

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 December 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 Brad Boushey

15 Kim Scott

16 Aaron Kolar

17 **Staff Present**

18 Melissa Gubbe

19

20 **Determination of Quorum**

21 Quorum Reached.

22

23 **Agenda**

24 Motion (221214.1903) Add Organization Restructure, then approve agenda as altered by
25 Gregorich, seconded by Scott.

26 **Approved:** Unanimous

27

28 **Approval of Minutes**

29 Motion (221214.1905) to approve minutes for November 9th by Bourn, seconded Scott.

30 **Approved:** Unanimous

31

32 Motion (221214.1906) to approve minutes for November 29th by Gregorich, seconded Scott.

33 **Approved:** Unanimous

34

35

36

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37 Reports

38 Treasurer Reports

- 39
- 40 • Working on getting an official reserve account at Chase Bank. Tracking the Reserve
 - 41 study find in savings until the new account is set up.
 - 42 • Meeting with HOAstart to onboard on to the platform.
 - 43 • Working with Melissa to get an attorney for the Sewer Trust.

43

44 Secretary Reports

- 45
- 46 • Bourn performing general IT work. Working to get work lined up for external help to
 - 47 perform scanning.

47

48 Office Reports

- 49
- 50 • Melissa working with Kit on Quickbooks issues.
 - 51 • Sent out late fees and collections for overdue accounts. Several people have paid dues
 - 52 before getting sent to collections.

52

53 Facilities Report

- 54
- 55 • Docks have been removed from the lake. And partially disassembled.
 - 56 • Greenbelt work near 190th.

56

57 Committee Reports

58 **Events Committee**

- 59
- 60 • Turkey Trot was not able to proceed due to denial of use permit. Will convene the
 - 61 committee to review requirements.

61

62 **Violations Policy**

- 63
- 64 • Will convene after HOAstart is running, pausing until then.

64

65 Electronic Motions

66 CND Ice Removal

67 Motion (221116.1316) to motion to accept the CND Ice Patrol proposal by Boushey, seconded

68 by Gregorich.

69 **Approved:** Unanimous

70

71 Jet Dock Motion

72 Motion (221130.1818) to accept the quote from JetDock for \$50,868.65 for a replacement

73 floating dock at Jenks Park to be paid for out of reserve funds by Gregorich, seconded by

74 Wallace.

75 **Approved:** Unanimous

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76 **Unfinished Business**

77 **Form Parks Committee**

78 Motion (221214.1922) to form Parks Committee by Bourn, seconded by Wallace.

79 **Approved:** Unanimous

80

81 Motion (221214.1923) to appoint Kim Scott chair of the Parks Committee by Bourn, seconded
82 by Gregorich.

83 **Approved:** Unanimous

84

85

86 **New Business**

87 **Form Policy Committee**

88 Motion (221214.2015) to form an advisory Policy Committee by Bourn, seconded by Scott.

89 **Approved:** Unanimous

90

91 Motion (221214.2016) to appoint Kit Bourn and Adam Gregorich to co-chair of the Parks
92 Committee by Wallace, seconded by Kolar.

93 **Approved:** Unanimous

94

95 **Organization Restructure**

96 Motion (221214.2019) to restructure our park maintenance/green belt work to outsource that
97 work to a third party effective 1/1/2023. As a result of this action, we will eliminate the
98 employment positions of those employees performing park maintenance/greenbelt work,
99 including, but not limited to, the Facility Manager and Assistant Facility Manager positions,
100 effective 1/1/2023 by Wallace, seconded by Boushey.

101 **Approved:** Unanimous

102

103 **Park employee Holidays 2023**

104 Tabled until January.

105

106 **Employee Holiday Pay Error**

107 Discussion on payroll error.

108

109 **Employee Phones Policy**

110 Discussion on Phones Policy.

111

112 **Landscape contract with Bradly Bertrand**

113 Discussion on landscaping contracts.

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114 [High Level 2023 Projects Plan](#)
115 Discussion of upcoming projects in 2023.

116

117 [Executive Session](#)

118 [Motion \(221214.2059\)](#) to discuss legal matters by Gregorich, seconded by Boushey.

119 **Approved:** Unanimous

120

121 [Motion \(221214.2154\)](#) to approve proceeding with Sheriff's Sale foreclosure of the judgment
122 entered with respect to Lot 154, Lake Tapps Lakeridge No. 2 by Bourn, seconded by Boushey.

123 **Approved:** Unanimous

124

125 [Motion \(221214.2156\)](#) to approve commencement of a lawsuit for foreclosure of lien, money
126 judgment and any related relief for the following properties: parcel #506 520 0970 by Bourn,
127 seconded by Kolar.

128 **Approved:** Unanimous

129

130 [Meeting Adjourned](#)

131 [Motion \(221214.2113\)](#) to adjourn by Gregorich, seconded by Bourn.

132 **Approved:** Unanimous

133

134

135

136 **Meeting Minutes Prepared by**
137 Kit Bourn

Date
01/02/2022

138

139 **Board Approved**

Date

140