

WEST TAPPS MAINTENANCE COMPANY  
 BOARD OF TRUSTEES MEETING  
 MINUTES  
February 13, 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 7:00 pm.

**BOARD MEMBERS PRESENT**

Stephen Bricker, President  
 Bruce Upton, Vice President  
 Lisa Courneya, Secretary / Treasurer  
 Butch Hulstrom, Member at large  
 Joe Duran, Safe Streets liaison

Secretary Courneya informed President Bricker that Board Member quorum is present.

**STAFF PRESENT**

Michelle Wittmier-General Manager (GM)

**GUESTS PRESENT**

None

**VOLUNTEERS PRESENT**

None

**HOMEOWNERS PRESENT**

James Madison

**ADOPTION OF AGENDA**

**Motion by Butch Hulstom:** Adopt agenda as published.  
 Second by Lisa Courneya  
 Voice Vote: Unanimous  
 Motion to accept Agenda as published passed.

**APPROVAL OF MINUTES**

**Motion by Joe Duran:** Accept January 9, 2020 Minutes as published  
 Second by Bruce Upton  
 Voice Vote: Yea- Stephen Bricker, Bruce Upton, Butch Hulstrom, Joe Duran; Nay- none; abstained- Lisa Courneya  
 Motion to accept January 9, 2020 minutes as published passed.

There were no electronic motions to enter.

**HOMEOWNER ISSUES**

None

**FINANCIAL REPORTS**

Secretary/ Treasurer Lisa Courneya presented the current financial position.

| Report               | Income YTD | Expenditures YTD | Balance      | Notes |
|----------------------|------------|------------------|--------------|-------|
| 200131 Profit & Loss | \$6,039.56 | \$60,394.44      | -\$54,394.44 | 1     |

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|  |  |  |              |   |
|--|--|--|--------------|---|
| 200131 Balance Sheet   |  |  | \$565,821.92 | 2 |
| 200131 Budget  |  |  | \$50,103.35  | 3 |
| #1 This is normal for January since statements have not gone out and assessments have not started coming in.   |  |  |              |   |
| #2 We are in Balance. This Balance does include the Hidden View Road Fund at \$133,188.33.   |  |  |              |   |
| #3 We are at \$50,103.35 in Operating Expenditures, \$1,803.45 Road Expenditures, and \$8,527.20 in Capital projects and maintenance. Standing at 9.8% of budgeted expenditures. That is slightly above the average, but usual, due to our insurance premium payment that is paid in January only. |  |  |              |   |

**Table 1**

Secretary Courneya reported on her progress on the development of our new web address and website at WestTappsHOA.com. Until the 2020 Statements are send and payments start coming in again, all members of the HOA are Past Due, so the numbers are not meaningful to us.

**Motion by Lisa Courneya** to add Cliff McIntosh to the bank accounts as a check signatory as a Past President of the Board.

Second by Bruce Upton

There was no discussion

Voice Vote: Unanimous

Motion passed to add Cliff McIntosh, as Past President, as a signer on the bank accounts

**OFFICE REPORT**

General Manager Michelle Wittmier reported on the work with Secretary / Treasurer Courneya on the website and the continuing work for the cut over to Caliber. The PayPal option has been removed from our website and we will close our PayPal account.

The Board discussed Payment Plan options and determined to maintain for 2020 the same pattern that was utilized in 2019 with the exception of increasing the per payment fee from \$3.00 to \$5.00 each occurrence.

**FACILITIES**

General Manager, Michelle Wittmier, read Facilities Manager, David Gowans, report reported:

**Roads and GBs**

- Chew-ex 2020: Chipping of debris and distributing small amount of firewood to members. Currently working on 178th Hidden View. Should finish this about Wed, then may one more day on S. Tapps, then 2 days at Jenks, 3 days at bankers. Lastly, I hope to run by each Greenbelt access point and trim/chew whatever I can.

- Trees: We have 3 standing dead/broken, awaiting Denny, our logging vendor, and I am in greenbelts behind people's homes. I'm at Denny's disposal for these when he is available. I'm also about 50% thru a bunch of detangling I'm doing at Bankers. I will finish this before chewing there.

**Parks**

- Sports Court Painting: Meeting our painter soon to get our estimate for this spring.

- Bankers Gate Project: I'm in the process of extracting estimates from vendors.

- Building at Jenks: I have an estimate from one steel building Co and should have 2 more soon.

