

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES
June 10, 2020
Zoom Meeting held at 7 pm

CALL TO ORDER

President Stephen Bricker called the meeting to order at 7:01 pm.

BOARD MEMBERS PRESENT

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

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

Motion by Lisa Courneya: Move to approve Cliff McIntosh absence due to work related fatigue and need to sleep.

Second by Bruce Upton

Voice Vote: Yea Unanimous

Motion passed to approve Cliff McIntosh's absence.

Motion by Bruce Upton: Move to not approve James Madison's absence due to his unwillingness to participate in Zoom meetings.

Second by Lisa Courneya

The Board discussed the need for members to be available to attend meetings, whatever the format being used.

Voice Vote: Yea Unanimous

Motion passed to not approve James Madison's absence.

STAFF PRESENT

Michelle Wittmier-General Manager (GM)
David Gowans - Facilities Manager (FM)

Motion by Lisa Courneya: Move to adopt agenda as amended adding the 4th of July Donation as #8A

Second by Bruce Upton

Voice Vote: Yea Unanimous

Motion passed to adopted agenda as amended.

Motion by Lisa Courneya: Move to adopt the minutes to the meetings held on 2/13/20, 2/27/20, 3/7/20, 5/7/20, and 5/21/20 as published.

Second by Bruce Upton

Voice Vote: Yea Unanimous

Motion passed to approve as published the minutes to the 2/13/20, 2/27/20, 3/7/20, 5/7/20 and 5/21/20 meetings.

There were no electronic Motions to register.

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HOMEOWNER ISSUE

GM Wittmier presented the emailed request from homeowner Drew Stewart for the Board to consider the installation of signs and speed bumps on Lakeridge Drive to slow down the vehicle traffic that utilizes that road. The Board discussed the issue. With his personal background in this type of work with Pierce County, Joe Duran volunteered to work with this owner and other members of the Lakeridge community to work with Pierce County to assist in this matter.

FINANCIAL REPORTS

Secretary/ Treasurer Lisa Courneya presented the current financial position at 33.3% of the way through the year.

Report	Income YTD	Expenditures YTD	Balance	Notes
200531 Profit & Loss	\$316,252.75	\$197,039.21	\$119,213.54	1
200531 Balance Sheet			\$739,611.14	2
200531 Budget			\$197,039.21	3
#1 This includes collection of \$45,430.17 from prior years past due accounts				
#2 We are in Balance. This Balance does include the Hidden View Road Fund at \$133,210.99				
#3 We are at \$187,124.15 in Operating Expenditures, \$2,244.15 Road Expenditures, and \$37,670.91 in Capital projects and maintenance. We are 41.67% of the way through the operating year and stand at 30.79% of budgeted expenditures.				

Several of the line items were discussed and clarified.

Ms. Courneya reported on the on-going work on the changeover to new banks.

Motion by Stephen Bricker: Move that WTMC move our local operating bank accounts from Key Bank to Chase Bank.

Second by Joe Duran

The Board discussed the issue and given the business focus of Chase Bank determined that it was the right bank for us utilize for our local bank accounts.

Voice Vote: Yea Unanimous

Motion passed to move WTMC's local bank accounts from Key Bank to Chase Bank.

Motion by Butch Hulstrom: Move that WTMC purchase the Professional version of ZOOM software to facilitate our remote meetings.

Second by Lisa Courneya

Voice Vote: Yea- Unanimous

Motion passed to purchase the Profession version of ZOOM software.

OFFICE REPORT

Office Manager Michelle Wittmier updated the Board on the office noting that she continues to work remotely and Linda is continuing to work 3-5 days a week in the office keeping up with the owners incoming payments and issuing Key Cards to new owners along with all of the other paperwork it takes to keep us moving.

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These items were reported again:

The office staff are wearing masks when more than one of them is occupying a space at the same time and are continuing to practice social distancing.

The office remains closed to drop-ins, we are setting specific meetings with owners to deal with their needs. We are utilizing email for the sending and receiving of forms and photos for Key Cards and ID verification. We are continuing to monitor the steps coming from the State and Federal governments in directions for working.

Per directives to HOA's from the State, we have stopped the work on Judgements until the situation with Covid-19 has changed enough to allow businesses to re-open and employees to start working again.

We are still in a holding pattern for the next 10 collections / judgment letters. We will return to them toward the end of the month after the Covid-19 situation is clearer.

