

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING  
MINUTES

August 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 7:03 pm.

3  
4 **BOARD MEMBERS PRESENT**

5  
6 Stephen Bricker, President  
7 Joe Kish, Secretary / Treasurer  
8 Butch Hulstrom, Member at Large  
9 Secretary Kish announced quorum was achieved

10

11 **Motion by Joe Kish** to accept Cliff McIntosh, working and Bruce Upton, out of town on family  
12 business as excused absences.

13 Second Butch Hulstrom

14 Voice Vote: Yea- Unanimous

15 Motion passed: Absences excused for Mr. McIntosh and Mr. Upton

16

17 **STAFF PRESENT**

18 Michelle Wittmier-General Manager

19 David Gowans – Facilities Manager

20

21 **VOLUNTEERS PRESENT**

22 None

23

24 **HOMEOWNERS PRESENT**

25 Brent & Patti Allen, Denise & Steve Haase, Brad & Vera Boushey

26

27 **ADOPTION OF AGENDA**

28 **Motion by Joe Kish** to move Homeowner Agenda Item to top of agenda when they arrive.

29 Second by Butch Hulstrom

30 Voice Vote: Unanimous

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

32

33 **APPROVAL OF MINUTES**

34 **Motion by Joe Kish** to accept the May 9, 2018 Minutes as published.

35 Second by Butch Hulstrom

36 Voice Vote: Unanimous

37 Motion passed to accept the May 9, 2018 as published.

38

39 There were no electronic motions to enter.

40

41 **FINANCIAL REPORTS**

42 Secretary / Treasurer presented the June 30, 2018 Financials noting that we have \$677,579.29 in  
43 place including \$133K in the Hidden View Road Fund. We have \$475,987.24 in the LTDC Trust  
44 accounts.

45

46 The Past Due Report lists 338 parcels as of 8/8/18; 63 of those are this year's assessment only; 164 of  
47 those are on payment plans; 111 are not participating in any way to bring their accounts current. .

48

49 Mr. Kish updated the Board on our current Financial position highlighting points of the Quarter 2 2018  
50 Budget year to date. Mr. Kish notified the Board that his proposal for the 2019 Budget remains "hold  
51 the line" allowing for wage increases driven by the State mandated minimum wage increase.

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING  
MINUTES

August 8, 2018

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

52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102

Concerning the Bank changeover, there are several decisions on which we are still working on the details prior to actually moving accounts. We anticipate having these in place prior to the 2018 Annual Meeting.

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

**OFFICE REPORT**

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

Architectural requests and plans review have seen the normal season increase, which continues to make the office very busy.

Ms. Wittmier reported she is continuing reworking the office positions design prior to advertising and the hiring process.

**PARK REPORT**

Facilities Manager David Gowans reported:

- As expected started releasing seasonal employees this week – two have left thus far. .
- We have had no incidents to date at any of the parks.
- Have been working on siting the pad for the equipment building at Lakeridge Park. Will be after Labor Day before we are able to get back to this project.
- The Log Boom at Jenks broke in half. We need to replace all of the chains on the boom this year.
- Working on fire mitigation of brush in WTMC greenbelt adjacent to South Tapps.
- Identifying WTMC greenbelt trees which have failed this season: will start removal in September

Mr. Gowans requested what action the Board wanted to take on his requests for the inground benches for the Jenks Play area and replacing the garbage receptacles in the parks, as needed, with concrete containers. The Board requested that the details of these two requests be sent back out for review pending action.

**ARCHITECTURAL REPORT**

GM Wittmier reported there are no new Architectural items at this time. Continuing to work with the owners involved in the fencing request at the corner of Ridgewest and South Tapps. Continuing work with Murrays on their plans review for new construction off of 170<sup>th</sup> and just started with the Dhillon's plans review for their new construction on the corner of 190<sup>th</sup> and 63<sup>rd</sup>.

**VIOLATION REPORT**

None – Chair not in attendance

**I.T. REPORT**

Chair Kish reported that we are continuing to review vendors for the actual gate installation at Lakeridge Park.

**ROADS UPDATE**

FM Gowans reported he will be starting his seasonal work on the WTMC private roads in September, for speed bumps, gravel, and sign integrity.

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING  
MINUTES

August 8, 2018

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

103 **GREENBELT FENCING ISSUE**

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

106

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

108 We have no additional data at this time.

109

110 **PERMIT POLICY**

111 GM Wittmier reported given the other issues we have been working on with the attorney, we have not  
112 yet started this project.

113

114 **LTCC REQUEST 2018 DUES**

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

116

117 **STATE BILL 6175**

118 GM Wittmier no update at this time.

119

120 **FENCING OF LAKERIDGE PARK**

121 President Bricker gave Brad Boushey the floor to present his request concerning the pending fencing  
122 project on the east property line of Lakeridge Park. Mr. Boushey provided information and photos for  
123 consideration for 1) not moving the fence at all and only installing a screening planting on the east  
124 side of the existing fence or 2) not moving the fence to that actual property line but allowing a two foot  
125 setback that he would plant and maintain as screening. The Board also listened to concerns that both  
126 Steve and Denise Haase shared concerning the individual's currently using Lakeridge Park and their  
127 belief that these persons were using the park as lakeside access to properties adjacent to the park for  
128 illegal purposes. The Haase's expressed concern that moving the fence to the actual property line  
129 would increase these illegal activities. A discussion followed these presentations.

