

**WEST TAPPS MAINTENANCE COMPANY**  
**Board of Trustees Meeting Minutes**  
3302 C West Tapps Dr E, Suite C  
Lake Tapps, WA 98391

1    **Special Board Meeting**

2    Wednesday August 27, 2023

3

4    **Call to Order**

5    Meeting called to order at 7:03pm by Aaron Kolar.

6

7    **Attendance**

8        **Trustees Present**

- 9            Aaron Kolar, President
- 10           Adam Gregorich, Treasurer
- 11           Brad Boushey
- 12           Kim Scott
- 13           Lorian Maddox
- 14           Kit Bourn, VP, Secretary

15       **Trustees Absent**

- 16           Candice Krasovec

17       **Staff Present**

- 18           Melissa Gubbe

19       **Committee Members Present**

- 20           Kimberly Newlove

21

22       **Determination of Quorum**

23       Quorum Reached

24

25    **Agenda**

26        **Motion** (231025.1905) Approve agenda as amended by Gregorich, seconded by Scott.

27        **Approved:** Unanimous

28

29    **Member Comments**

30        No Comments were presented.

31

32    **Email Vote Record**

33        **Motion** (231014.0611) to amend the original offer to Archer with a new compensation amount, starting  
34        wage \$28 per hour (first 90 days), with a \$1000 starting bonus (must pay back in full if we part ways in  
35        first year), a \$29 per hour after 90-day probation period, and a \$500 bonus after obtaining the  
36        Washington State Commercial Applicator Pesticide License; Keeping all other terms; his 2023  
37        compensation to be paid from surplus greenbelt funds, by Gregorich, seconded by Bourn.

38        **Approved:** Unanimous

39

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40 **New Business**

41 **Raine Goats**

42 Discussion on using goats for vegetation control at Lakeridge and Bankers. Concern was shown  
43 at closing Bankers for the 4-5 weeks it would take for the goats to finish at the park.

44 **WTMC Truck**

45 **Motion** (231025.1957) to approve the purchase of a 2021 Dodge RAM 2500 for \$46069.36 from  
46 Northwest Motorsport by Scott, seconded by Boushey.

47 **Approved:** Unanimous

48

49 **BPM Policy Changes**

50 **Motion** (231025.2008) to amend the President's roles section in the BPM to add 'Serve as ex-  
51 officio member on all committees where allow by Articles of Incorporation' by Gregorich,  
52 seconded by Bourn.

53 **Approved:** Unanimous

54

55 **Motion** (231025.2009) to add account access policy to the BPM stipulating a background check  
56 for all account signers associated with WTMC by Gregorich, seconded by Boushey.

57 **Approved:** Unanimous

58

59 **Motion** (231025.2010) to fix the typos to clarify the president casts a tie breaking vote in all  
60 board votes by Gregorich, Bourn.

61 **Approved:** Unanimous

62

63 **Violations Policy and Process**

64 **Motion** (231025.2038) to accept the amended violations policy and process by Maddox,  
65 Gregorich.

66 **Approved:** Unanimous

67

68 **Violation Workflow**

69 **Motion** (231025.2039) to amend the workflow policy, to add 'Notice is sent via email to  
70 members who have an email consent form on file and via mail to other members with a copy of  
71 the updated violation policy' by Gregorich, Seconded by Maddox.

72 **Approved:** Unanimous

73

74 **Junk Vehicle Nuisance Policy**

75 Discussion on a new junk vehicle policy. The discussion covered Pierce County laws and public  
76 feedback from the nuisance presentation. The nuisance policy will be presented at the next  
77 regular board meeting.

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78           Annual Meeting Preparation  
79           Discussion on what will be required to run the annual meeting and the responsibilities of each  
80           person involved.

81           New Board Member Transition\Orientation  
82           Discussion on performing a new board member orientation meeting after the annual meeting to  
83           allow new board members to start their terms with the tools needed for success.

84           Hydro Seeding  
85           Motion (231025.2043) to accept Spray Lawn Hydroseeding for \$1200 at Lakeridge by Gregorich,  
86           seconded by Scott.  
87           **Approved:** Unanimous  
88

89           Lakeridge Playground Colors  
90           Discussion on finalizing playground colors

91  
92          Meeting Adjourned  
93           Motion (231025.2139) to adjourn by Bourn, seconded by Gregorich.  
94           **Approved:** Unanimous

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96  
97          **Meeting Minutes Prepared by**                      **Date**  
98          Kit Bourn    10/03/2023  
99