

WEST TAPPS MAINTENANCE COMPANY
 BOARD OF TRUSTEES MEETING
 MINUTES
September 16, 2020
 Zoom Meeting held at 7 pm

CALL TO ORDER

President Bruce Upton called the meeting to order at 7:02 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.

GUESTS

None 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 Cliff McIntosh
 Voice Vote: Yea Unanimous
Motion passed to adopted agenda as published.

Motion by Cliff McIntosh: Move to adopt the minutes to the 8/12/2020 meeting as published.
 Second by Lisa Courneya
 Voice Vote: Yea Unanimous
Motion passed to approve as published the minutes to the 8/12/2020 meeting.

There were no electronic Motions to register.

HOMEOWNER ISSUE

None presented

FINANCIAL REPORTS

Secretary/ Treasurer Lisa Courneya presented the current financial position.

PAST DUE REPORT DATA 8/31/2020	Parcels	Owing
Total Number of Parcels on report	284	in the amount of \$216,147.31
Number of parcels making payments	108	Still owing \$30,006.27
Number of Parcels who only owe 2020 Assessments with no payments received yet this year	87	Still owing \$31,837.79
Number of parcels owing 2 or more years	88	Still owing \$154,303.25

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AUGUST 31st, 2020 FINANCIAL UPDATE SUMMARY WTMC

Report	Income YTD	Expenditures YTD	Balance	Notes
200831 Profit & Loss	\$552,304.77	\$418,540.25	\$133,464.52	1
200831 Balance Sheet			\$756,883.99	2
200831 Budget			\$357,436.46	3
#1 This includes collection of \$61,580.93 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 \$357,436.46 in Operating Expenditures; \$2,244.15 Road Expenditures; and \$58,859.64 in Capital projects and maintenance. We are 66.7% of the way through the operating year and stand at 70.04% of budgeted expenditures.				

OFFICE REPORT

General Manager Michelle Wittmier updated the Board on the general operations of the organization, which remain constant. New owners continue to contact the office for their Key Cards

FACILITIES REPORT

Facilities Manager David Gowans updated the Board:

- The 175th issue is no longer needing action, have had our annual vendor do the regular clean up on that road as well as our other roads which starts next week, Sept 23rd.
- We are halfway through September and the only staffing we now have is for opening and closing the parks. The balance of the Staff will be done by October 1st.
- Am working on wrapping up the work in the forests with the staff that we do currently have
- We did have a couple of trees fall on houses in the wind storm. The trees have been removed.
- Will be working on Bankers Spit on Thursday on tree removal and on 175th on Friday
- Expecting the report from the vendor we hired to launch us forward with Bankers by approximately Sept 25th.

The Board requested information from FM Gowans on how we were handling the issue of the wildfire smoke and our employees. FM Gowans reported that they have not been working since Saturday Sept 12th.

The Board discussed the issue of tree removal and wildfire and our continued need to remove additional vegetation from near the roads. Included in this conversation was the portion of South Tapps between Maryann Drive and Emerald Hills Elementary and the significant number of dead trees within the Pierce County right of way which the county has been reluctant to take action on removing. FM Gowans noted in his work with the county that they appear to be more reactive instead of proactive in these matters. FM Gowans reported that he had obtained several bids for removal of the debris from both sides of that portion of South Tapps and they all run in the \$14,000.00 range in addition to doing significant damage to the actual flat portion of the forest area,

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which would need to be cleared and graveled in order to create a landing for the equipment to work on, off of the main road, should we decide to take this action. Joe Duran noted that perhaps in light of the recent wildfire, Pierce County may respond differently. FM Gowans clarified to Ms. Courneya that this price was for the 1300-1500 feet of roadside back 30 feet.

There was further discussion on how much money could be made if we sold the marketable timber. FM Gowans reported that the timber we have left is predominantly cottonwood which is not very marketable. Butch Hulstrom suggested that we take no action until we have had the opportunity to engage Pierce County on this issue to see how and to what degree they will participate with the situation. FM Gowans noted that Public Works is who he generally deals with in these matters. Lisa Courneya will work with FM Gowans and contact Pierce County to see if we can engage them in a creative solution to this. James Madison volunteered to help with time.

Lisa Courneya noted that this issue belongs on our Spring Retreat agenda for continued work.

James Madison brought up the issue of the trees in the area of Jenks Park in front of his property again. There was some discussion on this issue again with the point being made that we have been having our Arborist monitor those trees for years and we will continue to take action on his direction concerning their care, including their pruning and/or removal.

ARCHITECTURAL

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

VIOLATIONS

Violations Chair Cliff McIntosh presented information to the Board concerning violation at Bankers Spit and his findings for a penalty of 365 days suspension of access to the parks from the date of the incident which was August 31, 2020. FM Gowans provided an overview of the incident to the Board.

The Board discussed its need to stand as the officiants at an appeal hearing to the owners, should they request one. A letter will be sent to the owners on the Violation Committees penalty and the appeals process available to them should they desire to appeal the penalty.

