

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES
July 8, 2020
Zoom Meeting held at 7 pm

CALL TO ORDER

Vice President Bruce Upton called the meeting to order at 7:01 pm.

BOARD MEMBERS PRESENT

Bruce Upton, Vice President
Lisa Courneya, Secretary / Treasurer
Butch Hulstrom, Member at large
Cliff McIntosh, Violations Chair
Joe Duran, Member at Large

Secretary Courneya informed Vice President Upton that Board Member quorum is present.

Motion by Joe Duran: Move to not approve James Madison's absence due to lack of contact about his absence.

Second by Butch Hulstrom

Voice Vote: Yea- Lisa Courneya, Butch Hulstrom, And Joe Duran: Nay- Cliff McIntosh

Motion passed to disapprove James Madison's absence.

Discussion was held on formal removal of James Madison from the Board, through the By Laws direction, due to lack of attendance at the last three regular meetings of the Board.

STAFF PRESENT

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

Motion by Lisa Courneya: Move to adopt agenda as published.

Second by Joe Duran

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 6/10/20 and 6/29/20 as published.

Second by Cliff McIntosh

Voice Vote: Yea Unanimous

Motion passed to approve as published the minutes to the 6/10/20 and 6/29/0 meetings.

There were no electronic Motions to register.

HOMEOWNER ISSUE

GM Wittmier presented the issue of the Airbnb operating on Bankers Island, the neighbors request to amend the C & R's to ban Airbnb's and Attorney J. David Huhs response to our inquiry about what WTMC has authority to do in this situation.

The Board discussed the issue and given the limited rights enforceable by an HOA in these situations determined to craft a Nuisance Fine Schedule to utilize. They determined to draft a directional document to empower Homeowners facing this issue on how to utilize their rights under the law to help curb the unlawful activities. Under advice from our attorney also determined to craft a rule around the nuisance Covenant that

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would define, in a reasonably broad manner, the activities that are taking place as a nuisance. Will need to work with the attorney on this item.

FINANCIAL REPORTS

Secretary/ Treasurer Lisa Courneya presented the current financial position.

JUNE 30TH, 2020 FINANCIAL UPDATE SUMMARY WTMC

Report	Income YTD	Expenditures YTD	Balance	Notes
200630 Profit & Loss	\$432,425.57	\$263,539.74	\$168,885.83	1
200630 Balance Sheet			\$767,923.52	2
200630 Budget			\$263,539.74	3
#1 This includes collection of \$51,816.31 from prior years past due accounts				
#2 We are in Balance. This Balance does include the Hidden View Road Fund at \$133,212.08				
#3 We are at \$207,449.68 in Operating Expenditures, \$2,244.15 Road Expenditures, and \$53,845.91 in Capital projects and maintenance. We are 50% of the way through the operating year and stand at 40.65% of budgeted expenditures.				

PAST DUE REPORT DATA 6/30/2020

Total Number of Parcels on report	511	in the amount of \$351,946.31
Number of parcels making payments	121	still owing a total of \$63,212.22
Number of Parcels who only owe 2020 Assessments with no payments received yet this year:	232	
Number of parcels owing 2 or more years	100	

OFFICE REPORT

General Manager Michelle Wittmier updated the Board on the office operations. With the exception of not booking gatherings at Jenks Park, the work is following a fairly normal pattern for the year meaning warm weather, drives pay our bill, get our Key Card. As reported in early months, this is happening with the utilization of digital communication and seems to be meeting the needs of the situation.

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FACILITIES REPORT

Facilities Manager David Gowans updated the Board

Of Note:

Will be working on the Swim Area at Jenks Park again starting on 7/13 placing the vegetation barrier.
Should be mostly done within 2 weeks.
Doings lots of work on the grounds
Members are doing a great job of following the groups of 5 or less has been a great summer so far...
The employees are 100% with face mask wearing and the homeowners are also doing well with this.
2 employees have gone on leave with family members potentially having Covid 19.
3 employees became ill with vomiting, including him.

FM Gowans explained the process utilized each year for park personnel budgeting detailing the calculating of what 100% need would cost and that historically due to weather and staff attrition, we come in at the end of the year at about 70% of that amount. So for year 2020, in order to hold down the percentage rise in the 2020 budget, we set the actual park personnel budget figure at the 70% mark so very likely we will come in at closer to 100% budget expense in that line item. It is unlikely that we will be able to do the same for year 2021.

FM Gowans informed the Board he will be requesting the funds to do a major cut back on 170th to remove a significant number of trees on the road right of way that dead, dying and dangerous. He will provide a written request.

FM Gowans is doing some work on sign violations and once they have been notified by the office to remove their signs, failure to do so will be turned over to the Violations Committee.

ARCHITECTURAL

GM Wittmier reported that there are no new issues being worked on at this time. .

VIOLATIONS

No new violations at this time.

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:

Secretary/Treasurer Lisa Courneya has initiated the process with Chase Bank and the initial funds have been moved to set up our local bank accounts.

Judgements:

General Manager Wittmier presented the requested motion from our attorney J. David Huhs concerning authorization to move forward on filing judgements on the next 10 homeowners we are working on collections with, should they fail to reply by the August 6th deadline noted in the letters they have received.

