

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES
January 9, 2020
Held at Main Office 3302-C W. Tapps Dr E lake Tapps, Washington

CALL TO ORDER

President Stephen Bricker called the meeting to order at 6:58 pm.

BOARD MEMBERS PRESENT

Stephen Bricker, President
Bruce Upton, Vice President
Cliff McIntosh, Violations chair
Butch Hulstrom, Member at large
Joe Duran, Safe Streets liaison

General Manager Wittmier informed President Bricker that Board Member quorum is present.

Motion by Cliff McIntosh: That we accept Dan DeVaux's' absence due to illness and Lisa Courneya's absence due to family commitment.

Second by Butch Hulstrom

Voice Vote: Unanimous

Motion to excuse absences of Dan DeVaux and Lisa Courneya passed.

STAFF PRESENT

Michelle Wittmier-General Manager
David Gowans -Facilities' Manager

GUESTS PRESENT

None

VOLUNTEERS PRESENT

None

HOMEOWNERS PRESENT

Annette Gregorich

ADOPTION OF AGENDA

Motion by Joe Duran: Adopt agenda as published.

Second by Bruce Upton

Voice Vote: Unanimous

Motion to accept Agenda as published passed.

APPROVAL OF MINUTES

Motion by Bruce Upton: Accept December 12, 2019 Minutes as published

Second by Joe Duran

Voice Vote: Unanimous acceptance

Motion to accept December 12, 2019 minutes as published passed.

There were no electronic motions to enter.

HOMEOWNER ISSUES

None

FINANCIAL REPORTS

In the absence of Secretary/ Treasurer Lisa Courneya, General Manager Wittmier presented the current financial position.

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Report	Income YTD	Expenditures YTD	Balance	Notes
191231 Profit & Loss	\$629,528.29	\$564,518.18	\$65,010.11	1
191231 Balance Sheet			\$622,726.53	2
191130 Budget				3
#1 This includes collection of \$100,169.21 from prior years past due accounts				
#2 We are in Balance. This Balance does include the Hidden View Road Fund at \$133,188.33.				
#3 We are at \$432,989.12 in Operating Expenditures, \$9,653.35 Road Expenditures, and \$121,875.71 in Capital projects and maintenance. Standing at 86.06% of budgeted expenditures.				

Table 1

General Manager Wittmier updated the information on the judgments process with our attorney confirming that 28 collection letters were sent out totaling \$63,922.27 in assessments, past due and presently due. To Date we have collected \$27,523.73 from these letters. We are working on obtaining the Social Security numbers for the individual homeowners for whom we had to write off Time Barred assessments so we can issue 1099-C to those owners for the specific amount that was written off of their individual accounts. Our current Past Due Report has 208 parcels listed standing at \$217,963.25. Of those 91 are in payment plans representing a total of \$35999.84 and another 43 owe only 2019 assessments representing \$23,824.57 leaving a balance of \$158,138.84 in long term past due. These are the accounts we are working on with our attorney on collections. Some of that Long-Term debt will have to be written off as Time barred but the exact dollar amount is not known at this time.

OFFICE REPORT

General Manager Michelle Wittmier reported on the work getting ready for the cut over to Caliber for the 2020 billings. This is anticipated in late February, with payments due at the end of March. Once the Caliber is up and flying, we will commence the Bank changeover.

Ms. Wittmier reported that one of the employees sent an email to the Board thanking them for their generous Year End thoughtfulness toward the employees.

The Annual Lists associated with the Board were distributed to the Board. They will review their data for accuracy and the scheduled meeting list for dates that they will not be in attendance. The Annual Board retreat was discussed with the tentative date being either Saturday March 7th or 14th. The decision will be made at the February meeting.

FACILITIES

Facilities Manager David Gowns reported:

- He will start the pruning at Jenks Park next week
- He and Logger Denny Pugh will start the pruning on Hidden View 's 178th the week after that
- He will be working with the wood chipper starting the third week.
- He will be taking some of the longer pieces of trees to Lakeridge for the gardens
- Given the expected weather, we will be having the roads de-iced on Sunday night

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His findings from the Survey of our Lot line between our greenbelt and Pierce County Road right of way on South Tapps from MaryAnn Drive to Emerald Hills Elementary: The county has failed to maintain their right of way with the removal of dead trees. Much of what we did remove, was on the right of way and he will be working with Pierce County on this issue. Additionally, he will be having the west side of South Tapps surveyed from the point across the street from the northern boundary of the Emerald Hills campus to the property located at 19514 So Tapps Dr. Also, that he will be working with Cascade Water Alliance for permission to install some sort of ground cover on the bed of lake in the swimming area at Jenks to control the growth of the milfoil. Mr. Gowan's also reported that he is planning on constructing a small reef under the piers and potentially the floating docks at Jenks park to attract fish.

ARCHITECTURAL

GM Wittmier reported that she is continuing the work on the projects previously reported.

VIOLATION

Violations Chair McIntosh reported that he had been made aware of an issue that he is waiting for written information on prior to determining what action needs taken.

