

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING  
MINUTES

January 11, 2018

Held at Main Office 3302-C W. Tapps Dr E lake Tapps, Washington

1 **CALL TO ORDER**

2 President Stephen Bricker called the meeting to order at 7:01 pm.

3

4 **BOARD MEMBERS PRESENT**

5

6 Stephen Bricker, President

7 Joseph Kish, Secretary / Treasury

8 Cliff McIntosh, Violations Chair

9 Bruce Upton, IT and Violations Committees

10 Elmer "Butch" Hulstrom, Member at Large

11 Secretary Kish announced quorum was achieved

12 **Motion by Cliff McIntosh** to accept Dan DeVaux's absence due to family health issues.

13 Second by Joe Kish

14 Voice Vote to accept absence:

15 In favor of excused: Unanimous

16 Absence excused for Mr. DeVaux

17

18 **GUESTS PRESENT**

19 None

20

21 **STAFF PRESENT**

22 Michelle Wittmier-General Manager

23 David Gowans-Facilities Manager

24

25 **ADOPTION OF AGENDA**

26

27 **Motion by Cliff McIntosh** to accept the agenda as published.

28 Second by Bruce Upton

29 Voice Vote: Unanimous to Accepted as amended.

30 Motion Passed.

31

32 **APPROVAL OF MINUTES**

33 **Motion by Cliff McIntosh** to accept the December 14, 2017 minutes as published.

34 Second by Joe Kish

35 Voice Vote: Unanimous

36 Motion passed

37

38 **Electronic Motion By: Joe Kish –Made December 19, 2017**

39 Motion to award the \$1000.00 performance Bonus to Facilities Manager David Gowans as requested by the

40 General Manager.

41 Second Cliff McIntosh

42 Yea: Unanimous

43 Motion Passed –December 22, 2017

44

45

46 **Motion by Steve Bricker** to accept the November 16, 2017 minutes to the Annual Meeting as  
47 presented with the agenda, noting that the members present at the meeting had accepted them as  
48 published.

49 Second by Cliff McIntosh

50 Yea: Unanimous

51 Motion passed

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52 **FINANCIAL REPORTS**

53 Secretary / Treasurer Joe Kish presented the 2017 Final WTMC Profit and Loss and Balance Sheet  
54 reports and budget. Mr. Kish pointed out the details of the budget noting line items that we had  
55 exceeded and that the overage was 4.15%. Mr. Kish went over the spending for projects for the year  
56 as well as detailing that \$58,888.63 of the assessments were paid via credit card which represents  
57 12% of our annual revenue. Credit card costs of \$1,590.32 in fees for those transactions which were  
58 paid via credit card transaction represents 0.27% of our annual income. Mr. Kish reported that we are  
59 working on locating a vendor who will handle our credit card transactions for a fee, which would be  
60 paid by the individual using the card directly and not charged back against WTMC as a use fee. In the  
61 mean time we will continue to handle the credit card transaction in house. Mr. Kish reported that as of  
62 December 31, 2017, the Sewer Trust Balance is \$473,969.83.

63

64 The Past Due count is meaningless in January since all parcels are on the books as past due until the  
65 statements go out.

66

67 Mr. Kish noted we are now working on the 2014 Audit and hopefully will have it in hand for the  
68 February meeting.

69 **Motion by Cliff McIntosh** that we approve engaging Schwindt and Co to do the audits for years 2015-  
70 2017.

71 Second by Joe Kish

72 Yeah: Unanimous

73 Motion passed

74

75 There was a discussion on the payment options that the Board would offer for payment of member  
76 assessments for the year. Quarterly at \$88.21 or by 10 months at \$35.29 per month with each of  
77 these methods being set up via an autopay style of payment were discussed. Interest on accounts  
78 paying via autopay would be suspended as long as they met their agreement. There was a brief  
79 discussion on the impact this would have on staffing needs to process the data. No decisions were  
80 made.

81

82 **OFFICE REPORT**

83 General Manager Wittmier reported working on Job Descriptions for hiring, setting up the state  
84 mandated Sick leave data within our systems, and working with homeowners on architectural  
85 requests. Ms. Wittmier also noted the joint project with the Facilities Manager of putting together a map  
86 for subdivisions Lakeridge 4 and 5 that details the actual location of all known septic systems within  
87 those WTMC greenbelts.

88

89 **PARK REPORT**

90 Facilities Manager Gowans reported that he is continuing his work on Bankers Spit clearing up the  
91 dead trees from the 2015 die back. He noted that Jenks garden is the next project; work on the Easter  
92 Egg Hunt is ramping up and that the Assistant Park Manager is working on some administrative items.  
93 Mr. Gowans informed the Board that his plan is to chip the trees at Bankers and blow them back onto  
94 the trails.

