

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

May 9, 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 Joe Kish, Secretary / Treasurer

8 Butch Hulstrom, Member at Large

9 Bruce Upton, IT Co-Chair

10 Secretary Kish announced quorum was achieved

11

12 Cliff McIntosh not in attendance.

13 Absence un-excused for Mr. McIntosh

14

15 **STAFF PRESENT**

16 Michelle Wittmier-General Manager

17 David Gowans – Facilities Manager

18

19 **VOLUNTEERS PRESENT**

20 None

21

22 **ADOPTION OF AGENDA**

23 **Motion by Joe Kish** to accept the agenda as published, with the option to move the Homeowner
24 business to the top of the agenda when they arrive.

25 Second by Butch Hulstrom

26 Voice Vote: Unanimous

27 Motion passed to accept the agenda as published with modified sequence.

28

29 **APPROVAL OF MINUTES**

30 **Motion by Butch Hulstrom** to accept the April 12,, 2018 Minutes as published.

31 Second by Joe Kish

32 Voice Vote: Unanimous

33 Motion passed to accept the April 12, 2018 as published.

34

35 There were no electronic motions to enter.

36

37 **VIOLATION ISSUE**

38 Homeowners Lori and Trevor Carlin joined the meeting. They presented their side of the Violation
39 incident that occurred on 2/12/18 concerning the use of the CWA lakebed in front of Jenks Park to

40 access their shoreline as well as utilizing the Boat launch for access for the construction equipment.

41 The Board agreed to reactivate their Key Card if the Carlen's were prepared to accept the financial

42 ramifications that could come to WTMC, if any were to arise for governmental permitting sources over

43 the use of the lakebed for construction equipment access. They agreed to this compromise.

44

45 **FINANCIAL REPORTS**

46 Secretary / Treasurer presented the April 30, 2018 Financials noting that we have \$495,731.48 in place
47 including \$133K in the Hidden View Road Fund. We have \$475,987.24 in the LTDC Trust accounts.

48

49 The Past Due Report lists 794 parcels as of 5/9/18.; 616 of those are this year's assessment only; 102

50 of those are on payment plans; 76 are not participating in any way to bring their accounts current. .

51

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52 Mr. Kish updated the Board on our current Financial position highlighting points of the Quarter 1 2018
53 Budget year to date. Mr. Kish notified the Board that his proposal for the 2019 Budget, at this
54 juncture is to "hold the line" allowing for wage increases due to the State mandated minimum wage
55 increase.

56

57 There are several decisions that need to be made to facilitate our move and although we are in
58 process with those decisions, we are not yet prepared to make those changes.

59

60 We are still in process with the final figures for the 2014 Audit.

61

62 **OFFICE REPORT**

63 General Manager Michelle Wittmier reported that the office has been normally seasonally busy with
64 payments and owners requesting Events at the park as well as the ever present Key Cards issues.

65

66 Ms. Wittmier reported that the two individuals she approached about employment were not interested
67 in the position. She will be working on rewriting the job description.

68

69 **PARK REPORT**

70 Facilities Manager David Gowans reported:

71

- 72 • In heavy hiring mode to complete the summer staff and get them trained up.
- 73 • We have lost Drew Werner as the Park Manager; he will be staying on for the season
74 as Team Leader.
- 75 • Jenks has been pretties up.
- 76 • Bankers work is slow
- 77 • Lakeridge ½ of the hill trail is cut in
- 78 • Pad not yet installed for the gate system, continuing to work on that issue.

79

80 Joe Kish requested a measure drawing of the Jenks Building for work on the Key Card locking system
81 for the doors.

82

83 **ARCHITECTURAL REPORT**

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

85

86 **VIOLATION REPORT**

87 None – Chair not in attendance

88

89 **I.T. REPORT**

90 Chair Kish reported no new items at this time.

91

92 **ROADS UPDATE**

93 GM Wittmier reported nothing new at this time.8*

94

95 **GREENBELT FENCING ISSUE**

96 Facilities Manager Gowans reported that the Orange fence is still in place. A couple of newly planted
97 trees are missing, may have been eaten by deer, will need to be replaced.

98

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

100 We have no additional data at this time. In light of Drew Werner's stepping down from the Park
101 Manager responsibilities, GM Wittmier will take on the data gathering project.

101

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102 **PERMIT POLICY**

103 The Board requested that the policy writing for this be done by our attorney, J. David Huhs.

104

105 **LTCC REQUEST 2018 DUES**

106 We are still in a holding pattern on this request, awaiting some formal Financials.

107

108 **STATE BILL 6175**

109 GM Wittmier reported to the Board that our attorney was, for his practice benefit not at our expense,
110 how the new RCW will look once the final integration of the new/revised parts has occurred. When Mr.
111 Huhs has completed the task he will share the information with WTMC.

