

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

March 8, 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 7:00 pm.
3
- 4 **BOARD MEMBERS PRESENT**
5
6 Stephen Bricker, President
7 Joseph Kish, Secretary / Treasury, IT Chair
8 Cliff McIntosh, Vice President and Violations Chair
9 Bruce Upton, IT and Violations Committees
10 Elmer "Butch" Hulstrom, Member at Large
11 **Secretary** Kish announced quorum was achieved
12
- 13 **Motion by Butch Hulstrom** to put Dan DeVaux on medical leave from active participation on the
14 Board and allowing him to remain active as necessary with committees.
15 Second by Joe Kish
16 Voice Vote: Unanimous
17 Motion Passed
18
- 19 **GUESTS PRESENT**
20 None
21
- 22 **STAFF PRESENT**
23 Michelle Wittmier-General Manager
24 David Gowans-Facilities Manager
25
- 26 **ADOPTION OF AGENDA**
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 February 8, 2018 minutes as published.
34 Second by Bruce Upton
35 Voice Vote: Unanimous
36 Motion passed
37
- 38 **Electronic Motion**
39 None
40
- 41 **FINANCIAL REPORTS**
42 Secretary / Treasurer Joe Kish presented the February 28, 2018 Profit and Loss and Balance Sheet
43 reports for both WTMC and The Sewer Trust. Mr. Kish presented the 3-ring binder containing the
44 details of the year to date transactions and Bank Reconciliations for the entire Boards review.
45
46 The Past Due report continues to be meaningless until the Annual Assessment Statements are sent
47 out and payments begin to come in for processing.
48
49 Mr. Kish noted we are working on resolving one final issue before the 2014 Audit can be finalized and
50 released. Our expectations are that this will be completed prior to the April Board Meeting.
51

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

March 8, 2018

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

52 Mr. Kish updated the Board on the progress of transitioning Banks and the anticipated timing of the
53 event. Given the nature of Cabana Fees and deposits, Treasurer Kish suggested that we maintain one
54 Bank Account at Key Bank to facilitate dealing with this issue. The Board agreed with the suggestion.
55

56 **OFFICE REPORT**

57 General Manager Wittmier reported that the plan is to have the bank cutover information in place and
58 statements out by March 15th. We were able to have the original vendor who wrote our original West
59 Tapps Homeowner Information System back in to solve the problems we were having with it allowing
60 us access to our data and support our printing timetable.
61

62 We had the SSL Certificate installed on our website, so it now displays the "https://" necessary for the
63 security level we were seeking.
64

65 Reminder about the Board Retreat time and place this Saturday, March 10th, 8am to 12pm was given.
66

67 **PARK REPORT**

68 Facilities Manager Gowans reported that:

- 69 ○ We are readying for the Egg Hunt on March 31st. We will be using our staff for this.
- 70 ○ Bankers Spit is pretty well completed for projects at present.
- 71 ○ The water in the Lake is rising.
- 72 ○ Due to a recent issue, the top of the Boat Launch Road has been secured and will now be a
73 seasonally opened resource when the water is high enough to protect our waterside facilities
74 from damage potential from equipment driving on the lake bed from our launch and closed
75 when the lake level is down. Open approximately from April 1st to October 1st each year,
76 closed Oct 2nd to March 31st.
77

78 **ARCHITECTURAL REPORT**

79 No current issues other than the bulkhead rebuild on Jenks Point and permitting which is moving
80 forward.
81

82 **VIOLATIONS REPORT**

83 An issue involving neighbors loaning Key Cards to others (including those whose cards had been
84 deactivated) was held. No decision was arrived at. Various penalties were discussed including a six-
85 month retroactive suspension from the initial date of the incident. Further discussion is to be held.
86

87 **I.T. REPORT**

88 I.T. Chair Kish reported on setting up interviews with potential software vendors to replace our existing
89 system to replace our record keeping and accounting functions single data base. This will be a
90 complex task and potentially time consuming to execute. With the addition of the SSL Certificate on
91 our website, we will be able to install a secure link from our website to our new bank Alliance
92 Association Bank which will allow our Owners the ability to do direct bill pay online without WTMC
93 having to maintain PCI documentation and credit card charges.
94

95 **ROADS UPDATE**

96 Facilities Manager Gowans reported on the repair of potholes again on 181st. Mr. Gowans noted that
97 there are some potholes developing on 178th and Hidden View Road, which need to be filled. However,
98 Hidden View Road is an asphalt road, the issue is different that a road of gravel.
99

100 **GREENBELT FENCING**

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

March 8, 2018

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

101 The Board determined to move forward with replanting of the Greenbelt located behind 5393 193rd
102 Avenue East, install temporary construction style fencing and post signs "Temporary Fencing,
103 Greenbelt under Repair"

104

105 **BANKERS SPIT PARK**

106 President Bricker presented the details of the letter received from the City of Bonney Lake's legal firm
107 through our attorney, David Huhs. Mr. Bricker spoke about the issues noted in the letter and proposed
108 that the situation be put back into the hands of our attorney for now, pending any other communication
109 that may come forth.

110

111 Mr. Bricker added a Policy request to the TO DO list concerning permitting for entities needing to do
112 work on WTMC owned property. Mr. Bricker requested that we draft said policy and have our attorney
113 review it for publication and implementation.

114

115 **BOARD RETREAT**

116 President Bricker went over some of the details for the upcoming Saturday March 10th Board Retreat,
117 reminding the members it will be held at the Sumner Holiday Inn Express.