I.T.

General manager Wittmier reported that the upgrade to Windows 10 has been successfully completed.

UNFINISHED BUSINESS

Bank Changeover: Updated in Office Report

Judgements: updated in Office report

Dog Park: Issue was discussed without setting date for a special meeting. It is felt that we need to do more data gathering on the legal aspects of this issue.

Payroll Services: No vendor identified yet. Continuing to work with Secretary / Treasurer Lisa Courneya on this item.

NEW BUSINESS

Covered earlier in the agenda.

FOR THE GOOD OF THE ORDER

Board Retreat was briefly discussed.

Motion by Butch Hulstrom: Move that the Board move into Executive Session.

Second by Cliff McIntosh

Voice Vote: Unanimous

Motion to move into Exec Session passed at 7:45 pm.

Motion by Joe Duran: Motion to return to regular meeting

Second by Bruce Upton

Motion to return to regular meeting passed at 7:52 pm.

Motion by cliff McIntosh: Motion to adjourn meeting.

Second by Bruce Upton

Motion to adjourn passed.

President Bricker adjourned meeting at 7:54 pm.

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NEXT MEETING SCHEDULED THURSDAY FEBRUARY 13, 2020, 7 PM AT THE MAIN OFFICE

Respectfully Submitted:

Approved:

Michelle Wittmier, General Manager

2/13/2020

Lisa Courneya, Secretary/Treasurer

2/13/2020

WTMC
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,731.73
Chking Main Intrst 9075	262,356.44
Chking PayPal Acct-6393	22,723.85
Chking Payroll Acct-6195	242.88
Chking Petty Cash 5516	410.16
Svgs Mny Mrkt Main 8785	162,564.88
Svgs Mny Mrkt HVRF 7118	133,195.85
Total Checking/Savings	<u>622,226.68</u>
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	<u>499.85</u>
Total Current Assets	<u>622,726.53</u>
TOTAL ASSETS	<u>622,726.53</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · PAYROLL LIABILITIES	3,824.04
Total Other Current Liabilities	<u>3,824.04</u>
Total Current Liabilities	<u>3,824.04</u>
Total Liabilities	3,824.04
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	65,242.12
Net Income	65,010.11
Total Equity	<u>618,902.49</u>
TOTAL LIABILITIES & EQUITY	<u>622,726.53</u>

WTMC
Profit & Loss YTD Comparison
 December 2019

	Dec 19	Jan - Dec 19
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	15,304.67	95,027.43
70002 · Prev Bal Cap Assess	1,788.53	5,141.78
70003 · Oper Assess Current YR	5,723.27	489,832.26
70004 · Capital Assess Current Yr	0.00	50.00
70005 · Key Card Fees	75.00	2,145.00
70006 · Late Fees	80.00	530.00
70007 · Penalty Income Parcels	1,537.24	4,235.20
70008 · Lien Fees chrgd	500.51	2,465.51
70009 · Escrow Fee	405.00	10,655.00
70010 · Prev Bal HV Road Fund	0.00	1,750.00
70011 · HV Road Fund	0.00	6,990.07
70012 · Other	4,365.34	5,026.96
70013 · Park Event Fees	0.00	1,487.00
70014 · Prepaid Assessments	1,118.30	2,542.37
70015 · Payment Plan Fees	3.00	1,105.16
70017 · Interest Income Bank	38.66	466.27
70000 · INCOME - Other	0.00	78.28
Total 70000 · INCOME	<u>30,939.52</u>	<u>629,528.29</u>
Total Income	<u>30,939.52</u>	<u>629,528.29</u>
Gross Profit	30,939.52	629,528.29
Expense		
1000 · PAYROLL EXPENSES	18,458.17	255,466.22
2000 · UTILITIES	2,691.17	38,086.41
3000 · MAINTENANCE	2,684.88	33,834.71
4000 · SPECIAL EVENTS	0.00	1,528.94
5000 · FEES	8,459.94	36,095.25
6000 · SUPPLIES	1,177.27	20,856.63
7000 · Other OPERATING EXPENSES	1,958.80	32,564.60
8020 · Allocated and Disc Alloca Funds		
8021 Allocated Funds Projects	14.56	14.56
8022 Discretionary Allocated	17,664.56	114,703.66
8023 I.T. Allocated Funds	0.00	7,157.49
Total 8020 · Allocated and Disc Alloca Funds	<u>17,679.12</u>	<u>121,875.71</u>
8030 · ROAD FUND		
8031 · Hidden View Road	219.69	5,899.27
8032 · Combined Roads	108.21	2,254.08
8030 · ROAD FUND - Other	0.00	1,500.00
Total 8030 · ROAD FUND	<u>327.90</u>	<u>9,653.35</u>
9000 · IT Expenses	857.43	14,556.36
Total Expense	<u>54,294.68</u>	<u>564,518.18</u>
Net Ordinary Income	<u>-23,355.16</u>	<u>65,010.11</u>
Net Income	<u><u>-23,355.16</u></u>	<u><u>65,010.11</u></u>