112

113 **FENCING OF LAKERIDGE PARK**

114 The Board discussed various aspects of the request received from property owner Boushey to allow
115 him to install plantings on WTMC park property immediately adjacent to the existing fence to create a
116 screening between the two properties.

117 **Motion by Joe Kish** to have the joint lot line between Lakeridge Park and parcel 506500-0170
118 located immediately to the east of the park surveyed as soon as possible.

119 Second, Bruce Upton

120 Voice Vote: Unanimous

121 Motion passed to survey the joint lot line

122

123 **RIDGEWEST – SOUTH TAPPS FENCING REQUEST**

124 The Board determined to do a site visit on this request for lot line fencing to evaluate the impact it
125 would create.

126

127 **REQUEST FROM ATTORNEY FOR EXECUTIVE SESSION**

128 Secretary Joe Kish notified the Board that our attorney, J. David Huhs, has requested an Executive
129 Session conference call with them concerning the work the Board has instructed him to investigate.

130

131 The meeting was set for Wednesday May 23rd, 7pm.

132

133 **TRASH CAN REQUEST**

134 Facilities Manager Gowans presented a request to purchase concrete trash receptacles for the parks.
135 The Board determined to put this on hold until the next meeting.

136

137 **FACILITIES MANAGER UPDATE**

138 David Gowans verified with the Board that this will be his last summer with WTMC. He will be looking
139 for a replacement through the employment center at Joint Base Lewis- McCord targeting an individual
140 who is exiting the service as their career. He feels that will give us the best opportunity to find an
141 individual who will possess the right skill set to accomplish the tasks necessary for this position. .
142 The Board expressed their joint sadness at Mr. Gowans announcement.

143

144 **NEXT MEETING SCHEDULED**

145 Board of Trustees, Wednesday July 11th, 2018, 7 pm Jenks Park.

146

147 **Motion by Joe Kish** to adjourn

148 Second by Butch Hulstrom

149 Vote: Unanimous

150 President Bricker Adjourned meeting at 8:20pm

151

152 Respectfully Submitted:

Approved:

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157

Michelle Wittmier, General Manager

8/8/18

Joseph Kish, Secretary/Treasurer

8/8/18

WTMC
Balance Sheet
As of April 30, 2018

Apr 30, 18

ASSETS

Current Assets

Checking/Savings

Allocated Funds-6989 30,000.89
CD Combined RF #1097 10,689.71
Chking Main Intrst 9075 150,495.30

Chking PayPal Acct-6393 502.40
Chking Payroll Acct-6195 8,227.50
Chking Petty Cash 5516 364.53
Svgs Mny Mrkt Main 8785 162,293.43

Svgs Mny Mrkt HVRF 7118 133,157.72

Total Checking/Savings 495,731.48

Total Current Assets 495,731.48

TOTAL ASSETS 495,731.48

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities 3,545.48

Total Current Liabilities 3,545.48

Total Liabilities 3,545.48

Equity

30000 · Opening Balance Equity 488,650.26

32000 · Retained Earnings -54,333.38

Net Income 57,869.12

Total Equity 492,186.00

TOTAL LIABILITIES & EQUITY 495,731.48

WTMC
Profit & Loss YTD Comparison
April 2018

	Apr 18	Jan - Apr 18
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	3,287.90	15,728.04
70002 · Prev Bal Cap Assess	263.52	1,391.48
70003 · Oper Assess Current YR	148,469.20	157,832.20
70005 · Key Card Fees	175.00	250.00
70006 · Late Fees	70.00	130.00
70007 · Interest Income Parcels	20.58	125.45
70009 · Escrow Fee	1,215.00	2,700.00
70011 · HV Road Fund	1,500.00	1,500.00
70013 · Cabana Reservations	25.00	25.00
70014 · Prepaid Assessments	0.95	0.95
70017 · Interest Income Bank	24.38	96.96
Total 70000 · INCOME	155,051.53	179,780.08
Total Income	155,051.53	179,780.08
Gross Profit	155,051.53	179,780.08
Expense		
1000 · PAYROLL EXPENSES	13,670.24	59,344.53
2000 · UTILITIES	1,185.27	10,646.87
3000 · MAINTENANCE	915.23	4,287.52
4000 · SPECIAL EVENTS	102.29	1,124.31
5000 · FEES	738.68	4,729.46
6000 · SUPPLIES	1,054.60	4,192.73
7000 · Other OPERATING EXPENSES	120.97	13,376.56
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	1,082.28	15,998.27
Total 8020 · Allocated and Disc Alloca Funds	1,082.28	15,998.27
8030 · ROAD FUND	0.00	5,596.86
9000 · IT Expenses	527.21	2,613.85
Total Expense	19,396.77	121,910.96
Net Ordinary Income	135,654.76	57,869.12
Net Income	135,654.76	57,869.12