Ms. Wittmier requested that the Board take action on three policy revisions related to Key Cards

1. When a Homeowner reports that their Key Card is not firing the gates, they must return the non-functioning Key Card to the WTMC main office prior to it being replaced. If they dispose of the Key Card and/ or do not return it, they will be charged for the Key Card before a replacement Key Card will be issued.

2. The issuance of a Guest Pass as it relates to property owners (Authorized Users= AU) who have placed renters (Authorized Renters= AR) in their property within the WTMC HOA thereby becoming landlords.

The right of access to the WTMC Parks is endowed, through the governing documents of the organization, to the dues current owners of properties within the WTMC HOA.

WTMC has determined, in response to the request of the Authorized Users to allow their right of access to the WTMC Parks by individual(s) other than themselves, without the AU having to be present and in order to ensure that access to the park facilities are available for all AU equally, that it will allow the issuance of a single Guest Pass per parcel to allow the AU of the property to "loan out" this right of park access, to a person or persons of their choosing, as governed by the current Park Rules definitions.

The AU retains the ultimate responsibility for the behavior of the Guest(s) to whom they loan out their access privilege.

In the case of a rental property, the AU (Landlord) utilizes the Guest Pass privileges associated with their parcel by authorizing that WTMC issue Renter Key Card(s) to the Authorized Renter(s) of said property.

Therefore, given the fact that the Guest Pass privilege for the specific Parcel is utilized by the issuance of Renter Key Card(s), the landlord Authorized User may not be issued a second Guest Pass.

3. Given the potentially uncontrolled capacity of a Guest Pass Key Card set up, which includes the Key Card necessary to open the gate, a photo card of the Authorized User(s) and the Guest Pass card detailing the property and Key Card to which this Guest Pass is tied, for potential liability reasons WTMC reserves the right to limit the number of replacement Guest Pass set-ups it will issue to a single Authorized User property. The maximum replacement Guest Pass set-ups issued to the Authorized User of a specific parcel will be no more than one (1) per year.

Motion by Butch Hulstom: To accept the three Policy revisions related to Key Cards as read.

Second by Lisa Courneya

Voice Vote: Yea – Unanimous

Motion passed to update Key Card Issue Policies as presented.

FACILITIES REPORT

Facilities Manager David Gowans updated the Board

Of Note:

Focus is the Parks and being ready for the season.

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Hiring done summer employees are in place for the year. We have 16 additional people on Staff. Working into things as we get the Staff trained.

We are currently still using the San-I-can only, when we do open the restrooms, we will be putting up signage for one person at a time.

Play Structure will not likely open until Phase 3

Cabana still fenced off until groups large than 5, which again will be Phase 3

Group size remains 5 or fewer and family members only

Jenks is pretty much read to go, working on Lakeridge and Bankers

Have 12 Body Cams and are training on their use

Will be installing a new chain on the log boom

The Fish and Wildlife permit came through so will be working on the install of the plant barrier in the swim area at Jenks.

Tennis Court is complete and ready to play, will be re-installing the posts and fence starting tomorrow

We are responding to tree and greenbelt requests as able as we prep for the park season

There was a discussion on an economic way to deal with the debris along South Tapps Drive created by our Greenbelt project. Facilities Manager Gowans provided information on the relative costs associated with hiring the job done and what that would mean to our remaining forest and continuing to work on the project ourselves. Mr. Gowans pointed out the some of the wood was still available as firewood and a significant portion of the balance of downed logs, because they are cottonwood would best be left to nourish the forest floor and provide a place for our replanting of the next forest. The Boards overall desire is to have the area look good as we move forward.

ARCHITECTURAL

GM Wittmier reported that there are no new issues being worked on at this time other than the one we are working with our attorney concerning a home owner demanding, through his attorney that we clear cut our greenbelt adjacent to his property due to the significant damage the trees are doing to his rental property. .

VIOLATIONS

No new violations

I.T.

Nothing new, continue to work with Benjamin Keith as the need arises to support the remote working and keep our systems communicating properly across our network.

UNFINISHED BUSINESS ITEMS

Bank Changeover reported on elsewhere on agenda.

Judgements are on hold as reported elsewhere in reports.

NEW BUSINESS

Second meeting a month was discussed and the Board determined to leave the option open, but not schedule anything at present.

GM Wittmier requested that the Board make a decision on the annual donation to the Lake Tapps Fireworks Fund. The Board discussed and without motion authorized the \$500.00 allocated in the 2020 budget be sent.