118

119 **BANK CHANGEOVER**

120 Treasurer Kish noted that all information pertaining to this item had been provided elsewhere on the
121 agenda.

122

123 **WALKING BRIDGE REPLACEMENT**

124 **Motion by Joe Kish** to approve the spending request for a replacement walking bridge in the center of
125 Bankers Spit up to \$3,300.00.

126 Second by Bruce Upton

127 Discussion: Mr. McIntosh suggested that we could use the long trail around the point and remove the
128 bridge. Mr. Bricker felt that many owners utilize this asset and would appreciate having a safer version
129 than the one we presently have in place. Mr. Hulstrom, who uses Bankers Spit on a daily basis,
130 reported that he encounters many situations where people need to use this shorter path around the
131 island to keep larger and smaller dogs from direct encounter or any "pack mentality" issues that might
132 arise with the pets present and that the current bridge is highly utilized.

133 Voice Vote: Unanimous

134 Motion Passed.

135

136 **STREETLIGHT DISCUSSION**

137 A homeowner in Hidden View requested that WTMC install streetlights the length of 178th, citing
138 children walking in the road due to the snow build up on the shoulders and people speeding and not
139 seeing them. Facilities Manager Gowans reported there are 13 existing post along the length of 178th
140 There will need to be additional research done on costs associated with such a plan including speaking
141 with PSE as well as surveying the Hidden View community to see what their feelings on this might be.
142 Many may not want that type of light pollution in their very rural, quiet community, nor want to further
143 asses themselves for the cost of installation.

144

145 **FOR THE GOOD OF THE ORDER**

146 Bruce Upton put forward the idea of surveying the membership and suggested that we discuss it at the
147 Board Retreat.

148

149 **EMAIL TECHNIQUES**

150 I.T. Chair Joe Kish reminded the Board members, when responding to email communication about
151 attending meetings and discussion of issues, to choose the "reply all" option to ensure that everyone

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

March 8, 2018

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

152 receives your response. If, for some reason, you intentionally only want a specific person to receive
153 your response, it is then appropriate to use "reply".

154

155 **Motion by Joe Kish to adjourn**

156 Second by Steve Bricker

157 Vote: Unanimous

158 President Bricker Adjourned meeting at 8:15pm

159

160 **NEXT MEETING SCHEDULED**

161 Board of Trustees, Thursday April 12, 2018, 7 pm Main Office.

162

163

164 Respectfully Submitted:

Approved:

165

166

167

168 _____04/12/18

_____04/12/18

169 Michelle Wittmier, General Manager

Joseph Kish, Secretary/Treasurer

WTMC
Balance Sheet
As of February 28, 2018

Feb 28, 18

ASSETS

Current Assets

Checking/Savings

Allocated Funds-6989 30,000.89
CD Combined RF #1097 10,689.71
Chking Main Intrst 9075 32,997.39

Chking PayPal Acct-6393 2,407.43
Chking Payroll Acct-6195 10,446.52
Chking Petty Cash 5516 264.29
Svgs Mny Mrkt Main 8785 162,266.31

Svgs Mny Mrkt HVRF 7118 133,155.47

Total Checking/Savings 382,228.01

Total Current Assets 382,228.01

TOTAL ASSETS 382,228.01

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities
24000 · PAYROLL LIABILITIES 2,230.46

Total Other Current Liabilities 2,230.46

Total Current Liabilities 2,230.46

Total Liabilities 2,230.46

Equity

30000 · Opening Balance Equity 488,650.26
32000 · Retained Earnings -54,333.38
Net Income -54,319.33

Total Equity 379,997.55

TOTAL LIABILITIES & EQUITY 382,228.01

WTMC
Profit & Loss YTD Comparison
 February 2018

	Feb 18	Jan - Feb 18
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	1,219.75	5,343.70
70002 · Prev Bal Cap Assess	78.17	470.52
70003 · Oper Assess Current YR	1,350.95	4,436.99
70005 · Key Card Fees	0.00	75.00
70006 · Late Fees	20.00	30.00
70007 · Interest Income Parcels	7.80	33.64
70009 · Escrow Fee	135.00	675.00
70017 · Interest Income Bank	22.48	50.45
Total 70000 · INCOME	2,834.15	11,115.30
Total Income	2,834.15	11,115.30
Gross Profit	2,834.15	11,115.30
Expense		
1000 · PAYROLL EXPENSES	12,861.72	25,089.93
2000 · UTILITIES	2,525.21	5,516.43
3000 · MAINTENANCE	349.55	2,666.22
5000 · FEES	1,695.37	2,850.23
6000 · SUPPLIES	1,877.88	2,031.89
7000 · Other OPERATING EXPENSES		
7102 · Insurance Exp Liability	11,293.50	11,293.50
7105 · Mileage	51.51	103.02
7117 · Reconciliation Discrepancies	0.00	-0.20
Total 7000 · Other OPERATING EXPENSES	11,345.01	11,396.32
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	8,715.07	9,805.17
Total 8020 · Allocated and Disc Alloca Funds	8,715.07	9,805.17
8030 · ROAD FUND		
8031 · Hidden View Road	1,934.78	3,067.70
8032 · Combined Roads	952.96	1,510.96
Total 8030 · ROAD FUND	2,887.74	4,578.66
9000 · IT Expenses	1,141.19	1,499.78
Total Expense	43,398.74	65,434.63
Net Ordinary Income	-40,564.59	-54,319.33
Net Income	-40,564.59	-54,319.33