

**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 15<sup>th</sup>, 2022

3 Zoom

4

5 **Call to Order**

6 Meeting called to order at 7:00pm by Bruce Upton.

7

8 **Attendance**

9 **Trustees Present**

10 Bruce Upton, President

11 Shawna Wallace, Vice President

12 Cliff McIntosh

13 Adam Gregorich

14 Kit Bourn

15 Duane Bratvold

16

17 **Officers Present**

18 Lisa Courneya, Treasurer/Secretary

19

20 **Staff Present**

21 Michelle Whitmier, General Manager

22 Robert White, Facilities Manager

23

24 **Guests Present**

25 None

26

27 **Homeowners Present**

28 Ryan and Rachel Gilbert, Melissa and Eric Alton, Zac Smith, James Madison, Lenny

29 Owen, Jennifer Hornbuckle, Andrew Driggers, Kimberly Newlove, Lorain Maddox

30

31 **Determination of Quorum**

32 Quorum Reached.

33

34 **Executive Session (12.15.2021a)**

35 Motion (121522.1923) Move to Executive Session for discussion of personnel matters by

36 Wallace, seconded by Bratvold. Lisa Courneya was not on the deed of her property when she

37 was on the ballot as per the by-laws of WTMC. Her ineligibility nullified her current term.

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38 **Approved:** Unanimous

39 **Agenda**

40 Bratvold requests motion to adopt the altered agenda.

41

42 **Motion** (121522.1925) Table Adopting a Code of Conduct agenda item made by Gregorich,  
43 seconded by Bratvold. Further research needed into impending changes in RCW 24.03A.495  
44 were cited.

45 **Approved:** Unanimous

46

47 **Motion** (121522.1926) Adopt altered agenda by McIntosh, seconded by Bourn.

48 **Approved:** Unanimous

49

50 **Approval of Minutes**

51 **Motion** (121522.1933) to accept July 14, 2021 Minutes by McIntosh, seconded by Wallace.

52 Gregorich, Bratvold, and Bourn disallowed from voting due to new members not being  
53 present at previous meetings.

54 **Approved:** McIntosh, Upton, Wallace

55

56 **Motion** (121522.1934) to accept August 18, 2021 Minutes by McIntosh, seconded by Wallace.

57 Gregorich, Bratvold, and Bourn disallowed from voting due to new members not being  
58 present at previous meetings.

59 **Approved:** McIntosh, Upton, Wallace

60

61 **Motion** (121522.1935) to accept November 10, 2021 Minutes by Upton, seconded by Wallace.

62 Gregorich, Bratvold, and Bourn disallowed from voting due to new members not being  
63 present at previous meetings. McIntosh disallowed from voting due to absence.

64 **Approved:** Upton, Wallace

65

66 **Motion** (121522.1936) to accept November 13, 2021 Special Meeting Minutes by Upton, seconded  
67 by Wallace.

68 Gregorich, Bratvold, and Bourn disallowed from voting due to new members not being  
69 present at previous meetings.

70 **Approved:** McIntosh, Upton, Wallace

71

72 **Reports**

73 **Officer Reports**

- 74
- 75 • Trustees enrolled in CAI membership; cost was \$360. This allows trustees to sign up for  
76 training and seminars at reduced cost.
  - 77 • Reserve Study is discussed, the board requests list of WTMC assets to review.
  - Change of banking institutions process continues. The transfer transaction fees to “payor”

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- 78           • Questions from the board on reducing the number of cell phones, and a breakdown of  
79           internet fees.  
80           • Discussion of escrow fees and an increase of 85 escrows this year in the HOA.  
81

82           Office Reports

- 83           • Wittmier states the office is wrapping things up for the normal end of year routine, verifying  
84           data and records  
85           • White to start greenbelt maintenance at Bankers and Jenks. Trim trees and address  
86           overgrowth, perform yearly cut back, clear out, knock down, and rent a woodchipper.  
87           Anticipates two months to get these parks up to speed.  
88           • Discussions on potholes on 181<sup>st</sup>, paving, issues with no ditches, rototilling, and the sloped  
89           grade.  
90           • All were advised Park Manager Chris will be leaving in January  
91           • Discussion about using TV in office for meetings to host zoom video and shared screens.  
92           • Holding pattern for update regarding status of audits, might be an appt with Vandal CPA  
93           Monday.  
94