130

131 President Bricker thanked the owners for sharing their requests and concerns. Mr. Bricker pointed out  
132 that the Board has, for liability reasons, a responsibility to all of the members of the organization, to  
133 secure the properties belonging to WTMC to the best of its abilities. Therefore, the fencing of the  
134 actual eastern property line of Lakeridge Park will be happening as soon as it can be scheduled.

135

136 **REQUEST FROM HOMEOWNER**

137 GM Wittmier presented a written request from Homeowner Keister to install a chain-link fence on his  
138 actual property line as a way of stopping the landscaping incursion onto his property by the owner of  
139 the lot that his lot backs onto. The Board discussed this request and determined that they would allow  
140 him to install a second fence at his property line, but not to remove the existing fence located at the  
141 edge of the greenbelt screening on his lot.

142

143

144 **REQUEST FOR EXECUTIVE SESSION**

145 **Motion by Secretary Kish** that the Board move into Executive Session to update legal issue before  
146 the organization.

147 Second Butch Hulstrom

148 Voice Vote: Unanimous

149 Board moved into Executive Session at 8:30pm.

150

151 Board returned from Executive session at 9:00 pm

152

153 Motion My Butch Hulstrom that meeting adjourns.

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING  
MINUTES

August 8, 2018

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

154 Second by Joe Kish  
155 President Bricker adjourned meeting at 9:05pm  
156

157

158 **NEXT MEETING SCHEDULED**

159 Board of Trustees, Wednesday September 12, 2018, 7 pm Main Office.  
160

161

162 Respectfully Submitted:

Approved:

163

164

165 \_\_\_\_\_ 9/12/18

\_\_\_\_\_ 9/12/18

166 Michelle Wittmier, General Manager  
167

Joseph Kish, Secretary/Treasurer

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

---

Jun 30, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

Allocated Funds-6989 30,000.89  
CD Combined RF #1097 10,700.20  
Chking Main Intrst 9075 321,195.77

Chking PayPal Acct-6393 5,243.96  
Chking Payroll Acct-6195 14,776.80  
Chking Petty Cash 5516 181.16  
Svgs Mny Mrkt Main 8785 162,320.55

Svgs Mny Mrkt HVRF 7118 133,159.96

**Total Checking/Savings 677,579.29**

**Accounts Receivable**

11000 · Accounts Receivable 381.35

**Total Accounts Receivable 381.35**

**Total Current Assets 677,960.64**

**TOTAL ASSETS 677,960.64**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities 5,008.29**

**Total Liabilities 5,008.29**

**Equity**

30000 · Opening Balance Equity 488,650.26

32000 · Retained Earnings -54,333.38

Net Income 238,635.47

**Total Equity 672,952.35**

**TOTAL LIABILITIES & EQUITY 677,960.64**

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

	Jun 18	Jan - Jun 18
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>70000 · INCOME</b>		
70001 · Prev Bal Op Assess	6,581.34	30,704.00
70002 · Prev Bal Cap Assess	600.12	2,960.16
70003 · Oper Assess Current YR	82,478.27	394,768.82
70005 · Key Card Fees	200.00	600.00
70006 · Late Fees	80.00	310.00
70007 · Interest Income Parcels	798.21	993.38
70009 · Escrow Fee	1,350.00	4,725.00
70010 · Prev Bal HV Road Fund	100.00	100.00
70011 · HV Road Fund	1,000.00	4,225.00
70012 · Other	17.18	17.18
70013 · Cabana Reservations	400.00	600.00
70014 · Prepaid Assessments	30.88	126.19
70017 · Interest Income Bank	52.04	194.77
<b>Total 70000 · INCOME</b>	93,688.04	440,324.50
70015 · Payment Plan Fees	111.00	270.00
<b>Total Income</b>	93,799.04	440,594.50
<b>Gross Profit</b>	93,799.04	440,594.50
<b>Expense</b>		
<b>1000 · PAYROLL EXPENSES</b>	29,935.01	109,375.95
<b>2000 · UTILITIES</b>	2,830.42	16,883.46
<b>3000 · MAINTENANCE</b>	273.60	10,476.04
<b>4000 · SPECIAL EVENTS</b>	500.00	1,624.31
<b>5000 · FEES</b>	3,867.11	11,695.53
<b>6000 · SUPPLIES</b>	1,188.58	7,020.34
<b>7000 · Other OPERATING EXPENSES</b>	60.10	13,595.37
<b>8020 · Allocated and Disc Alloca Funds</b>		
8022 Discretionary Allocated	2,329.40	21,590.01
<b>Total 8020 · Allocated and Disc Alloca Funds</b>	2,329.40	21,590.01
<b>8030 · ROAD FUND</b>	0.00	6,016.57
<b>9000 · IT Expenses</b>	537.84	3,681.45
<b>Total Expense</b>	41,522.06	201,959.03
<b>Net Ordinary Income</b>	52,276.98	238,635.47
<b>Net Income</b>	<u>52,276.98</u>	<u>238,635.47</u>