

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES
November 11, 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

Butch Upton, President
Lisa Courneya, Secretary / Treasurer
Cliff McIntosh, Vice President
Butch Hulstrom, 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 Joe Duran's absence from meeting due to a prior commitment having to do with Veterans Day.

Second by Butch Hulstrom

Voice Vote: Yea Unanimous

Motion passed to excuse Joe Duran's absence.

HOMEOWNERS & GUESTS

Homeowners: Ali Santiman, Adam Gregorich, Ian & Shawna Wallace, Ryan & Rachel Gilbert

Guest: Shayna Reutter

STAFF PRESENT

Michelle Wittmier-General Manager (GM)

Motion by Lisa Courneya: Move to adopt the minutes to the 10/14/2020 meeting as published.

Second by Cliff McIntosh

Voice Vote: Yea Unanimous

Motion passed to approve as published the minutes to the 10/14/2020 meeting.

There were no electronic Motions to register.

HOMEOWNER ISSUE

Shawna Wallace voiced her ideas to the Board regarding revising park operations. Ms. Wallace committed to send a detailed email on the subjects she just presented to the Board. At which time the Board will review the suggestions.

Adam Gregorich presented a report on the situation with a short term rental located on Bankers Island and the steps that the surrounding owners to that property have taken to deal with the issue. Mr. Gregorich would like to work with the Board in finding a solution to this type of situation of short term rentals that are not owner occupied. The Board agreed to work with Mr. Gregorich on this matter.

Rachel Gilbert presented a request from approximately eight homeowners in the Hidden View subdivision that they be allowed to install a gate at the top of 178th Avenue East as it joins South Tapps Drive. Additionally Ms. Gilbert inquired if they were allowed to install a gate, would be possible to access the Road Fund to pay for the project Secretary / Treasurer Lisa Courneya reported that the road fund was only available for the maintenance and care of the main road, 178th Avenue East and no other purposes. Ms. Gilbert also requested that the speed bumps be repainted and that WTMC do something about the pot holes on the edge of

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South Tapps at the intersection of South Tapps and 178th. The Board directed Ms. Gilbert to Pierce County Public Works to deal with the pot holes on the county road right of way.

FINANCIAL REPORTS

Secretary/Treasurer Lisa Courneya presented the current WTMC financial position.

OCTOBER 31st, 2020 FINANCIAL UPDATE SUMMARY WTMC

YTD	Report	Income YTD	Expenditures YTD	Balance	Notes
201031	Profit and Loss	\$591,517.27	\$508,933.27	\$82,584.00	1
201031	Balance Sheet			\$702,354.88	2
201031	Budget			\$357,436.46	3
Note 1	This includes collection of \$87,388.85 from prior years past due accounts				
Note 2	We are in Balance. This Balance does include the Hidden View Road Fund at \$134,10.43				
Note 3	We are at <u>\$438,718.72</u> in Operating Expenditures; <u>\$2,684.85</u> Road Expenditures; and <u>\$67,529.70</u> in Capital projects and maintenance. We are <u>83.33%</u> of the way through the operating year and stand at <u>84.1%</u> of budgeted expenditures.				

201031 PAST DUE REPORT DATA	PARCELS	OWING
Total Number of Parcels on report	167	\$170,850.72
Number of parcels making payments	54	\$24,041.09
Number of Parcels who only owe 2020 Assessments with no payments received yet this year	50	\$18,719.34
Number of Parcels owing 2 or more years	63	\$128,090.30

Ms. Courneya reported that we are continuing our collections work with our attorney with owners who are 5 or more years in arrears.

OFFICE REPORT

General Manager Michelle Wittmier updated the Board on the mailing for the annual meeting and that our IT vendor will be able to provide the meeting platform for our annual meeting.

FACILITIES REPORT

Facilities Manager David Gowans is on vacation, no report available.

ARCHITECTURAL

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

VIOLATIONS

None

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I.T.

GM Wittmier no report.

UNFINISHED BUSINESS ITEMS

Bank changeover:

Continuing the closing of Key Bank Accounts and investigating the LTCC Trust accounts being moved into Chase Bank

Judgement updates:

Payments are still coming in. We continue to make good progress.

Washington State background checks:

A brief discussion was held.

Motion by Lisa Courneya: Move to table this item to next meeting of the Board

Second by Butch Hulstrom

Voice Vote: Yea, unanimous

Motion passed to table the issue of Background checks for Board Members to the next meeting.

Dog park meeting:

No action at this time.

NEW BUSINESS

None

GOOD OF THE ORDER

None

Motion by Lisa Courneya: Move that the Board adjourn to Executive session to discuss legal matters.

