

1 WEST TAPPS MAINTENANCE COMPANY

2 MINUTES TO November 14, 2018, 2018 ANNUAL MEETING OF THE HOMEOWNERS

3 Held at Emerald Hills Elementary 19515 S Tapps Dr E.

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5 Meeting called to order: 7:00 pm

6
7 Board Members in attendance:

8 Stephen Bricker- President,

9 Cliff McIntosh – Vice President

10 Joe Kish– Secretary/Treasurer

11 IT Chair

12 Finance Committee Chair

13 Elmer “Butch” Hulstrom – Member at large, Master Gardener

14 Bruce Upton – IT Co-Chair

15 Lisa Courneya – Member at large

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17 Staff Present: General Manager, Michelle Wittmier

18 Facilities Manager, David Gowans

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20 Homeowners present: 28 persons - Attendance log in file.

21
22 President Bricker welcomed the members present and thanked them for taking the time
23 to attend the 2018 Annual Meeting.

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25 President Bricker presented the meeting rules printed on the back of the Agenda and
26 asked the members present if they were willing to abide by these rules in the upcoming
27 meeting. A voice vote of the members present agreed to follow these rules. Mr. Bricker
28 explained that we do not have enough time to solve problems at this meeting, but the
29 Board is here to listen and take that information away to work on the issues that do need
30 addressed.

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

34
35 General Manager Michelle Wittmier explained, per the WTMC Bylaws, Article 5, Section
36 3-, “that 10 % of the members of the corporation entitled (*in good standing*) to vote shall
37 constitute a quorum for the transaction of business.” Of the 1425 homeowners, 1199 are
38 in good standing, which means we need 119.9 (120) ballot/proxies from these members
39 to establish quorum. Coming into this meeting we have 171 validated, signed
40 ballot/proxies. Therefore, quorum is achieved and we are able to conduct the business of
41 electing members to serve on the Board at this annual meeting.

42
43 With regard to voting on the budget: all members, good standing or not, are entitled to
44 cast their vote and have it be counted. We have received an additional 3 ballot/proxies
45 that, due to this provision, will be counted for the voting on the Budget only.

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47 **Annual Reports**

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

51

52 President Bricker reported that the Board of Trustees ratified, as accepted by the 17
53 members present at the Nov 16th, 2017 Annual Meeting, the minutes of that meeting.
54 The members present took action via email on this subject between Dec 16th, 2017
55 and Jan 2nd, 2018. The formal record of this action taken by the Board appears in the
56 minutes of the Jan 11th, 2108 Board meeting.

57

58 President Bricker provided information to the members present concerning:

- 59 • Our continued diligence with the Lien process has been time well spent, noting
60 that by the end of year 2018 we will have collected over \$90,000.00 in
61 assessments due from previous years because there were Liens in place that had
62 to be cleared prior to the sale or refinance of the given property. The detail of all
63 funds received to-date 09/30/18 can be found on page 12 of your annual meeting
64 mailer.
- 65 • We are continuing our work on establishing the legally correct and defensible
66 process necessary to secure, through Judgment, the funds secured by our Liens
67 when the Lien remains unpaid for 7 years.

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69

70 **Facilities Manager David Gowans** presented information on the variety of Projects
71 which have been accomplished in 2018 noting that our efforts were hindered this year by
72 the loss of our Park Manager in April and the necessity to shift operating gears to
73 address the recreational season needs. Those projects included:

- 74 • Upgrading our response time when an owner calls concerning a leaning or fallen
75 tree.
- 76 • Significant work in the Greenbelts Fire Mitigation targeting clearing of forest
77 undergrowth
- 78 • Removal of black berries and dead trees.
- 79 • Prevented over 4000 sq. ft. of WTMC property from being taken possession of by
80 Members.
- 81 • Installed grounds improvements at waterfront parks (new benches, a foot bridge
82 and concrete garbage cans).
- 83 • Greenbelts forest supplementation (Planted approximately 300 trees throughout).
- 84 • Prep for upcoming pedestrian gate installation at Lakeridge.
- 85 • Summer gaming with the members at Jenks Park. This grew out of the desire to
86 teach accuracy of throwing in case it was necessary to toss a life ring to someone
87 in the swim area. The members enjoyed the activity and everyone learned a bit
88 more about aiming and tossing a life ring.
- 89 • Road Maintenance of the shoulders and tree overhangs on our private roads

90

91 Mr. Gowans spoke to the ongoing projects as well as the projects that are planned for
92 2019 including:

- 93 • Greenbelt hazard tree responsiveness continues.
- 94 • Greenbelt Fire mitigation practices begun (Continues targeting blackberry and
95 dead trees.)
- 96 • Clear WTMC owned Greenbelts of private fencing. –
- 97 • Install pedestrian gates at Lakeridge.
- 98 • Install Pedestrian pass-locks at Jenks restroom building
- 99 • Prep for vehicle gate at Bankers Spit.
- 100 • Hire new Park Manager.
- 101 • Plant 350+ trees in Greenbelts and parks.
- 102 • Continue to build on our summer gaming idea.
- 103 • Road maintenance expansion into the road parcels.
- 104 • Administrative catch-up on Manuals and documentation for Park and Forest
105 management operations.

