

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES
October 14, 2020
Zoom Meeting held at 7 pm

CALL TO ORDER

Vice President Cliff McIntosh called the meeting to order at 7:02 pm.

BOARD MEMBERS PRESENT

Lisa Courneya, Secretary / Treasurer
Cliff McIntosh, Vice President
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.

Motion by Lisa Courneya: Move to accept Bruce Upton's absence from meeting due to vacation
Second by Butch Hulstrom
Voice Vote: Yea Unanimous

Motion passed to excuse Brue Upton's absence.

GUESTS

None Present

STAFF PRESENT

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

Motion by Lisa Courneya: Move to adopt agenda as amended.
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 9/16/2020 meeting as published.
Second by Butch Hulstrom
Voice Vote: Yea Unanimous

Motion passed to approve as published the minutes to the 9/16/2020 meeting.

There were no electronic Motions to register.

HOMEOWNER ISSUE

James Madison's formal request regarding Arborist report was received on September 24, 2020. The Arborist analysis report has been emailed to all board members.

FINANCIAL REPORTS

Secretary/Treasurer Lisa Courneya presented the current financial position.

PAST DUE REPORT DATA (9/30/2020)

Total Number of Parcels on report:	220	in the amount of \$199,144.57
Number of parcels making payments:	63	still owing a total of \$23,589.65

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Number of Parcels who only owe 2020 Assessments with no payments

received yet this year: 76 still owing \$26,660.83
 Number of parcels owing 2 or more years: 81 still owing \$148,894.09

FINANCIAL UPDATE SUMMARY WTMC (September 30st, 2020)

Report	Income YTD	Expenditures YTD	Balance	Notes
200930 Profit & Loss	\$572,345.68	\$469,902.63	\$102,443.05	1
200930 Balance Sheet			\$726,429.46	2
200930 Budget			\$357,436.46	3
#1 This includes collection of \$81,722.66 from prior years past due accounts				
#2 We are in Balance. This Balance does include the Hidden View Road Fund at \$134,197.34				
#3 We are at \$404,612.58 in Operating Expenditures, \$2,684.85 Road Expenditures, and \$62,605.20 in Capital projects and maintenance. We are 75% of the way through the operating year and stand at 79.28% of budgeted expenditures.				

OFFICE REPORT

General Manager Michelle Wittmier informed the board that we need to decide on a format to hold the annual meeting. During COVID restraints of holding in person meetings and the potential of exceeding state guidelines, a digital meeting is acceptable during this time. Our Attorney recommends holding the meeting via Zoom to avoid the legalities of holding the annual HOA meeting in person. For Zoom Meeting; need to inquire about a company that can run the Zoom Meeting. In person Meeting; inquire as to how many people we can have and to determine a location available to accommodate members. We will have a special meeting to discuss the Annual Meeting on Wednesday October 21, 2020. An in-person meeting is preferred, if the criteria prevents an in-person meeting, efforts will be put in place to accommodate a Zoom meeting and clarification regarding voting. NOTE: Information needs to be mailed to the members 14 days prior to meeting. Michelle is not available to attend an in-person meeting, but will support all efforts of the Board via Zoom. Meeting needs to be held by November 30, 2020. Inquire on tents available for outside meeting at Jenks Park. (Called a special meeting to discuss this further on October 21, 2020)

FACILITIES REPORT

Facilities Manager David Gowans updated the Board:

- Retaining a couple of employees to work in the greenbelts.
- Nov. 1, the lake will be drained down 3 feet.
- Nov. 2, the docks will be secured.
- Nov, 15, breaking down the tennis court nets.

Motion by Joe Duran: Remove all temporary fencing and the tables from the Cabana.
 Second by James Madison
 Voice Vote: Yea Unanimous

Motion passed to return the fencing and remove the tables from the cabana.

Fencing will be removed from playground; sanitizing stations are installed.
 Fencing to be removed from Cabana and tables removed to minimize to congregation.
 Return all fencing.

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Have spent the last 2 weeks training staff in Bankers Spit for work in the greenbelts, that will commence next week.

ARCHITECTURAL

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

VIOLATIONS

None

I.T.

GM Wittmier reported on the power outages and backup power supply only lasts for a couple of hours. This situation requires that we utilize our IT vendor to complete the reset of our network after a prolonged power outage.

UNFINISHED BUSINESS ITEMS

Bank changeover:

In progress to finalize the transition.

Judgement updates:

Payments are coming in. Making good progress.