Motion by Butch Hulstrom: Should the owners fail to pay their account within the thirty days listed in the collections letter, the actual date being August 6th, 2020, Move to authorize immediate action to file suit for judgement against property addresses:

5623 195th Ave E Bonney Lake

5649 195th Ave E Bonney Lake

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19501 60th St E Bonney Lake
19209 58th St Ct E Lake Tapps
17221 45th St E Lake Tapps
4917 W Tapps Dr E Lake Tapps
4814 W Tapps Dr E Lake Tapps
6016 190th Ave E Lake Tapps
4409 178th Ave E Lake Tapps
18204 43rd St E Lake Tapps

Second by Lisa Courneya
There was no discussion.
Voice Vote: Yea- Unanimous

Motion passed to approve immediate action if payment not received by August 8th, 2020.

Dog Park Meeting:

Continue to hold on this until meetings can be held in person.

NEW BUSINESS

Organization of the Board: As reported at the June 29th, 2020 Special meeting of the Board, in light of the sale of his home, Steve Bricker has resigned from the Board effective 7/7/2020, leaving the Board presidency vacant.

Mr. Bricker nominated Lisa Courneya as the new president, which the Board determined to leave on hold until this meeting.

Secretary Treasurer Lisa Courneya stated that she is willing to accept the Presidency. She went on to point out that given where we are in transitions with the organizations banking set-ups and the complexity of the process that it would be better for WTMC to keep Vice President Bruce Upton as the interim President for about two months and allow her the time to complete this transition process, at which time she will be happy to step up to the President chair. Ms. Courneya also reported that Past President Cliff McIntosh has agreed to step back into an Executive Chair during this process to provide adequate Board depth and coverage for the organization.

The Board had a lengthy discussion on this issue and agreed that Ms. Courneyas' proposal is the best course of action for WTMC at this time. Therefore the Executive chairs of the Board of Trustees for the next two months will be Interim President Bruce Upton, Interim Vice President Cliff McIntosh and Secretary/ Treasurer Lisa Courneya.

FOR THE GOOD OF THE ORDER

How do we go about inviting our owners to Zoom meetings without being Zoom bombed? There was some discussion on this item with the decision being to post to our website the direction that if you are interested in attending a Board meeting, you will need to request the link be sent directly to you. That should reduce the likelihood of Zoom Bombing of meetings and still provide for our owners ability to attend meetings if they so choose.

Butch Hulstrom reported that he would be out of town, away from technology and not able to attend the next Board meeting on August 12, 2020

Motion by Butch Hulstrom: Move that we adjourn this meeting

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Second by Lisa Courneya

Voice Vote: Yea – Unanimous

Interim President Bruce Upton adjourned the meeting at 8:33 pm.

Respectfully Submitted:

Approved:

8/12/2020
Michelle Wittmier, General Manager

8/12/2020
Lisa Courneya, Secretary/Treasurer

WTMC
Balance Sheet
As of July 7, 2020

	<u>Jul 7, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,736.98
CHASE 5579	150,000.00
Chking Main Intrst 9075	265,830.53
Chking PayPal Acct-6393	14,133.18
Chking Payroll Acct-6195	237.83
Chking Petty Cash 5516	667.94
Svgs Mny Mrkt Main 8785	162,604.24
Svgs Mny Mrkt HVRF 7118	133,212.08
Total Checking/Savings	767,423.67
Accounts Receivable	499.85
Total Current Assets	767,923.52
TOTAL ASSETS	767,923.52
LIABILITIES & EQUITY	
Liabilities	3,802.00
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	129,685.08
Net Income	145,786.18
Total Equity	764,121.52
TOTAL LIABILITIES & EQUITY	767,923.52

WTMC
Profit & Loss YTD Comparison
 June 2020

	Jun 20	Jan - Jun 20
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	6,389.14	50,703.22
70002 · Prev Bal Cap Assess	0.00	1,116.09
70003 · Oper Assess Current YR	106,772.46	369,094.88
70005 · Key Card Fees	350.00	885.00
70006 · Late Fees	170.00	463.91
70007 · Penalty Income Parcels	52.57	185.55
70008 · Lien Fees chrgd	0.00	25.00
70009 · Escrow Fee	1,350.00	4,725.00
70010 · Prev Bal HV Road Fund	0.00	200.00
70011 · HV Road Fund	1,050.00	4,125.00
70012 · Other	0.00	0.02
70014 · Prepaid Assessments	33.12	804.02
70017 · Interest Income Bank	5.53	97.88
Total 70000 · INCOME	<u>116,172.82</u>	<u>432,425.57</u>
Total Income	<u>116,172.82</u>	<u>432,425.57</u>
Gross Profit	116,172.82	432,425.57
Expense		
1000 · PAYROLL EXPENSES	37,024.45	125,273.67
2000 · UTILITIES	2,953.91	18,988.83
3000 · MAINTENANCE	3,597.29	11,298.84
4000 · SPECIAL EVENTS		
4203 · Fourth of July	500.00	500.00
Total 4000 · SPECIAL EVENTS	500.00	500.00
5000 · FEES	798.84	12,898.13
6000 · SUPPLIES	4,150.46	14,624.73
7000 · Other OPERATING EXPENSES	114.56	12,783.39
8020 · Allocated and Disc Alloca Funds		
8021 Allocated Funds Projects	0.00	1,880.44
8022 Discretionary Allocated	16,175.00	51,817.75
8023 I.T. Allocated Funds	0.00	147.72
Total 8020 · Allocated and Disc Alloca Funds	<u>16,175.00</u>	<u>53,845.91</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	1,186.02	11,082.09
Total Expense	<u>66,500.53</u>	<u>263,539.74</u>
Net Ordinary Income	<u>49,672.29</u>	<u>168,885.83</u>
Net Income	<u><u>49,672.29</u></u>	<u><u>168,885.83</u></u>