC Board. The WTMC Board will convene in a later  
46 session to discuss this matter.

47

## 48 Approval of Minutes

49 Motion (221012.1916) to approve amended minutes pending removal of Bratvold's vote during  
50 a pay raise motion for Alex Gregorich. Bratvold did not vote. Approval from August 10th, by  
51 Gregorich, seconded Scott.

52 **Approved:** Unanimous

## 53 Reports

### 54 Treasurer Reports

- 55 • Gregorich working with PSE regarding a finalized quote for power at Bankers.
- 56 • Cleaning up some credit card charge statements with the accountant and Office  
57 Manager.
- 58 • Working with the auditors on providing paperwork for the ongoing audit. Gregorich is  
59 looking at past audits for suggested changes by the auditors to implement them into the  
60 current process.
- 61 • Working on creating the Treasurer's report for annual meeting mailer.

62

### 63 Secretary Reports

- 64 • Bourn half a day with the office staff to develop a method to store office processes  
65 using SharePoint.
- 66 • Office staff now has administrative access in HOAStart so they may start moving  
67 information and gaining familiarity with the application.
- 68 • Annual letter is nearly ready to go. Awaiting budget information for finish off the letter.  
69 A question came up for postage costs for return envelopes.

70

### 71 Office Reports

- 72 • Melissa has been working on the internal audit.
- 73 • Working with the attorney and the collections processes.
- 74 • Alyssa is working on cleaning up the DoorKing software user lists for use with HOAStart.

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- 75
- Alyssa is looking through property files for upload into SharePoint.
  - 76 • Tax return is done and WTMC owes \$19.
  - 77 • Training Alyssa on QuickBooks, and continuing training with Bourn and Gregorich.
- 78

79 **Facilities Report**

- 80 • Robert is working through the greenbelts clearing underbrush. The process should take
  - 81 about a week to complete.
- 82

83 **Committee Reports**

84 **Events Committee**

- 85 • Requests for new events have been coming in.
  - 86 • Turkey Trot is coming up.
  - 87 • Hoping to grow the events committee using a signup form at the annual meeting.
- 88

89 **Violations Policy**

- 90 • Working on policies and procedures for next year.
- 91

92 **Nomination Committee**

- 93 • Finished interviews and submitted candidate information on the website.
  - 94 • Short candidate bios will be included in the annual newsletter.
  - 95 • A virtual meet and greet for all the candidates will be held on the 20<sup>th</sup> of October. Zac
  - 96 Smith will be moderating.
  - 97 • A procedure for counting ballots used last year has been cleaned up and presented for
  - 98 this year's election.
- 99

100 **Unfinished Business**

101 **Reserve Study**

102 **Motion** (221012.2003) to open new reserve fund account and to transfer \$335,000 from our

103 existing discretionary account to the new reserve account by Gregorich, seconded by Wallace.

104 **Approved:** Unanimous

105

106 **Tree Bids**

107 Bratvold requests our staff assist the tree cutting crews when dealing with the properties with

108 drain fields. Melissa to check the existing bids with the companies and submit the new

109 information to the board for approval. Funds to pay for the bids will come from 8022D.

110

111

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112 **New Business**

113

114 **Capitol Assessment**

115 **Motion** (221012.2056) to add a capitol assessment to the annual meeting ballot of \$100 per  
116 billed parcel for parking improvements at Lakeridge, bankers parking and security, boat launch  
117 improvements at Jenks, and miscellaneous improvements for project started in 2023 for one  
118 year by Gregorich, seconded by Wallace.

119 **Approved:** Unanimous

120

121 **Vendor Key Card Policy**

122 Discussion on current violation investigation. Key card policy improvements will be further  
123 discussed at the next work session.

124 **Jenks Gate Loop Bid**

125 Bid on loop installation for Jenks Park gate to keep the gate from closing on vehicles parked in  
126 the gate closure path.

127

128 **Motion** (221012.2132) to approve the bid for gate loop install \$3046.65 from Gate Service  
129 Technology from account 8022c by Gregorich, seconded by Wallace.

130 **Approved:** Unanimous

131 **Annual Letter Postage**

132 **Motion** (221012.2145) to approve up to \$1500 in outbound postage for the annual letter from  
133 account 1114 by Gregorich, seconded by Wallace.

134 **Approved:** Unanimous

135

136 **Social Media Policy**

137 **Motion** (221012.2148) to suspend the WTMC Social Media Policy until the end of the year by  
138 Wallace, seconded by Gregorich.

139 **Approved:** Unanimous

140

141 **Good of the Order**

142 Discussion of the annual meeting to be held at the next work session.

143

144 **Meeting Adjourned**

145 **Motion** (221012.2149) to adjourn by Wallace, seconded by Gregorich.

146 **Approved:** Unanimous

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148

149

150 **Meeting Minutes Prepared by**

**Date**

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151 Christopher Bourn 10/21/2022  
152  
153 **Secretary Approved** **Date**  
154  
155  
156 **Board Approved** **Date**  
157