95           Unfinished Business

96           **Adopt Code of Conduct**

- 97           Discussion – A standards of conduct for directors from RCW 64.03A.495 naturally takes effect  
98           January 1, 2022. Many points and topics on this statute overlap and make the proposed code of  
99           conduct mundane and repetitive. Will review and discover alternatives that will provide a code  
100          of ethics (honor system/mission statement vision) to use going forward.  
101

102          New Business

103          **Organizational Goals**

- 104          • Group Discussion about having work sessions regularly, develop committee, do surveys,  
105          Record meetings for transcribing purposes, build office/small conference room at park,  
106          reduce attorney expenses, transition to LED streetlights, greenbelt/tree/road disaster plans,  
107          multi-year master plan for park reformation  
108          • Discussion for website usage, Public facing educational details  
109          • Discussion redesign/renovate parks, stroller/ADA friendly, replanting forests, LED Lights, fire  
110          mitigation, erosion (cage wall with rocks), chains eroding on log boom, and alternative log  
111          booms.  
112          • Discussion to allow member comment at monthly meetings.  
113          • Work session set for January 5<sup>th</sup>. All directors requested to submit 3-5 topics to be  
114          discussed.  
115

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116 **Organize Board of Trustees Officer Roles**

117 **Motion** (121522.20:40) Nominate Bratvold as WTMC President by Wallace, seconded by Bourn.

118 **Approved:** Yes: Bratvold, Bourn, Gregorich, Wallace; No: McIntosh, Upton

119

120 **Motion** (121522.20:43) Nominate Wallace as WTMC Vice President by Bratvold, seconded by  
121 Gregorich.

122 **Approved:** Unanimous

123

124 **Motion** (121522.20:46) Fill vacant Trustee seat with Lisa Courneya by McIntosh, seconded by  
125 Upton.

126 **Failed:** Yes: McIntosh, Upton; No: Wallace, Bratvold; Abstain: Gregorich, Bourn

127

128 **Motion** (121522.20:52) Separate the Treasurer and Secretary Officer Roles by Bratvold,  
129 seconded by Gregorich.

130 **Approved:** Unanimous

131

132 **Motion** (121522.20:54) Nominate Bourn as WTMC Secretary by Wallace, seconded by Bratvold.

133 **Approved:** Unanimous

134

135 **Motion** (121522.20:55) Nominate Gregorich as WTMC Treasurer by Wallace, seconded by  
136 Bratvold. Gregorich was asked if he had any experience managing funds. Discussion on  
137 Gregorich's experience.

138 **Approved:** Unanimous

139

140 **Motion** (121522.20:58) WTMC Officer positions to take effect after conclusion of the board  
141 meeting by Wallace, seconded by Bourn. Discussion on when motions take effect. Wallace cites  
142 Roberts Rules for motions taking effect immediately.

143 **Approved:** Unanimous

144

145 **Executive Session (12.15.2021b)**

146 **Motion** (121522.2107) Move to Executive Session for discussion of employee matter by  
147 McIntosh, seconded by Gregorich.

148 **Approved:** Unanimous

149

150 **Motion** (121522.2126) Move per our attorney's recommendation we ratify all actions and  
151 decisions made by the WTMC Board of Trustees from November 1<sup>st</sup> 2018 to the  
152 present.[December 15<sup>th</sup>] by Gregorich, seconded by Wallace.

153 **Approved:** Unanimous

154

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155  
156           Motion (121522.2127) Offer employee a onetime net bonus totaling \$2000 by Wallace,  
157           seconded by Gregorich.

158                   **Approved:** Unanimous  
159

160 **Meeting Adjourned**

161           Motion (121522.2128) Adjourn meeting by Bratvold, seconded by Wallace.

162                   **Approved:** Unanimous  
163  
164  
165  
166  
167

<b>Meeting Minutes Prepared by</b>	<b>Date</b>
Christopher Bourn, Secretary	
Shawna Wallace, Vice President	1/10/2022
<b>Board Approved</b>	01/12/2022

174 **Secretary Signature**



175  
176           01/12/2022