106
107 Mr. Gowans explained the genesis of each of these projects adding that each had a time
108 frame within which it could be accomplished, or we would need to wait for another year
109 to complete that task.

110
111 Manager Gowans reported that WTMC, in order to address the issues that come forward
112 concerning our WTMC owned Greenbelts, executes a Tree removal project each Fall /
113 Winter sometimes removing as many as 40-60 trees. Mr. Gowans explained that WTMC
114 utilizes a consulting Arborist to assess the health of the trees if it unclear what is going
115 on with particular trees. This year we focused on the removal of obviously failed and
116 failing trees within our WTMC Greenbelts.

117
118 Manager Gowans reported that WTMC continued this year with the annual maintenance
119 of the driving corridor for the WTMC owned private roads. This work is done in late
120 August or early September annually.

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123 **Secretary/Treasurer Joe Kish** reported that our 2014 Audit is in final review and we
124 should receive it next week. Mr. Kish noted that the 2014 Audit would contain a note that
125 we will need to adjust our books by \$12,000.00 more funds than they currently show.
126 The process of bringing our books from cash to accrual over the 2008-2014 time frames
127 has created an excess that will need to be accounted for in our books.

128
129 Mr. Kish reported that we are on track with the 2015, 2016, 2017 audits to start in
130 December and we should finish up in Spring- Summer with those and hopefully the 2018
131 Audit as well. Our goal is to be up to date on our Audits by mid-2019.

132
133 Treasurer Kish provided the membership with the Revised Code of Washington
134 (RCW) 64.38.065 # (4) which states “The decisions relating to the preparation and
135 updating of a reserve study must be made by the Board of Directors in the exercise of
136 the reasonable discretion of the board. The decisions must include whether a reserve

137 study will be prepared or updated and whether the assistance of a reserve study
138 professional will be utilized". Mr. Kish informed the members that given the limited
139 quantity and dollar value of WTMCs physical assets (basically the two buildings at
140 Jenks Park) the Board has determined not to spend the funds on creating and
141 maintaining a Reserve Study. At present, if it were necessary, WTMC could fund the
142 replacement of both structures from our current Discretionary Funds being held for just
143 such eventualities and maintenance of all of our facilities.

144
145 Treasurer Kish noted that the minimum wage issue continues to be an issue that we
146 will struggle with until the process is complete in year 2020 and our budget has a
147 chance to normalize.

148 Despite the fact that WTMC has had to spend over \$19,000.00 in legal fees this year
149 due, in part, to being sued by an owner, WTMC continues to be operating within our
150 overall 2018 Budget and we can live within the proposed 2019 Budget. Mr. Kish
151 distributed information on the overall management and seasonal wage structure within
152 WTMC, without exposing specifics of individual wages, which is against State law.

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155 **President Bricker opened the floor to questions and comments from the**
156 **Homeowners.** The content of that process is attached in the 2018 Homeowner Meeting
157 Question and Answer document

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

163 General Manager Wittmier announced the totals for the 2018 Homeowners Meeting
164 Voting prior to the meeting reporting that the final numbers in the minutes will contain
165 both these numbers and the count of the votes received at this meeting.

166 The total of properly execute Proxies of members in good standing received prior to and
167 at the 11/14/2018 Annual Meeting: 185

168 Cliff McIntosh	160 yea, 11 nay, 14 abstained
169 Bruce Upton	162 yea, 10 nay, 13 abstained
170 Lisa Courneya	162 yea, 09 nay, 14 abstained

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Two Proxies received at the meeting were not valid for electing Board members due to
voting on more than 3 Board positions but were valid for the Budget vote.

175 Total combined proxies voting on the Budget: 190
176 Operating Budget: 133 yea, 53 nay, 4 abstained

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The membership has elected Cliff McIntosh, Bruce Upton and Lisa Courneya to serve on
the Board and has passed the 2019 Budget as published in the 2018 Annual Meeting
Announcement.

181 MEETING Adjourned: 7:44pm

182 Notes transcribed and submitted by: Michelle Wittmier

183 Minutes Reviewed by Board Secretary/Treasurer: Joe Kish