

**CALL TO ORDER**

President Bruce Upton called the meeting to order at 7:06 pm.

**BOARD MEMBERS PRESENT**

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

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

**HOMEOWNERS & GUESTS**

There were no Homeowners or guests present at the meeting.

**STAFF PRESENT**

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

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

Second by Joe Duran

Voice Vote: Aye- Unanimous

**Motion passed** to adopt agenda as published.

**Motion by Lisa Courneya:** Move to accept the November 11, 2020 Meeting Minutes as published.

Second by Butch Hulstrom

Voice Vote: Aye – Unanimous

**Motion passed** to accept the November 11, 2020 meeting minutes as published

There were no electronic motions to enter into the record.

**HOMEOWNER ISSUE**

None presented

**FINANCIAL REPORT**

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

<b>NOVEMBER 30TH, 2020 FINANCIAL UPDATE SUMMARY WTMC</b>					
YTD	Report	Income YTD	Expenditures YTD	Balance	Notes
201130	Profit and Loss	\$612,514.05	\$562,994.63	\$49,519.42	1
201031	Balance Sheet			\$669,498.22	2
201031	Budget			\$476,633.68	3
Note 1	This includes collection of \$82,414.00 from prior years past due accounts. This is \$4,974.85 less than reported in October due to the correction of allocation of that \$4,974.85 as reimbursed attorney’s fees from judgements with that applied to the current operations expense.				

WEST TAPPS MAINTENANCE COMPANY  
 BOARD OF TRUSTEES MEETING MINUTES  
 December 9, 2020  
 Zoom Meeting held at 7 pm

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>\$476,633.68</u> in Operating Expenditures; <u>\$7,439.40</u> Road Expenditures; and <u>\$78,921.55</u> in Capital projects and maintenance. We are <u>91.6%</u> of the way through the operating year and stand at <u>91.6%</u> of budgeted expenditures.

201130 PAST DUE REPORT DATA	PARCELS	OWING
Total Number of Parcels on report	143	\$162,892.98
Number of parcels making payments	41	\$21,554.35
Number of Parcels who only owe 2020 Assessments with no payments received yet this year	50	\$15,661.55
Number of Parcels owing 2 or more years	63	\$125,677.08

Ms. Courneya reported that we are continuing our collections work with our attorney with owners who are 5 or more years in arrears and our work with Schwindt & Co on our Audits.

Starting in January, in addition to the summary report provided to the Board, Ms. Courneya will be including the copies of the Profit and Loss and Balance Sheet to the Board.

**OFFICE REPORT**

General Manager Michelle Wittmier reported:

- 1) Ballots are coming in and being recorded. The Excel spreadsheet is available if the Board wants to review it
- 2) We are prepping Liens for properties that are 2 years past due but will hold on filing those liens until our attorney indicates that we are legally able to file them. The legally has to do with Covid-19 regulations and their expiration dates.
- 3) New late and interest charges are still suspended by proclamation 20-51 which has been extended to January 19,2021.

**FACILITIES REPORT**

Facilities Manager David Gowans reported the tasks he is currently working:

- 1) Seasonal tasks at the parks
- 2) Cleaning up the edges of the forests
- 3) Responding to requests concerning greenbelt trees
- 4) Administrative work on year end and planning for 2021

**ARCHITECTURAL**

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

**VIOLATIONS**

None

**I.T.**

GM Wittmier reported that we are continuing our work with BenTech, our I.T. vendor, on the Microsoft Teams platform for the Annual meeting.

**UNFINISHED BUSINESS ITEMS**

**Motion by Lisa Courneya:** Move to table all unfinished items to the January Board meeting.

Second by Butch Hulstrom

Voice Vote: Yea, unanimous

**Motion passed** to table Unfinished business items from agenda to January 2021 Board meeting.

**NEW BUSINESS**

Secretary/Treasurer Courneya provided the details of the trial run of the meeting platform planned for immediately following the Board meeting.

**GOOD OF THE ORDER**

The Board held a discussion concerning the Appeal on Pierce County's DNS decision on the SEPA requirements on the Seattle Boat development application, filed by the legal firm retained by WTMC in August 2019 to monitor this permitting process to ensure compliance with all required regulations. They also discussed the upcoming hearing tentatively scheduled for January 13<sup>th</sup>, 2021 to deal with this appeal. It was noted that the hearing date was not solidly set yet.

**Motion by Lisa Courneya:** Move that the Board adjourn to Executive session to discuss legal matters, personnel and a financial request by a homeowner.

Second by Butch Hulstrom

Voice Vote: Yea- unanimous

**Motion passed** to adjourn into executive session.

**Board moved into** Executive Session at 8:05 PM

**Board returned to** General meeting at 8:30PM.

**Motion by Joe Duran:** Move that the Board authorize \$3,900.00 for yearend bonus for the Staff.

Second by Butch Hulstrom

Voice Vote: Yea- Butch Hulstrom, Lisa Courneya, Bruce Upton, Joe Duran; Nay- James Madison; Abstained- Cliff McIntosh

**Motion passed** to authorize \$3,900.00 for yearend staff bonuses.

**Motion by Butch Hulstrom:** Move that we adjourn this meeting

Second by Joe Duran

Voice Vote: Yea – Unanimous

**Motion passed** to adjourn meeting

President Bruce Upton adjourned the meeting at 8:45pm.

NEXT MEETING SCHEDULED WEDNESDAY JANUARY 13, 2021 7:00PM

Respectfully Submitted:

Approved:

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Michelle Wittmier, General Manager

12/10/2020

\_\_\_\_\_  
Lisa Courneya, Secretary/Treasurer

1/13/2021