I.T.

GM Wittmier reported on the update needed with our network from the recent windstorm and power outages.

UNFINISHED BUSINESS ITEMS

Bank Changeover:

Secretary/Treasurer Lisa Courneya reported we are in process with moving the funds from Key Bank to Chase Bank as well as ordering checks for the necessary accounts.

Judgements:

GM Wittmier reported that we continue to work with the attorney on the individual owners who we have filed judgment suits against. It is likely there will be some requests for settlement brought to the Board for review and action.

Dog Park Meeting:

The Board discussed the situation with Bankers Spit and Lakeridge parks relative to allowing dogs in those two parks. They clarified that the parks are Dog Friendly parks, not specifically Dog Parks. They discussed the idea of having an Advisory Vote included in the annual meeting process to clarify some of the issues that are currently causing trouble with the owners who bring their dogs to these parks and

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NEW BUSINESS

None

FOR THE GOOD OF THE ORDER

Facilities Manager Gowans initiated a discussion on WTMC's sign policy.

In light of where we are in this pandemic year, do we want to lift or redefine that policy some to encourage small business? Perhaps allow homeowner to place signs in their own yards? Draft restrictions, define size.

There was also some discussion of allowing our owners to list themselves on our webpage thereby making very local service providers available to our owners. The Boards determined that this would be a very good step to take. Lisa will see about setting this feature up on the page. This will allow us to create a database of the businesses available within our own membership.

Next Board Meeting Wednesday October 14th, 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 8:46pm.

Respectfully Submitted:

Approved:

Michelle Wittmier, General Manager

10/14/2020



Lisa Courneya, Secretary/Treasurer

10/14/2020

7:48 PM

01/05/21

Cash Basis

WTMC
Balance Sheet
As of August 31, 2020

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CHASE MAIN 5579	150,000.00
KB Allocated Funds-6989	30,000.89
KB CD Combined RF #1097	10,736.98
KB Chking Main Intrst 9075	245,899.76
KB Chking PayPal Acct-6393	22,089.07
KB Chking Payroll Acct-6195	1,646.64
KB Chking Petty Cash 5516	189.91
KB svgs Mny Mrkt Main 8785	162,607.00
KB Svgs Mny Mrkt HVRF 7118	133,160.34
Total Checking/Savings	756,330.59
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	756,830.44
TOTAL ASSETS	<u>756,830.44</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	4,784.13
Total Liabilities	4,784.13
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	129,631.53
Net Income	133,764.52
Total Equity	752,046.31
TOTAL LIABILITIES & EQUITY	<u>756,830.44</u>

WTMC
Profit & Loss YTD Comparison
August 2020

	Aug 20	Jan - Aug 20
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	7,553.05	60,759.16
70002 · Prev Bal Cap Assess	341.70	2,118.70
70003 · Oper Assess Current YR	52,257.54	471,820.33
70005 · Key Card Fees	325.00	1,610.00
70006 · Late Fees	80.00	693.91
70007 · Penalty Income Parcels	55.78	417.80
70008 · Lien Fees chrgd	0.00	25.00
70009 · Escrow Fee	1,215.00	7,020.00
70010 · Prev Bal HV Road Fund	0.00	1,600.00
70011 · HV Road Fund	375.00	5,175.00
70012 · Other	0.00	0.00
70014 · Prepaid Assessments	153.98	958.04
70017 · Interest Income Bank	4.44	106.83
Total 70000 · INCOME	62,361.49	552,304.77
Total Income	62,361.49	552,304.77
Gross Profit	62,361.49	552,304.77
Expense		
1000 · PAYROLL EXPENSES	47,183.73	240,020.91
2000 · UTILITIES	2,911.26	25,204.64
3000 · MAINTENANCE	5,072.44	21,999.93
4000 · SPECIAL EVENTS	0.00	500.00
5000 · FEES	2,802.16	17,411.62
6000 · SUPPLIES	736.65	15,422.30
7000 · Other OPERATING EXPENSES	9,781.49	22,605.00
8020 · Allocated and Disc Alloca Funds		
8021 Allocated Funds Projects	0.00	1,880.44
8022 Discretionary Allocated	4,690.12	57,711.44
8023 I.T. Allocated Funds	0.00	147.72
Total 8020 · Allocated and Disc Alloca Funds	4,690.12	59,739.60
8030 · ROAD FUND		
8031 · Hidden View Road	0.00	1,724.75
8032 · Combined Roads	0.00	519.40
Total 8030 · ROAD FUND	0.00	2,244.15

7:50 PM
01/05/21
Cash Basis

WTMC
Profit & Loss YTD Comparison
August 2020

	<u>Aug 20</u>	<u>Jan - Aug 20</u>
9000 - IT Expenses	1,060.48	13,392.10
Total Expense	74,238.33	418,540.25
Net Ordinary Income	-11,876.84	133,764.52
Net Income	<u><u>-11,876.84</u></u>	<u><u>133,764.52</u></u>