FOR THE GOOD OF THE ORDER

President Bricker discussed the idea of having our July 8th meeting as our BBQ meeting this year, if the State guidelines would allow a gathering of that size. We will continue to work on this item.

Lisa Courneya reported that she had procured masks from Pierce County for 20 employees for 2 weeks for free.

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Lisa reminded the Board that WTMC has a requirement that we do Background checks on all of our Board members when they join the Board and that we need to get that caught up.

Motion by Lisa Courneya: Move that we adjourn this meeting

Second by Butch Hulstrom

Voice Vote: Yea – Unanimous

President Stephen Bricker adjourned the meeting at 8:16 pm.

Respectfully Submitted:

Approved:

7/08/2020
Michelle Wittmier, General Manager

7/08/2020
Lisa Courneya, Secretary/Treasurer

WTMC
Balance Sheet
 As of May 31, 2020

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,731.73
Chking Main Intrst 9075	390,923.26
Chking PayPal Acct-6393	11,112.30
Chking Payroll Acct-6195	111.17
Chking Petty Cash 5516	418.04
Svgs Mny Mrkt Main 8785	162,602.91
Svgs Mny Mrkt HVRF 7118	133,210.99
Total Checking/Savings	739,111.29
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	739,611.14
TOTAL ASSETS	739,611.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · PAYROLL LIABILITIES	
24007 · Federal Withholding	711.01
24120 · Social Security-Employer	345.57
24121 · Social Security-Employee	-243.25
24122 · Labor and Industries-Employer	-135.83
24123 · Labor and Industries-Employee	543.95
24124 · Medicare-Employer	-12.11
24125 · Medicare-Employee	-56.89
24220 · FUTA	13.69
24221 · SUTA	114.77
24222 · WA Admin Fund	27.23
24000 · PAYROLL LIABILITIES - Other	754.12
Total 24000 · PAYROLL LIABILITIES	2,062.26
Total Other Current Liabilities	2,062.26
Total Current Liabilities	2,062.26
Total Liabilities	2,062.26
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	129,685.08
Net Income	119,213.54
Total Equity	737,548.88
TOTAL LIABILITIES & EQUITY	739,611.14

WTMC
Profit & Loss YTD Comparison
 May 2020

	<u>May 20</u>	<u>Jan - May 20</u>
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	21,688.89	44,314.08
70002 · Prev Bal Cap Assess	336.08	1,116.09
70003 · Oper Assess Current YR	128,255.18	262,322.42
70005 · Key Card Fees	285.00	535.00
70006 · Late Fees	123.91	293.91
70007 · Penalty Income Parcels	39.55	132.98
70008 · Lien Fees chrgd	0.00	25.00
70009 · Escrow Fee	945.00	3,375.00
70010 · Prev Bal HV Road Fund	0.00	200.00
70011 · HV Road Fund	1,625.00	3,075.00
70012 · Other	-24.98	0.02
70014 · Prepaid Assessments	355.77	770.90
70017 · Interest Income Bank	5.01	92.35
Total 70000 · INCOME	<u>153,634.41</u>	<u>316,252.75</u>
Total Income	<u>153,634.41</u>	<u>316,252.75</u>
Gross Profit	153,634.41	316,252.75
Expense		
1000 · PAYROLL EXPENSES	22,807.82	88,249.22
2000 · UTILITIES	3,237.45	16,034.92
3000 · MAINTENANCE	2,483.67	7,701.55
5000 · FEES	1,231.18	12,099.29
6000 · SUPPLIES	2,947.81	10,474.27
7000 · Other OPERATING EXPENSES	248.39	12,668.83
8020 · Allocated and Disc Alloca Funds		
8021 Allocated Funds Projects	1,880.44	1,880.44
8022 Discretionary Allocated	10,593.48	35,642.75
8023 I.T. Allocated Funds	0.00	147.72
Total 8020 · Allocated and Disc Alloca Funds	<u>12,473.92</u>	<u>37,670.91</u>
8030 · ROAD FUND		
8031 · Hidden View Road	0.00	1,724.75
8032 · Combined Roads	0.00	519.40
Total 8030 · ROAD FUND	<u>0.00</u>	<u>2,244.15</u>
9000 · IT Expenses	1,227.02	9,896.07
Total Expense	<u>46,657.26</u>	<u>197,039.21</u>
Net Ordinary Income	<u>106,977.15</u>	<u>119,213.54</u>
Net Income	<u><u>106,977.15</u></u>	<u><u>119,213.54</u></u>