95

96 **ARCHITECTURAL REPORT**

97 FM Gowans informed the Board of the possibility of a tractor with a chipping arm that may be available  
98 for us to utilize from our logger, Denny Pugh in our project of Greenbelt clean up. To utilize this  
99 equipment, knowledge of where all septic systems are located is required so equipment is not driven  
100 over them. Therefore, we are having the Assistant Park Manager pull the Health Department records  
101 for all as-builts on the septic' systems for sub-divisions L4 and L5.

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**VIOLATIONS REPORT**

Chair McIntosh reported there are no current issues on the table.

Joe Kish notified the Board that our Insurance Company has notified us of the potential of a law suit being filed against WTMC by homeowner Ron Maples over the incident which occurred on November 17, 2015 when he was struck in the face by a flying limb from a tree during the wind storm that occurred on that day and his assertion that it is the HOA's responsibility since the limb blew out of the greenbelt.

**I.T. REPORT**

I.T. Chair Kish noted that the website is moved, and we now have set up emails for the Board Officers at our [westtappsmaintenance.com](http://westtappsmaintenance.com) presence.

**ROADS UPDATE**

Nothing new at this time.

**BANKERS SPIT PARK**

President Bricker reported that he is continuing work with the attorney on a letter to the City of Bonney Lake requesting copies of the documentation they have on any easement(s) that they are aware of which grants permission for their water main on this WTMC property.

**JUDGEMENTS ON SEVERELY PAST DUE ACCOUNTS**

On hold for the format of policies decision. A general discussion of the process of establishing policies and disseminating that information to the community transpired. This will be the first policy we walk through this process.

**FENCING GREENBELT**

A general discussion occurred. It was determined to send this back to the attorney to get answers to some questions. What does access mean? Does that mean public access or individual access for each owner, does it have to be at the individual lots or can it be though a common access point? Mr. McIntosh suggested that we plant the rose bushes like those in Jenks Park and let them populate that area. It was suggested that we install a post every 18 inches to prevent access for mowing type machines. The question of temporary fencing when we are working on rehabilitation of the greenbelts needs answered as well.

**BOARD RETREAT**

Discussion of the annual Board retreat was tabled to the February meeting

**2018 ANNUAL SCHEDULES**

The Board member to Board Member contact list was reviewed and edits provided as needed; the proposed 2018 Board Meeting Schedule and the 2018 Holiday Schedule were reviewed and edited as necessary adding Christmas Eve, December 24<sup>th</sup> as an additional paid holiday.

**Motion by Cliff McIntosh** to approve the 2018 Schedules as amended.

Second by Butch Hulstrom

Yea: Unanimous

Motion passed.

**FOR THE GOOD OF THE ORDER**

President Bricker reported on the issue of the gates being unlocked late over the Christmas weekend. Facilities Manger Gowans took full responsibility for this event. The Board requested that FM Gowans

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154 have the mechanisms in place to prevent this from happening again. Mr. Gowans assured the Board  
155 that he has the situation handled. There was a discussion on electronic padlocks and it was  
156 determined in our particular situation, these would not be useful.

157

158 **NEXT MEETING SCHEDULED**

159 Board of Trustees, Thursday February 8, 2018 7 pm Main Office.

160

161 **Motion by Cliff McIntosh to adjourn**

162 Second by Joe Kish

163 Vote: Unanimous

164 President Bricker Adjourned meeting at 8:07pm

165

166 Respectfully Submitted:

Approved:

167

168

169

170 \_\_\_\_\_02/08/18

\_\_\_\_\_02/08/18

171 Michelle Wittmier, General Manager

Joseph Kish, Secretary/Treasurer

**WTMC**  
**Profit & Loss**  
January through December 2017

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	Jan - Dec 17
Ordinary Income/Expense	
Income	
70000 · INCOME	487,812.14
Total Income	487,812.14
Gross Profit	487,812.14
Expense	
1000 · PAYROLL EXPENSES	249,156.47
2000 · UTILITIES	39,285.32
3000 · MAINTENANCE	19,601.84
4000 · SPECIAL EVENTS	1,816.02
5000 · FEES	28,592.81
6000 · SUPPLIES	15,394.95
7000 · Other OPERATING EXPENSES	32,645.64
8020 · Allocated and Disc Alloca Funds	42,558.51
8030 · ROAD FUND	12,214.82
9000 · IT Expenses	12,065.80
Total Expense	453,332.18
Net Ordinary Income	34,479.96
Net Income	<u>34,479.96</u>

**WTMC**  
**Balance Sheet**  
As of January 30, 2018

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	Jan 30, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	416,673.71
<b>Total Current Assets</b>	416,673.71
<b>TOTAL ASSETS</b>	<u>416,673.71</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
24000 · PAYROLL LIABILITIES	3,705.60
<b>Total Other Current Liabilities</b>	3,705.60
<b>Total Current Liabilities</b>	3,705.60
<b>Total Liabilities</b>	3,705.60
<b>Equity</b>	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	-54,333.38
Net Income	-21,348.77
<b>Total Equity</b>	412,968.11
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>416,673.71</u>