

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES
August 12, 2020
Zoom Meeting held at 7 pm

CALL TO ORDER

President Bruce Upton called the meeting to order at 7:08 pm.

BOARD MEMBERS PRESENT

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

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

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 published.

Motion by Joe Duran: Move to adopt the minutes to the 7/8/2020 meeting as published.

Second by Lisa Courneya

Voice Vote: Yea Unanimous

Motion passed to approve as published the minutes to the 7/8/2020 meeting.

There was a robust discussion initiated by James Madison on the decision to remove him from the Board for missing meetings. It was suggested that Mr. Madison consider rejoining the Board when his schedule would allow him to attend the meetings on a regular basis and be willing to meet utilizing the Zoom format, which he previously had expressed his unwillingness to do. It was also explained that the purpose of having all Board members attend the meetings is important. The Board determined to set this action aside for now to see if Mr. Madison was willing and able to participate with the meetings and the work of the Board. Mr. Madison requested a copy of the Bylaw's indicating that he had never been given one. He was informed that the Bylaws are on the westtappshoa.com website and one was also sent to him via email during the meeting.

Immediately following this action Mr. Madison reported that he had joined the Board to deal with the issue he has with his neighbor, Joe Duran. There was a brief discussion on this matter. Joe Duran and James Madison agreed to meet outside of the Board Meeting to resolve the issue. Meeting set for Friday 8/14/20 in the morning. The Board requested that Mr. Madison put his issue with Joe Duran in writing and provide it to the Board.

There were no electronic Motions to register.

HOMEOWNER ISSUE

GM Wittmier presented the email sent by a household member of one of our property owners addressing the issue of what time the Parks are locked during the summer and requesting that the Boat launch be open later to allow more time on the lake in the evenings. Facilities Manager David Gowans explained the current operations process for the locking schedule, related to the actual time the sun sets each day as well as providing information on what occurs when someone is locked in the park when it is locked up at night. The Board

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directed Mr. Gowans to continue the current procedures and locking schedule. The office will notify the author of the email of this decision.

GM Wittmier presented the information from Brandon Swisher requesting permission to install a second driveway into his property within Hidden View. We are still waiting on some additional data from Pierce County that may have a bearing on the provisions laid down on the property when it was initially developed. Item moved to the September agenda.

FINANCIAL REPORTS

Secretary/ Treasurer Lisa Courneya presented the current financial position.

JULY 31ST, 2020 FINANCIAL UPDATE SUMMARY WTMC

Report	Income YTD	Expenditures YTD	Balance	Notes
200731 Profit & Loss	\$489,943.28	\$344,301.92	\$145,641.36	1
200731 Balance Sheet			\$767,160.66	2
200731 Budget			\$344,301.92	3
#1 This includes collection of \$67,290.62 from prior years past due accounts				
#2 We are in Balance. This Balance does include the Hidden View Road Fund at \$133,213.21				
#3 We are at \$287,555.25 in Operating Expenditures, \$2,244.15 Road Expenditures, and \$54,169.52 in Capital projects and maintenance. We are 58% of the way through the operating year and stand at 56% of budgeted expenditures.				

PAST DUE REPORT DATA 7/31/2020

Total Number of Parcels on report	437	in the amount of \$276,931.71
Number of parcels making payments	124	still owing a total of \$50,822.42
Number of Parcels who only owe 2020 Assessments with no payments received yet this year:	176	
Number of parcels owing 2 or more years:	87	

OFFICE REPORT

General Manager Michelle Wittmier updated the Board on the office operations. Operations remain constant. We have processed many more requests for Key Cards from owners who have not utilized the parks since our new system went into place in 2015. We are working on letters to owners about business signs within the community.

GM Wittmier presented a request from owner Toby Mitchel to be reimbursed \$67.00 for the street sign and bracket they purchased and installed on 185th, one of the WTMC private roads. Facilities Manager Gowans presented the information on our current situation with this and other street signs noting that he is replacing this particular sign and bracket on Monday of next week with the correct sign and bracket that we had on order and

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have now received. The Board discussed this request noting that this was not our policy and WTMC's standard procedures for sign maintenance and replacement.

Motion by Lisa Courneya: WTMC does not accept responsibility for this purchase.

Second by James Madison

There was a brief discussion. WTMC needs to publish on its website the process for requesting sign replacement.

Voice Vote: Yea- Unanimous

Motion passed to not reimburse the request for the sign and bracket purchase.

GM Wittmier presented a request that WTMC consider paying off the summer employees accumulated Sick Leave at the end of each season when they are laid off. Ms. Wittmier explained that under State Law any employee who is laid off and rejoins our staff in less than 12 months of that layoff automatically have the accumulated sick leave they had at the end of the time of their layoff added to their personal account as available for use. This is only an issue for WTMC because our summer staff is seasonal and many of them do return for several years during the end of their high school careers and early college careers. The liability exposure for WTMC will increase over the years.