- 80% thru a flower planting project at Jenks.

- 5% thru doing 40 different things in the greenbelt on the east side of South Tapps between 57<sup>th</sup> and 58th St E and South Tapps Dr E

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- 10% thru clearing the infield and right baseline at the ballfield.

**Permits (for lake bed barriers)**

- WDFW is in the bag. We are about to submit an HPA request.... paper drill permit.

- Working with Pierce County. It looks like we won't need to do much more than a SEPA.

Best I can tell, we should be able to do this and for minimal fees.

**ARCHITECTURAL**

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

**VIOLATION**

No report

**I.T.**

Covered in Secretary's report on the webpage and web presence.

**UNFINISHED BUSINESS**

Bank Changeover: continues in holding pattern for Caliber data and cutover.

Judgements: As noted, we have filed for judgements against 4 of the most past due accounts and are working on the next 10 most past due accounts with our attorney.

Dog Park: Board set a meeting date of Thursday, March 26<sup>th</sup>, 2020.

Payroll Services: Secretary / Treasurer Courneya reported that she and GM Wittmier are continuing to look at this issue. Given the fluctuation of our employee numbers over a 12-month period we need to look carefully from a financial basis and policy basis. We will bring our recommendations back to the Board

Board Retreat: The Board chose Saturday, March 7, 2020 8:30-12noon.

**NEW BUSINESS**

Rental Agreement for Main Office: The Board discussed our current situation.

**Motion by Lisa Courneya** to accept the increase in the rent for our Main Office, starting April 1, 2020, from \$955.00 to \$985.00 per month, electrical and water included.

Second Butch Hulstom

Voice Vote: Unanimous

Motion passed to accept the increase in our Main Office rent.

Asphalt quotes: The Board discussed the need to repair and maintain our roads and obtain a bid to asphalt 181st our only road that is not paved. Facilities Manager is to work on this item.

Hiring an Office Assistant: President Bricker directed General Manager Wittmier to get the Job Description written and the advertising in place to hire an assistant for the Main Office by April 1, 2020.

New Board Member: President Bricker announced the Dan DeVaux has formally resigned from the Board and that we have an individual who has attended numerous Board meetings since last Fall who is willing to step in and assume the vacated Chair. That person is James Madison. The Board discussed this issue.

**Motion by Lisa Courneya** to appoint James Madison to fill the chair vacated by Dan DeVaux until the next Annual meeting of the members.

Second Bruce Upton

Voice Vote: Unanimous

Motion passed to appoint James Madison to the chair vacated by Dan DeVaux.

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**FOR THE GOOD OF THE ORDER**

Safer Streets: Joe Duran presented information about Safe Streets and some of the data they are working on.

Bankers Spit: There was a discussion on the improvements at Bankers Spit including the addition of water for Staff sanitation needs.

ODDS and ENDS:

President Bricker:

Lead a discussion on WTMC's contributions to the Lake Tapps Community Council, its background and our involvement with the organization.

Requested data on the clean up on 170<sup>th</sup>

Requested an update on the Seattle Boat situation. GM Wittmier provided the current information available concerning publications, submissions and our attorneys.

**Motion by Lisa Courneya:** Motion to adjourn meeting.

Second by Butch Hulstrom

Motion to adjourn passed.

President Bricker adjourned meeting at 8:10 pm.

NEXT MEETING SCHEDULED THURSDAY MARCH 12, 2020, 7 PM AT THE MAIN OFFICE

Respectfully Submitted:

Approved:

