

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING  
MINUTES

April 12, 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 6:58 pm.

3

4 **BOARD MEMBERS PRESENT**

5

6 Stephen Bricker, President

7 Cliff McIntosh, Vice President, Violations Chair

8 Joe Kish, Secretary / Treasurer

9 Butch Hulstrom, Member at Large

10 Secretary Kish announced quorum was achieved

11

12 **Motion by Cliff McIntosh** to accept Bruce Upton's absence due to out of town travel.

13 Second by Joe Kish

14 Voice Vote to accept absence:

15 In favor of excused: Unanimous

16 Absence excused for Mr. Upton

17

18 **STAFF PRESENT**

19 Michelle Wittmier-General Manager

20 Drew Werner – Park Assistant Manager

21

22 **VOLUNTEERS PRESENT**

23 None

24

25 **ADOPTION OF AGENDA**

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

27 Second by Butch Hulstrom

28 Voice Vote: Unanimous

29 Motion passed to accept the agenda as published.

30

31 **APPROVAL OF MINUTES**

32 **Motion by Cliff McIntosh** to accept the March 8, 2018 Minutes as published.

33 Second by Butch Hulstrom

34 Joe Kish requested amendment on Line 62 to read "https://" not "hhttps://".

35 Cliff McIntosh so amended his motion.

36 Voice Vote: Unanimous

37 Motion passed to accept the March 8, 2018 as amended.

38

39 There were no electronic motions to enter.

40

41 **FINANCIAL REPORTS**

42 Secretary / Treasurer presented the March 31, 2018 Financials noting that we have \$347,783.43 in  
43 place including \$133K in the Hidden View Road Fund. We have \$475,987.24 in the LTDC Trust  
44 accounts.

45

46 Vice President McIntosh thanked Mr. Kish for all he has done for WTMC in moving us forward in the  
47 area of our Finances and reporting. A discussion ensued concerning scheduling conflicts for future  
48 Board meetings related to professional organizations. The discussion focused on changing the night of  
49 the week on which we meet. The Board determined to continue this conversation via email once  
50 everyone had a chance to check with their calendars in order to come to a decision on this matter.  
51

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52 The Past Due report continues to be meaningless until the payments start to come in from the recent  
53 Statement Mailing.

54

55 Mr. Kish updated the Board on his decision to send out the 2018 statements utilizing our current  
56 process as we continue working on our transition to the new bank. There are several decisions that  
57 need to be made to facilitate our move and although we are in process with those decisions, we are  
58 not yet prepared to make those changes.

59

60 We are still in process with the final figures for the 2014 Audit. We anticipate resolution to the issues  
61 before the May meeting.

62

63 **OFFICE REPORT**

64 General Manager Michelle Wittmier updated the Board on the mailing of the 2018 Statements, which  
65 occurred on Friday April 6<sup>th</sup> noting this was our first use of the digital sending option which was utilized  
66 by approximately 100 of our owners.

67

68 Ms. Wittmier reported on plans to do a couple of preliminary interviews for the Front Office help,  
69 looking specifically at a former employee with excellent skills who has expressed an interest in the  
70 position.

71

72 **PARK REPORT**

73 Park Manager Drew Werner reported on:

74

- 75 • The new bridge is installed at Bankers Spit. Board member Hulstrom noted that he  
76 uses the park daily and loves the new bridge, suggesting that we add some center  
77 bracing to it to remove the flex. Mr. Hulstrom also requested the installation of a  
78 “close gate as you leave” sign to facilitate containing the off-leash dogs within the  
79 park.
- 80 • The Egg Hunt went well, however there were fewer participants than prior years.  
81 Board member McIntosh initiated a discussion on the way we organize the event and  
82 staffing levels as well as who can attend the event. No action was taken by the Board
- 83 • Docks have been installed. The floats continue to be holding their buoyancy.
- 84 • We will be starting interviews for summer staff on Friday, April 13<sup>th</sup>.

85

86 Board member McIntosh requested a written inventory with serial numbers of all equipment. President  
87 Bricker requested a copy when completed.

