

**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 November 9th, 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 Brad Boushey

15 Kim Scott

16 Aaron Kolar

17 **Staff Present**

18 Melissa Gubbe

19 Robert White

20

21 **Determination of Quorum**

22 Quorum Reached.

23

24 **Agenda**

25 **Motion** (221109.1904) Add Park Committee discussion, then approve agenda as altered by  
26 Scott, seconded by Gregorich.

27 **Approved:** Unanimous

28

29 **Approval of Minutes**

30 **Motion** (221109.1907) to approve minutes for October 12<sup>th</sup> by Gregorich, seconded Scott.

31 **Approved:** Unanimous

32 **Reports**

33 **Treasurer Reports**

34 • Paymentech account was cancelled.

35 • Working with Chase to set up a new account for the reserve study.

36 • Gate loop installation is scheduled for the 15<sup>th</sup>.

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- 37                   • Working with PSE to get power into Banker’s Park. And awaiting a response from  
38                   the county for expanding parking.

39                   **Secretary Reports**

- 40                   • Bourn worked to get the annual mailer prepared and mailed.  
41                   • Updated and reconfigured the office core network router.

42                   **Office Reports**

- 43                   • Melissa has been working to review member accounts for accuracy.  
44                   • Prep work for the annual mailer took several days.  
45                   • Sending copies of requested files to the auditor.  
46                   • Working to get scanning done with an exchange student who needs volunteer hours.  
47                   Preparing a scanning procedure for him to assist in the files needing scanned.  
48                   • Preparing for the next collections cycle.

49

50                   **Facilities Report**

- 51                   • Logger has delayed the contracted work for three weeks. Robert is working with the  
52                   vendor to get him in.  
53                   • Staff to remove the docks from the lake. Robert is attempting to remove the docks  
54                   without destroying the boat launch. Removing the wood will require extra dumpsters.  
55                   • A trail cam is placed for 178<sup>th</sup> to record the person who is doing illegal dumping. A sign  
56                   saying ‘No Dumping’ will be placed near the previously found dump sites.

57

58                   **Committee Reports**

59                   **Events Committee**

- 60                   • Turkey Trot is coming up. People are ordering shirts independently of the sign-up form.  
61                   Wallace will need to work with park staff to help with the event.  
62                   • Wallace invited Aaron Kolar to join the events committee.

63

64                   **Violations Policy**

- 65                   • Working on policies and procedures for next year.  
66                   • Boushey to work with Wallace on the violations committee.

67

68                   **Nomination Committee**

- 69                   • Finished with the Annual meeting. Committee will review the process on what went  
70                   well and what did not for next year.

71

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72    Electronic Motions

73       Paid Holidays for 2022

74       Motion (221023.0042) I move that the board approve to make Veterans Day (Nov 11),  
75       Thanksgiving and the day after (Nov 24 and 25), Christmas (Dec 26) and New Years (Jan 2<sup>nd</sup>) paid  
76       holidays and allow the office to use discretion to reduce hours during the holiday season.

77       **Unapproved:** Failed to pass by unanimous vote.

78

79       Collections on Parcel 506520-1540

80       Motion (221028.0519) I move to give approval to our attorney to investigate which bank is used  
81       by the owner of parcel 506520-1540 with the intent of being able to garnish the wages of the  
82       member, and if the legal owner is a financial institution to investigate asking them to pay to  
83       avoid foreclosure. Gregorich, Seconded Bourn

84       **Approved:** Unanimous

85

86       Tree Top Service Bid

87       Motion (221028.0520) I move to accept the bid from Tip Top Tree Service and spend up to  
88       \$5000 from the discretionary accounts for doing the work listed in the quote. Gregorich,  
89       Seconded Bourn

90       **Unapproved:** Failed to pass by unanimous vote.

91

92

93    Unfinished Business

94       Mr. Speedy Request

95       Mr. Speedy has requested the WTMC board to accept the unauthorized changes to his parcel, to  
96       include unauthorized easement to 181<sup>st</sup> Ave, landscaping built partially on WTMC property, and  
97       unauthorized tree removal from a Homeowner maintained greenbelt.

98       Motion (221109.2011) to deny Mr. Speedy's request and send a letter requiring the removal of  
99       any private drive connecting to 181<sup>st</sup> Ave, and to repair any damage to the land near the road by  
100       Gregorich, seconded by Scott.

101       **Approved:** Unanimous

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103   New Business

104       De-Icing Contracts

105       Discussion on de-icing contracts rates and terms.

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109       Staff Holidays 2022

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110 Motion (221109.2041) to change the late fee from \$10 to \$50, assess the fee on April 1<sup>st</sup> and  
111 start a 1% interest fees for all dues not paid in full by April 1<sup>st</sup> by Gregorich, seconded by Scott.  
112 **Approved:** Unanimous

113

114 **Staff Holidays 2022**

115 Motion (221109.2042) to make Veterans Day, Thanksgiving and the day after, Christmas, and  
116 New Year's Day paid holidays and allow the office to use discretion to reduce hours during the  
117 holiday season by Gregorich, seconded by Wallace.

118 **Approved:** Unanimous

119

120 **Board Roles**

121 Motion (221109.2044) to nominate Kit Bourn for Secretary by Gregorich, seconded by Wallace.

122 **Approved:** Unanimous

123

124 Motion (221109.2046) to nominate Adam Gregorich for Treasurer by Wallace, seconded by  
125 Scott.

126 **Approved:** Unanimous

127

128 Motion (221109.2047) to nominate Shawna Wallace for Vice President by Scott, seconded by  
129 Gregorich.

130 **Approved:** Unanimous

131

132 Motion (221109.2048) to nominate Duane Bratvold for President by Wallace, seconded by  
133 Gregorich.

134 **Approved:** Unanimous

135

136 **Parks Committee**

137 Discussion on park committee.

138

139 **Executive Session**

140 Motion (221109.2048) to discuss legal matters by Gregorich, seconded by Boushey.

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142 Motion (221109.2112) to proceed with default judgement on parcel 5065201540 by Bourn,  
143 seconded by Wallace.

144 **Approved:** Unanimous

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147 **Meeting Adjourned**

148 Motion (221109.2113) to adjourn by Wallace, seconded by Gregorich.

149 **Approved:** Unanimous

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151

152

153 **Meeting Minutes Prepared by**

**Date**

154 Kit Bourn

11/28/2022

155

156 **Board Approved**

**Date**

157