

WEST TAPPS MAINTENANCE COMPANY

MINUTES TO November 16, 2017 2017 ANNUAL MEETING OF THE HOMEOWNERS

Held at Emerald Hills Elementary 19515 S Tapps Dr E.

Meeting called to order: 7:00 pm

Board Members in attendance:

Stephen Bricker- President,

Joe Kish– Secretary/Treasurer

IT Chair

Finance Committee Chair

Dan DeVaux - Parks Chair, Architectural Chair

Elmer “Butch” Hulstom – Member at large

Volunteers Present: Tiffany Elliott- Media Support

Staff Present: General Manager, Michelle Wittmier

Facilities Manager, David Gowans

Park Assistant, Drew Werner

Homeowners present: 18 persons - Attendance log in file.

President Bricker welcomed the members present and thanked them for taking the time to attend the 2017 Annual Meeting.

President Bricker explained per the WTMC Bylaws, Article 5, Section 3-”10 % of the members of the corporation entitled (*in good standing*) to vote shall constitute a quorum for the transaction of business.” Of the 1424 homeowners, 1225 are in good standing, which means we need 122.5 (123) ballot/proxies from these members to establish quorum. We currently have 151 validated, signed ballot/proxies. Therefore, quorum was achieved and we’re able to conduct the business of the owners at this annual meeting.

President Bricker presented the meeting rules printed on the back of the Agenda and asked the members present if they were willing to abide by these rules in the upcoming meeting. A voice vote of the members present agreed to follow these rules.

President Bricker introduced the Board, Volunteers and Staff present. President Bricker reiterated to the membership that all board members are volunteers.

Annual Reports

President Bricker noted that the WTMC Annual Reports are in the mailer. If there are Questions the Board would be glad to address them during the Question and Answer period.

President Bricker reported that the Minutes to the 2016 Annual Meeting, held on 11/17/16, were accepted by the Board of Trustees at the 01/26/17 Board meeting. These minutes were published, via email, on December 10, 2016 to the twenty-two (22) homeowners who attended the annual meeting, requesting that they either approve or not approve the minutes by 5pm on Tuesday December 20, 2016, noting that if they did not respond, the Board would count that as a vote of approval. One member only responded with the correction of the word “winch” with the word “wench” and his approval of the balance of the document. In light of this information the Board accepted the minutes as amended.

President Bricker provided information to the members present concerning:

- The New Technology and digital solutions that WTMC is exploring and implementing to help us accomplish tasks smarter with a better return for our investment.
- Our continued diligence with the Lien process noting that as of 10/31/17, in 2017, we have collected over \$65,480.70 in past due from previous year’s assessments and fees.
- That the detail of all funds received to-date can be found on page 11 of your annual meeting mailer.
- That we are continuing to place Liens on parcels that are not current or in an authorized payment plan.
- We are working on establishing the legally correct and defensible process to secure through Judgment the funds secured by our Liens when the Lien remains unpaid for 7 years.
- That we are exploring issuing 1099’s to owners for whom we must write of past due assessments.
- Homeowner Maureen Carroll, who stood for election to the Board on the 2017 Ballot provided, notified the office that she is not able to serve on the Board at this time.

Facilities Manager David Gowans presented information on the variety of Projects which have been accomplished in 2017 including:

- The privacy fence installed at the rear of the Jenks Park Restroom building
- The second round of native bare root plants that have been installed in the various gardens and greenbelts including many, many sword ferns
- The large-scale pruning project at Jenks Park early in the year.
- The Replacement of the rotten dock beams
- The installation of the drain on the east side of the tennis court including installing the proper surface material so the new court surfaces would not be marred by rock caught in shoes.

Mr. Gowans spoke to the ongoing projects as well as the projects that are planned for 2018 including:

- The installation of power and water at both Bankers Spit Park and the Lakeridge Park
- Many fencing repairs

- Surveys of two of our park lot lines
- Chain link fence installation at Jenks Parks north boundary and some edges to the WTMC Greenbelts to ensure the property encroachment has been stopped
- Pruning of the cottonwoods at Banker Spit Park
- Enhancing the gardens at Lakeridge Park
- The addition of 2 picnic tables at Bankers Spit Park
- Replacement of the bridge in the center of Bankers Spit with a more secure structure
- A Stroller Ramp at Jenks Park
- Installation of a hot water heater at Jenks Park
- The removal of the milfoil from the swim area at Jenks Park
- Repair of the west shore large rock retaining wall in Jenks Park.

Mr. Gowans explained the genesis of each of these projects adding that each had a time frame within which it could be accomplished, or we would need to wait for another year to complete it.

Manager Gowans reported that WTMC, in order to address the issues that come forward concerning our WTMC owned Greenbelts, executes a Tree removal project each Fall / Winter sometimes removing as many as 40-60 trees depending on the findings and recommendations of our consulting Arborist, Dennis Tompkins. Explained that WTMC utilizes a consulting Arborist to assess the health of the trees within our WTMC Greenbelts and then design our care of those forests around his recommendations.

Manager Gowans reported that WTMC continued this year with the annual maintenance of the driving corridor for the WTMC owned private roads. This work is done in late August or early September annually.

Secretary/Treasurer Joe Kish reported that we, at last, have our first multi-year Audit in hand. We will post the Audit to the Members side of the WTMC webpage. Mr. Kish explained the road to this document led through two accountants, changes in record keeping software and querying several other accountants to find a qualified, capable, reliable vendor to provide WTMC with Auditing services. We are proceeding with the subsequent years needing audited and anticipate that we likely will be caught up on this process by the Annual meeting in 2018. Mr. Kish informed the owners that once we are caught up to date with our Audits, it will be possible for the owners to vote at each annual meeting on whether or not to have an audit or a review for that year.

Mr. Kish reminded the owners that the Revised Code of Washington (RCW), which governs our business operations, requires that WTMC have a Reserve Study done. We will be utilizing the CPA firm who is providing our Audit service for this task as well. They are well qualified and leaders in the Pacific Northwest at providing this type of

study. The Study will supply us with information concerning our assets and how much funding we need to have to maintain those assets.

Treasurer Kish noted that WTMC is in process of investigating what it would cost to change our streetlights over to LED noting that would create a lower running cost.

Treasurer Kish provided information on the process of the Finance committee, the process it utilizes, the timing of the meetings and how to become involved.

President Bricker opened the floor to questions and comments from the Homeowners. The content of that process is attached in the 2017 Homeowner Meeting Question and Answer document

President Bricker asked if there were any uncounted proxies in the room that needed to be added to the current tally.

Treasurer Kish announced the totals for the 2017 Homeowners Meeting Voting.

The total of Proxies of members in good standing received prior to and at the 11/16/2017 Annual Meeting: 166

Dan DeVaux	130 yea, 13 nay, 23 abstained
Stephen Bricker	134 yea, 13 nay, 19 abstained
Joseph Kish	131 yea, 13 nay, 22 abstained
Butch Hulstrom	130 yea, 11 nay, 22 abstained
Maureen Carroll	68 yea, 15 nay, 83 abstained
Operating Budget:	103 yea, 62 nay, 1 abstained

The membership has elected Dan DeVaux, Stephen Bricker, Joseph Kish, and Elmer "Butch: Hulstrom to serve on the Board and has passed the 2018 Budget as published in the 2017 Annual Meeting Announcement.

MEETING Adjourned: 8:31 pm

Notes transcribed and submitted by: Michelle Wittmier

Minutes Reviewed by Board Secretary/Treasurer: Joe Kish