Motion by Cliff McIntosh: Do not pay off the accumulated sick leave of our seasonal employees when they are laid off at the end of each season. The math doesn't work.

Second by Lisa Courneya

Voice Vote: Yea – Unanimous

Motion passed to not pay off seasonal employee's accumulated sick leave at their lay off at the end of each season.

FACILITIES REPORT

Facilities Manager David Gowans updated the Board and presented information on three specific requests.

BANKERS SPIT Walking Trail Park

FM Gowans presented the bid for \$3,000.00 and provided the details of the work that the vendor can provide to get WTMC in position to be able to start the actual project of the Key Card Gate, parking area, and fence move at Bankers. The Board held a lively discussion on various aspects of the project including the City of Bonney lake water issue.

Motion by James Madison: Approve the \$3,000.00 to get the project in place.

Second by Lisa Courneya

Voice Vote: Yea Unanimous

Motion passed to approve the pre-development project for Bankers Spit.

FM Gowans presented the bid and information on the need to do more extensive clearing of the road right of way on the WTMC 175th shoulder. The Board set this to the September agenda.

FM Gowans presented the initial information on the asphalt resurfacing project for all WTMC owned roads. This is preliminary and there will be more bids forth coming. The Board discussed this briefly to more fully understand the scope and nature of the work needed and the priority of the individual projects within the overall work.

FM Gowans updated on the season to date:

Of Note:

- We are approaching the end of summer and it is traditionally slower but that is not happening this year. It

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is continuing to be busy and is getting somewhat busier.

- So far members are doing a good job of following the rules.
- The groups have been smaller
- Our summer Staff are starting to depart for school, which is expected.
- We are working on clearing the west fence of Jenks Park
- Working on the vegetation removal in the swim area, at about 40% complete, permit good for 3 years
- Doing some land management at Bankers
- Of the group in question last month, none of our employees tested positive for Covid19
- Doing some work in the Greenbelts, but the fire restrictions have hampered our ability to run chain saws so that activity will not pick up heavily again until later in the fall.

ARCHITECTURAL

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

A new item that has surface this year: Pierce County has sent out letters to homeowners with septic systems requiring they comply with the law and have them inspected for functionality. Although the inspection law has been on the books for numerous years, Pierce County has never, to our knowledge required these inspections in the past.

This creates an issue that WTMC will need to address. Over the years, WTMC has granted permission to approximately 90 properties in the Lakeridge 4 and 5 subdivisions to locate their leech fields within the WTMC greenbelts abutting their lots. Largely, this was necessitated by the failure of the original leech fields due to shallow hardpan that was not adequately identified when the subdivisions were built.

In order for the fields to be inspected, the septic service has to be able to access the area in which the leech fields are located, our very overgrown greenbelts. With our current operating procedures which, for liability reasons, does not allow homeowner's to do maintenance of the vegetation and or removal of vegetation within the WTMC greenbelts, we now have a domino fall of clearing projects that need to be done in rather short order to allow our owners to comply with the Pierce County requirement.

As always, FM Gowans is addressing these issues as they come up, but it has brought to light that there will be an ongoing need for additional labor dollars to address this issue of lower vegetation clearing in the greenbelts each year to maintain these leech fields as open and accessible.

FM Gowans and GM Wittmier will work together on this issue and provide the Board with a clearer picture of the scope and expense of this necessity.

VIOLATIONS

Violations Chair Cliff McIntosh presented information to the Board concerning violations of the rules issues he observed in Jenks Park on Tuesday 8/11/20. They included individual's riding quads up and down the hill, a dog in the park and swimmers swimming out to the log boom and back. FM Gowans and Chair McIntosh held a discussion concerning the methods being utilized at the Parks to engage people into compliance as opposed to filing violations reports on every incident of not following the rules. Various other Board members provided input as well. Chair McIntosh reported that he was pleased with how the Staff handled the situations he did encounter. FM Gowans let the Board know that any of them are free to come down on any day and see how this process of engaging the owners works if they would like more direct information on this issue. The issue of standup jet skis was discussed as well.

I.T.

GM Wittmier reported that we are continuing to tweak our systems to try and improve our customer service capacities for our owners.

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We did encounter a problem with the Card readers at Lakeridge Park; they were allowing individuals to key in numbers instead of using their Key Cards. We had our IT professional correct that issue.

UNFINISHED BUSINESS ITEMS

Bank Changeover:

Secretary/Treasurer Lisa Courneya reported we are continuing the work on this changeover.