Washington State background checks:

Will begin to process background checks to bring board members current according to the Motion passed by the Board in 2014 as the SOP for serving on the Board of Trustees. The standard background check process will be conducted per the WSP WATCH program.

Dog park meeting:

No action at this time. Continue with securing the gate at Bankers.

NEW BUSINESS

None

FOR THE GOOD OF THE ORDER

Roggenkamp-offer to settle; Need to obtain more information. Add this to the next meeting (special meeting on October 21, 2020).

Motion by Joe Duran: Move that we adjourn this meeting

Second by Lisa Courneya

Voice Vote: Yea – Unanimous

Vice President Cliff McIntosh adjourned the meeting at 8:25pm.

Respectfully Submitted:

Approved:

Michelle Wittmier, General Manager

10/14/2020

Lisa Courneya, Secretary/Treasurer

11/11/2020

9:06 AM
10/13/20
Cash Basis

WTMC
Balance Sheet
As of September 30, 2020

	<u>Sep 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CHASE ALLOCATED FUNDS 5873	65,000.00
CHASE HIDDEN VIEW RF 9635	134,114.54
CHASE MAIN 5579	145,000.00
CHASE MM ACCNT - SAVINGS 9650	163,507.24
CHASE PAYROLL ACCNT 6889	1,000.00
CHASE PETTY CASH 5857	1,000.00
KB Allocated Funds-6989	168.89
KB CD Combined RF #1097	10,736.98
KB Chking Main Intrst 9075	176,271.40
KB Chking PayPal Accnt-6393	26,909.08
KB Chking Payroll Accnt-6195	1,775.60
KB Chking Petty Cash 5516	280.11
KB svgs Mny Mrkt Main 8785	82.97
KB Svgs Mny Mrkt HVRF 7118	82.80
Total Checking/Savings	725,929.61
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	726,429.46
TOTAL ASSETS	<u>726,429.46</u>
LIABILITIES & EQUITY	
Liabilities	5,668.62
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	129,667.53
Net Income	102,443.05
Total Equity	720,760.84
TOTAL LIABILITIES & EQUITY	<u>726,429.46</u>

WTMC
Profit & Loss YTD Comparison
September 2020

	Sep 20	Jan - Sep 20
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	4,426.42	77,493.09
70002 · Prev Bal Cap Assess	2,110.87	4,229.57
70003 · Oper Assess Current YR	10,850.96	470,363.78
70005 · Key Card Fees	275.00	1,885.00
70006 · Late Fees	20.00	713.91
70007 · Penalty Income Parcels	114.90	532.70
70008 · Lien Fees chrgd	130.00	155.00
70009 · Escrow Fee	1,485.00	8,505.00
70010 · Prev Bal HV Road Fund	0.00	1,600.00
70011 · HV Road Fund	350.00	5,525.00
70012 · Other	0.00	0.00
70014 · Prepaid Assessments	273.31	1,231.35
70017 · Interest Income Bank	4.45	111.28
Total 70000 · INCOME	20,040.91	572,345.68
Total Income	20,040.91	572,345.68
Gross Profit	20,040.91	572,345.68
Expense		
1000 · PAYROLL EXPENSES	32,740.37	272,761.28
2000 · UTILITIES	5,880.09	31,084.73
3000 · MAINTENANCE	2,900.37	24,900.30
4000 · SPECIAL EVENTS	0.00	500.00
5000 · FEES	2,027.19	19,438.81
6000 · SUPPLIES	909.03	16,331.33
7000 · Other OPERATING EXPENSES	2,251.38	24,856.38
8020 · Allocated and Disc Alloca Funds		
8021 Allocated Funds Projects	0.00	1,880.44
8022 Discretionary Allocated	2,865.60	60,577.04
8023 I.T. Allocated Funds	0.00	147.72
Total 8020 · Allocated and Disc Alloca Funds	2,865.60	62,605.20
8030 · ROAD FUND		
8031 · Hidden View Road	440.70	2,165.45
8032 · Combined Roads	0.00	519.40
Total 8030 · ROAD FUND	440.70	2,684.85

8:43 AM
10/13/20
Cash Basis

WTMC
Profit & Loss YTD Comparison
September 2020

	<u>Sep 20</u>	<u>Jan - Sep 20</u>
9000 - IT Expenses	1,347.65	14,739.75
Total Expense	51,362.38	469,902.63
Net Ordinary Income	-31,321.47	102,443.05
Net Income	<u><u>-31,321.47</u></u>	<u><u>102,443.05</u></u>