88

89 **ARCHITECTURAL REPORT**

90 GM Wittmier reported there are no new Architectural items at this time.

91

92 **VIOLATIONS REPORT**

93 Chair McIntosh reported no new items at this time.

94

95 **I.T. REPORT**

96 Chair Kish reported no new items at this time.

97

98 **ROADS UPDATE**

99 GM Wittmier reported that we are still working on some of the potholes on the shoulders of the Hidden  
100 View main road.

101

**GREENBELT FENCING ISSUE**

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102 The Board discussed the letter from our attorney in response to Ms. Carroll's email regarding her  
103 planned removal of the containment fencing around the new plantings in the WTMC greenbelt located  
104 adjacent to the back lot line of her property. The Board instructed GM Wittmier to have the letter sent.  
105 There was a discussion regarding utilizing a game camera for monitoring the animal and people traffic  
106 in that area.

107

108 **ADDITIONAL STREETLIGHTS ON HIDDEN VIEW MAIN ROAD**

109 The Board determined that further research was needed on this item. Drew Werner is to contact PSE  
110 and obtain the information concerning the use of existing power poles for light installation, what type of  
111 lights are available, their respective costs and cost to run. This data gathering is preparatory to doing a  
112 survey of all Hidden View residents on their wishes concerning the additional costs and added light.

113

114 **PERMIT POLICY**

115 Policy still in the drafting stages.

116

117 **FEE INCREASE FROM PIERCE COUNTY**

118 Pierce county recording fees will be increasing 33% from \$74 to \$99 starting 6/7/18. This will directly  
119 affect the Lien and Lien Release line item of our current year budget.

120

121 **LTCC REQUEST 2018 DUES**

122 WTMC has received a request from Lake Tapps Community Council (LTCC) for dues payment of  
123 \$1500.00

124 Treasurer Kish provided the background information on this donation noting that during the community  
125 wide efforts to save Lake Tapps, the LTCC was formed. They continue to be the community voice with  
126 Cascade Water Alliance on the issues that face the Lake Tapps Community. There are now only  
127 minimal financial needs for the organization including, D&O Insurance, phone, and PO Box. As a  
128 means to cover those costs, the LTCC set in place the concept of \$1.00 per owner from the member  
129 HOA's. For WTMC that amounts to \$1400.00. The "Dues" are not requested annually, only when the  
130 bank balance drops low. LTCC is unaware of any issues on the horizon that may require the hiring of  
131 professionals for resolution.

132

133 Mr. Kish has requested a copy of the last available Financials on LTCC prior to putting this request  
134 before the Board for action.

135

136 **STATE BILL 6175**

137 GM Wittmier gave a brief presentation on the recently passed Washington State Senate Bill 6175,  
138 slated to go into effect in June of this year, and how it will directly relate to the operations of HOA's. It  
139 is a massive document which has not yet been integrated into the various RCW sections which it  
140 affects. Although a significant portion of the Bill is targeted at Condominiums, there are portions that  
141 will change business as usual for WTMC. Ms. Wittmier will bring more information on this to  
142 subsequent meetings.

143

144 **CRESTWOOD END OF YEAR 5<sup>TH</sup> GRADE PARTY AT JENKS PARK**

145 The request for the annual Crestwood 5<sup>th</sup> Grade End of School year party, historically held at Jenks  
146 Park, was presented and discussed. The Board noted that the size has grown to 140 participants this  
147 year. The Board discussed various points of concern including Liability exposure, the use of Waivers,  
148 staffing needs

149 **Motion by Joe Kish** to allow the 2018 Crestwood 5<sup>th</sup> Grade End of Year Celebration as presented to  
150 the Board.

151 Second by Butch Hulstrom

152 Voice Vote: Yea- Zero votes, Nah- Unanimous

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153 Motion failed.

154

155 **MECHANICAL ENCLOSURE BUILDING FOR LAKERIDGE PARK**

156 GM Wittmier presented the Estimate provided by NW Home solutions for the provision of a 6x8 foot  
157 T111 sided, with a36" steel man door and 30- year architectural roofing to the Board.

158

159 The Board discussed the relationship between the cost of this particular building and other prefabs we  
160 have considered.