Second by Butch Hulstrom

Voice Vote: Yea- unanimous

Motion passed to adjourn into executive session.

Board moved into Executive Session at 8:07 PM

Board returned to General meeting at 8:41 PM.

Motion by Butch Hulstrom" Move that the Board authorize a three percent (3%) increase over the 2020 budget for the 2021 Budget.

Second by Lisa Courneya

Voice Vote: Yea- unanimous

Motion passed to increase the 2020 budget by 3% for the 2021 Budget.

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Motion by Lisa Courneya: Move to send the letter provided by our attorney to Seattle Boat on their planned re-development of their property.

Second by Butch Hulstrom

Voice Vote: Yea- unanimous

Motion passed to have attorney send letter on planned redevelopment to Seattle Boat.

Motion by Lisa Courneya: Move that we adjourn this meeting

Second by Butch Hulstrom

Voice Vote: Yea – Unanimous

President Bruce Upton adjourned the meeting at 8:42pm.

Respectfully Submitted:

Approved:

Michelle Wittmier, General Manager

12/9/2020

Lisa Courneya, Secretary/Treasurer

12/9/2020

WTMC
Balance Sheet
 As of August 31, 2020

	Aug 31, 20
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	245,899.76
Chking PayPal Acct-6393	22,089.07
Chking Payroll Acct-6195	1,646.64
Chking Petty Cash 5516	189.46
Svgs Mny Mrkt Main 8785	162,607.00
Svgs Mny Mrkt HVRF 7118	133,214.34
Total Checking/Savings	756,384.14
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	756,883.99
TOTAL ASSETS	756,883.99
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	1,450.27
24123 · Labor and Industries-Employee	1,164.18
24124 · Medicare-Employer	-12.11
24125 · Medicare-Employee	-56.89
24220 · FUTA	326.07
24221 · SUTA	128.58
24222 · WA Admin Fund	46.59
24000 · PAYROLL LIABILITIES - Other	924.11
Total 24000 · PAYROLL LIABILITIES	4,784.13
Total Other Current Liabilities	4,784.13
Total Current Liabilities	4,784.13
Total Liabilities	4,784.13
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	129,685.08
Net Income	133,764.52
Total Equity	752,099.86
TOTAL LIABILITIES & EQUITY	756,883.99

WTMC
Profit & Loss YTD Comparison
October 2020

	Oct 20	Jan - Oct 20
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	5,666.19	83,159.28
70002 · Prev Bal Cap Assess	0.00	4,229.57
70003 · Oper Assess Current YR	11,140.41	481,504.19
70005 · Key Card Fees	300.00	2,185.00
70006 · Late Fees	70.00	783.91
70007 · Penalty Income Parcels	23.84	556.54
70008 · Lien Fees chrgd	0.00	155.00
70009 · Escrow Fee	1,485.00	9,990.00
70010 · Prev Bal HV Road Fund	0.00	1,600.00
70011 · HV Road Fund	200.00	5,725.00
70012 · Other	0.00	0.00
70014 · Prepaid Assessments	282.34	1,513.69
70017 · Interest Income Bank	3.81	115.09
Total 70000 · INCOME	<u>19,171.59</u>	<u>591,517.27</u>
Total Income	<u>19,171.59</u>	<u>591,517.27</u>
Gross Profit	19,171.59	591,517.27
Expense		
1000 · PAYROLL EXPENSES	17,044.00	289,805.28
2000 · UTILITIES	2,867.23	33,951.96
3000 · MAINTENANCE	249.75	25,150.05
4000 · SPECIAL EVENTS	0.00	500.00
5000 · FEES	5,549.85	24,988.66
6000 · SUPPLIES	1,722.09	18,053.42
7000 · Other OPERATING EXPENSES	5,546.99	30,403.37
8020 · Allocated and Disc Alloca Funds		
8021 Allocated Funds Projects	0.00	1,880.44
8022 Discretionary Allocated	4,924.50	65,501.54
8023 I.T. Allocated Funds	0.00	147.72
Total 8020 · Allocated and Disc Alloca Funds	<u>4,924.50</u>	<u>67,529.70</u>
8030 · ROAD FUND	0.00	2,684.85
9000 · IT Expenses	1,126.23	15,865.98
Total Expense	<u>39,030.64</u>	<u>508,933.27</u>
Net Ordinary Income	<u>-19,859.05</u>	<u>82,584.00</u>
Net Income	<u><u>-19,859.05</u></u>	<u><u>82,584.00</u></u>