\_\_\_\_\_  
3/12/2020  
Michelle Wittmier, General Manager

\_\_\_\_\_  
3/12/2020  
Lisa Courneya, Secretary/Treasurer

WTMC  
**Balance Sheet**  
As of January 31, 2020

|                                       | <u>Jan 31, 20</u>        |
|---------------------------------------|--------------------------|
| <b>ASSETS</b>                         |                          |
| <b>Current Assets</b>                 |                          |
| <b>Checking/Savings</b>               |                          |
| Allocated Funds-6989                  | 30,000.89                |
| CD Combined RF #1097                  | 10,731.73                |
| Chking Main Intrst 9075               | 209,081.66               |
| Chking PayPal Acct-6393               | 19,268.26                |
| Chking Payroll Acct-6195              | 235.80                   |
| Chking Petty Cash 5516                | 223.59                   |
| Svgs Mny Mrkt Main 8785               | 162,578.65               |
| Svgs Mny Mrkt HVRF 7118               | 133,201.49               |
| <b>Total Checking/Savings</b>         | <u>565,322.07</u>        |
| <b>Accounts Receivable</b>            |                          |
| 11000 · Accounts Receivable           | 499.85                   |
| <b>Total Accounts Receivable</b>      | <u>499.85</u>            |
| <b>Total Current Assets</b>           | <u>565,821.92</u>        |
| <b>TOTAL ASSETS</b>                   | <u><b>565,821.92</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                          |
| <b>Liabilities</b>                    | 1,881.02                 |
| <b>Equity</b>                         |                          |
| 30000 · Opening Balance Equity        | 488,650.26               |
| 32000 · Retained Earnings             | 129,685.08               |
| Net Income                            | -54,394.44               |
| <b>Total Equity</b>                   | <u>563,940.90</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><b>565,821.92</b></u> |

**WTMC**  
**Profit & Loss YTD Comparison**  
 January 2020

|   | Jan 20            | Jan 20            |
|---|-------------------|-------------------|
| Ordinary Income/Expense                             |                   |                   |
| Income  |                   |                   |
| 70000 · INCOME                                      |                   |                   |
| 70001 · Prev Bal Op Assess                          | 4,055.03          | 4,055.03          |
| 70003 · Oper Assess Current YR                      | 1,197.94          | 1,197.94          |
| 70005 · Key Card Fees                               | 100.00            | 100.00            |
| 70006 · Late Fees                                   | 10.00             | 10.00             |
| 70009 · Escrow Fee                                  | 540.00            | 540.00            |
| 70010 · Prev Bal HV Road Fund                       | 100.00            | 100.00            |
| 70017 · Interest Income Bank                        | 36.59             | 36.59             |
| <b>Total 70000 · INCOME</b>                         | <b>6,039.56</b>   | <b>6,039.56</b>   |
| <b>Total Income</b>                                 | <b>6,039.56</b>   | <b>6,039.56</b>   |
| <b>Gross Profit</b>                                 | <b>6,039.56</b>   | <b>6,039.56</b>   |
| Expense   |                   |                   |
| 1000 · PAYROLL EXPENSES                             | 21,379.33         | 21,379.33         |
| 2000 · UTILITIES                                    | 3,403.82          | 3,403.82          |
| 3000 · MAINTENANCE                                  | 2,450.15          | 2,450.15          |
| 5000 · FEES   |                   |                   |
| 5103 · Attorney                                     | 6,188.60          | 6,188.60          |
| 5104 · Bank Charges                                 | 371.13            | 371.13            |
| <b>Total 5000 · FEES</b>                            | <b>6,559.73</b>   | <b>6,559.73</b>   |
| 6000 · SUPPLIES                                     | 1,479.56          | 1,479.56          |
| 7000 · Other OPERATING EXPENSES                     |                   |                   |
| 7102 · Insurance Exp Liability                      | 11,342.50         | 11,342.50         |
| 7105 · Mileage                                      | 38.63             | 38.63             |
| <b>Total 7000 · Other OPERATING EXPENSES</b>        | <b>11,381.13</b>  | <b>11,381.13</b>  |
| 8020 · Allocated and Disc Alloca Funds              |                   |                   |
| 8022 Discretionary Allocated                        | 8,379.48          | 8,379.48          |
| 8023 I.T. Allocated Funds                           | 147.72            | 147.72            |
| <b>Total 8020 · Allocated and Disc Alloca Funds</b> | <b>8,527.20</b>   | <b>8,527.20</b>   |
| 8030 · ROAD FUND                                    |                   |                   |
| 8031 · Hidden View Road                             | 1,284.05          | 1,284.05          |
| 8032 · Combined Roads                               | 519.40            | 519.40            |
| <b>Total 8030 · ROAD FUND</b>                       | <b>1,803.45</b>   | <b>1,803.45</b>   |
| 9000 · IT Expenses                                  | 3,449.63          | 3,449.63          |
| <b>Total Expense</b>                                | <b>60,434.00</b>  | <b>60,434.00</b>  |
| <b>Net Ordinary Income</b>                          | <b>-54,394.44</b> | <b>-54,394.44</b> |
| <b>Net Income</b>                                   | <b>-54,394.44</b> | <b>-54,394.44</b> |