161

162 **Motion by Joe Kish** to accept this bid and install this building.

163 Second Butch Hulstrom

164 There was a protracted discussion on this matter with the resulting consensus that this structure would  
165 serve WTMC well for many years and was worth the investment.

166 Voice Vote: Yea- Unanimous

167 Motion passed.

168

169 **NEXT MEETING SCHEDULED**

170 Board of Trustees, pending a Board decision to change days of the week, Thursday May 10, 2018, 7  
171 pm Main Office.

172

173 **Motion by Joe Kish** to adjourn

174 Second by Cliff McIntosh

175 Vote: Unanimous

176 President Bricker Adjourned meeting at 8:24pm

177

178 Respectfully Submitted:

Approved:

179

180

181

182 \_\_\_\_\_ 5/9/18

\_\_\_\_\_ 8/9/18

183 Michelle Wittmier, General Manager

Joseph Kish, Secretary/Treasurer

WTMC  
**Balance Sheet**  
As of March 31, 2018

Mar 31, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

Allocated Funds-6989 30,000.89  
CD Combined RF #1097 10,689.71  
Chking Main Intrst 9075 16,573.15

Chking PayPal Acct-6393 1,442.03

Chking Payroll Acct-6195 6,893.05

Chking Petty Cash 5516 7.73

Svgs Mny Mrkt Main 8785 162,280.09

Svgs Mny Mrkt HVRF 7118 133,156.61

**Total Checking/Savings** 361,043.26

**Total Current Assets** 361,043.26

**TOTAL ASSETS** 361,043.26

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

24000 · PAYROLL LIABILITIES 4,157.47

**Total Other Current Liabilities** 4,157.47

**Total Current Liabilities** 4,157.47

**Total Liabilities** 4,157.47

**Equity**

30000 · Opening Balance Equity 488,650.26

32000 · Retained Earnings -54,333.38

Net Income -77,431.09

**Total Equity** 356,885.79

**TOTAL LIABILITIES & EQUITY** 361,043.26

**WTMC**  
**Profit & Loss YTD Comparison**  
**March 2018**

	<u>Mar 18</u>	<u>Jan - Mar 18</u>
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	7,096.44	12,440.14
70002 · Prev Bal Cap Assess	657.44	1,127.96
70003 · Oper Assess Current YR	4,926.01	9,363.00
70005 · Key Card Fees	0.00	75.00
70006 · Late Fees	30.00	60.00
70007 · Penalty Income Parcels	71.23	104.87
70009 · Escrow Fee	810.00	1,485.00
70017 · Interest Income Bank	22.13	72.58
<b>Total 70000 · INCOME</b>	<u>13,613.25</u>	<u>24,728.55</u>
<b>Total Income</b>	<u>13,613.25</u>	<u>24,728.55</u>
<b>Gross Profit</b>	13,613.25	24,728.55
Expense		
1000 · PAYROLL EXPENSES	20,584.36	45,674.29
2000 · UTILITIES	3,945.17	9,461.60
3000 · MAINTENANCE	706.07	3,372.29
4000 · SPECIAL EVENTS	1,022.02	1,022.02
5000 · FEES	1,140.55	3,990.78
6000 · SUPPLIES	1,106.24	3,138.13
7000 · Other OPERATING EXPENSES	1,859.27	13,255.59
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	5,110.82	14,915.99
<b>Total 8020 · Allocated and Disc Alloca Funds</b>	<u>5,110.82</u>	<u>14,915.99</u>
8030 · ROAD FUND		
8031 · Hidden View Road	662.10	3,729.80
8032 · Combined Roads	356.10	1,867.06
<b>Total 8030 · ROAD FUND</b>	<u>1,018.20</u>	<u>5,596.86</u>
9000 · IT Expenses	586.86	2,086.64
<b>Total Expense</b>	<u>37,079.56</u>	<u>102,514.19</u>
<b>Net Ordinary Income</b>	<u>-23,466.31</u>	<u>-77,785.64</u>
<b>Net Income</b>	<u><u>-23,466.31</u></u>	<u><u>-77,785.64</u></u>