Judgements:

GM Wittmier reported that 4 more severely past due accounts have paid in full with 3 more working on payment plans from the last round of letters.

Dog Park Meeting:

Some of the WTMC owners, who utilize the dog friendly part of Bankers Spit Walking Trail Park- dog friendly, are kicking up dust again and are frustrated with the rules. The Board discussed the situation and determined to utilize a voting process with the annual meeting mailer as a way to vote on the use of leashes at both Bankers Spit and Lakeridge parks. This issue was moved to the September agenda for further discussion.

NEW BUSINESS

GM Wittmier reminded the Board that the Annual Meeting is usually held the week prior to Thanksgiving. In light of Covid 19 that may not be feasible. We will need to figure this issue out. GM Wittmier will collect the current regs on how HOA can operate under the mandates of the Covid 19 restrictions and the specific grace that has been granted on By Law, State Law normal requirements for face to face meeting.

FOR THE GOOD OF THE ORDER

Motion by Lisa Courneya: That Cliff McIntosh become the Vice President to preserve Board Executive Committee

Second by James Madison.

Cliff McIntosh agreed to accept the position if the Board voted him in.

Voice Vote: Yea Unanimous

Motion passed for Cliff McIntosh to become Vice President of the Board

Next Board Meeting Wednesday September 9th, 2020

Motion by Lisa Courneya: Move that we adjourn this meeting

Second by James Madison

Voice Vote: Yea – Unanimous

President Bruce Upton adjourned the meeting at 9:019 pm.

Respectfully Submitted:

Approved:

9/9/2020
Michelle Wittmier, General Manager

9/9/2020
Lisa Courneya, Secretary/Treasurer

WTMC
Balance Sheet
As of August 12, 2020

	<u>Aug 12, 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	263,140.06
Chking PayPal Acct-6393	15,865.05
Chking Payroll Acct-6195	845.41
Chking Petty Cash 5516	253.59
Svgs Mny Mrkt Main 8785	162,605.62
Svgs Mny Mrkt HVRF 7118	133,213.21
Total Checking/Savings	<u>766,660.81</u>
Accounts Receivable	<u>499.85</u>
Total Current Assets	<u>767,160.66</u>
TOTAL ASSETS	<u>767,160.66</u>
LIABILITIES & EQUITY	
Liabilities	3,293.26
Equity	<u>763,867.40</u>
TOTAL LIABILITIES & EQUITY	<u>767,160.66</u>

WTMC
Profit & Loss YTD Comparison
 July 2020

	<u>Jul 20</u>	<u>Jan - Jul 20</u>
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	14,810.40	65,513.62
70002 · Prev Bal Cap Assess	660.91	1,777.00
70003 · Oper Assess Current YR	38,160.40	407,255.28
70005 · Key Card Fees	400.00	1,285.00
70006 · Late Fees	150.00	613.91
70007 · Penalty Income Parcels	176.47	362.02
70008 · Lien Fees chrgd	0.00	25.00
70009 · Escrow Fee	1,080.00	5,805.00
70010 · Prev Bal HV Road Fund	1,400.00	1,600.00
70011 · HV Road Fund	675.00	4,800.00
70012 · Other	0.00	0.02
70014 · Prepaid Assessments	0.02	804.04
70017 · Interest Income Bank	4.51	102.39
Total 70000 · INCOME	<u>57,517.71</u>	<u>489,943.28</u>
Total Income	<u>57,517.71</u>	<u>489,943.28</u>
Gross Profit	57,517.71	489,943.28
Expense		
1000 · PAYROLL EXPENSES	67,563.51	192,837.18
2000 · UTILITIES	3,304.55	22,293.38
3000 · MAINTENANCE	4,096.54	15,395.38
4000 · SPECIAL EVENTS	0.00	500.00
5000 · FEES	1,711.33	14,609.46
6000 · SUPPLIES	2,551.29	17,097.72
7000 · Other OPERATING EXPENSES	51.10	12,823.51
8020 · Allocated and Disc Alloca Funds		
8021 Allocated Funds Projects	0.00	1,880.44
8022 Discretionary Allocated	323.61	52,141.36
8023 I.T. Allocated Funds	0.00	147.72
Total 8020 · Allocated and Disc Alloca Funds	<u>323.61</u>	<u>54,169.52</u>
8030 · ROAD FUND	0.00	2,244.15
9000 · IT Expenses	1,249.53	12,331.62
Total Expense	<u>80,851.46</u>	<u>344,301.92</u>
Net Ordinary Income	<u>-23,333.75</u>	<u>145,641.36</u>
Net Income	<u><u>-23,333.75</u></u>	<u><u>145,641.36</u></u>