

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

September 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 7:02 pm. President Bricker announced that
3 the meeting would be recorded.
4
- 5 **BOARD MEMBERS PRESENT**
6
7 Stephen Bricker, President
8 Butch Hulstrom, Member at Large
9 Bruce Upton, I.T. Co-chair
10 General Manager informed President Bricker that there was Board Member quorum present.
11
- 12 **Motion by Butch Hulstrom** to accept Joe Kish absence from the meeting due to recovery from back
13 surgery.
14 Second Bruce Upton
15 Voice Vote: Yea- Unanimous
16 Motion passed: Absence excused for Mr. Kish
17
- 18 **Motion by Butch Hulstrom** to excuse Cliff McIntosh absence from the meeting.
19 Second by Bruce Upton
20 Voice vote:
21 Yea: Board members Butch Hulstrom and Bruce Upton
22 Abstained: President Bricker
23 Motion passed: Absence excused Mr. McIntosh.
24
- 25 **STAFF PRESENT**
26 Michelle Wittmier-General Manager
27
- 28 **GUESTS PRESENT**
29 J. David Huhs, WTMC's attorney joined the Board meeting at 8:30 pm
30
- 31 **VOLUNTEERS PRESENT**
32 None
33
- 34 **HOMEOWNERS PRESENT**
35 None
36
- 37 **ADOPTION OF AGENDA**
38 **Motion by Butch Hulstrom** to accept the Agenda as published.
39 Second by Bruce Upton
40 Voice Vote: Unanimous
41 Motion passed to accept the agenda as published.
42
- 43 **APPROVAL OF MINUTES**
44 **Motion by Steve Bricker** to accept the August 8, 2018 Minutes as published.
45 Second by Butch Hulstrom
46 Voice Vote: Unanimous
47 Motion passed to accept the August 8, 2018 as published.
48
- 49 There were no electronic motions to enter.
50
- 51 **FINANCIAL REPORTS**

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52 General Manager Wittmier presented the August 8, 2018 Financials noting that we have \$600,132.73
53 in place including \$133K in the Hidden View Road Fund. We have \$477,572.38 in the LTDC Trust
54 accounts.

55

56 The Past Due Report lists 319 parcels as of 9/5/18. 43 of those are this year's assessment only; 166 of
57 those are on payment plans; 155 are not participating in any way to bring their accounts current. .

58

59 The current financial position was discussed highlighting that we are overall at 62.25 % of the budget.
60 It was noted that the plan remains for the 2019 Budget remains "hold the line" allowing for wage
61 increases driven by the State mandated minimum wage increase.

62

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

64

65 **OFFICE REPORT**

66 General Manager Michelle Wittmier reported that the office has starting work on the final statements
67 and identifying the parcels that need to have Liens filed.

68

69 A discussion on establishing a policy concerning the scheduling of Park Events, cancellation and fees
70 as well as identifying the months in which the office would schedule events.

71

72 We have been working on the scheduling of the Annual Meeting and timing for the mailing.

73

74 Have been working on what financial pieces will need to be available in the main office once the bank
75 cutover is complete. Items such as accepting credit cards, cash, money orders and how that will work.

76

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

79

80 **FACILITIES REPORT**

81 President Bricker read Facility Manager Gowans report:

82

- We are down to 6 employees and will be down to 3 closer/opener positions only after Oct 1st.

83

84 Jenks Park:

85

- Dropping the large maple in the next week
- Coordinating the installation of the new fence on the Northwest corner
- Will be pulling the docks about Nov 1st in conjunction with Cascade Water Alliance dropping the lake level.

88

- Will be touching up the tennis court paint before it gets too cold.

89

90 Bankers Spit

91

- Trimming the shore space
- Dropping a few remaining dead shoreline trees and move the debris
- Will be renting a wood chipper in the near future to deal with all the wood we have branches etc. that we have been collecting.

94

95 Lakeridge Park

96

- Continuing to monitor the newly moved fence and working on the planting plan adjacent to the fence. Most plantings will be done this Winter and early Spring
- Bringing in a small excavator to have the space for the building to house the electronics of the gate system done this fall.

99

100 Roads

101

- Maintenance on the shoulders of our 7 private roads has started

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- 102 • Will be doing some touch up work on Speed Bump Paint as weather allows.
103 Greenbelts
104 • Focusing my priority on the greenbelts and the hazardous trees and will remain my
105 focus until we have dealt with them all.
106 • Will be planting another large round of bare root firs throughout the sparse greenbelt
107 areas in February.
108

109 **Motion by Steve Bricker** to approve the spending request for nine (9) concrete garbage receptacles
110 for the three parks in the amount of \$4,908.00 plus tax.
111 Second by Bruce Upton
112 Voice Vote: Unanimous
113 Motion passed to purchase 9 concrete Garbage Receptacles.
114

115 **ARCHITECTURAL REPORT**

116 No new Architectural items at this time.
117

118 **VIOLATION REPORT**

119 None – Chair not in attendance
120

121 **I.T. REPORT**

122 General Manager Wittmier updated the Board on the progress of identifying a vendor for the next
123 phase of the Jenks Park Key Card access to the restroom building as well as a vendor for the
124 Lakeridge Park Gate.
125

126 We are looking at we want to address the back-up storage for digital data at the Main Office.
127

128 We are working on evaluating how the system needs will change with the Bank cutover.
129

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

131 We have no additional data at this time.
132

133 **PERMIT POLICY**

134 GM Wittmier reported given the other issues we have been working on with the attorney, we have not
135 yet started this project.
136

137 **LTCC REQUEST 2018 DUES**

138 We are still in a holding pattern on this request, awaiting some formal Financials.
139

140 **STATE BILL 6175**

141 GM Wittmier updated the Board on the recommendation from our attorney that we consider taking the
142 steps necessary to have this new law become our governing documents. The Board determined to
143 hold on this discussion until the attorney's arrival for the Executive Session.
144

145 **NEW BUSINESS**

146 The Board held an open discussion on the issue of security at our parks. It was determined that we
147 need to do more research on what the issues are that we need to bring under control and what it might
148 cost to accomplish those ends.
149

150 **REQUEST FOR EXECUTIVE SESSION**

151 **Motion by Bruce Upton** that the Board move into Executive Session to discuss legal issues before
152 the organization with our attorney.

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153 Second Butch Hulstrom
154 Voice Vote: Unanimous
155 Board moved into Executive Session at 8:30pm.
156
157 Board returned from Executive session at 9:30 pm
158 The Board had a robust discussion on several issues and gave our attorney direction on several
159 issues.
160
161 Motion My Butch Hulstrom that meeting adjourns.
162 Second by Bruce Upton
163 President Bricker adjourned meeting at 9:35pm
164
165

NEXT MEETING SCHEDULED

166 Board of Trustees, Wednesday October 10, 2018, 7 pm Main Office.
167
168
169

170 Respectfully Submitted:

Approved:

171

172

173

174 _____ 10/10/18

_____ 10/10/18

175 Michelle Wittmier, General Manager

Joseph Kish, Secretary/Treasurer

WTMC
Balance Sheet
As of August 31, 2018

Aug 31, 18

ASSETS

Current Assets

Checking/Savings

Allocated Funds-6989 30,000.89
CD Combined RF #1097 10,700.20
Chking Main Intrst 9075 240,551.35

Chking PayPal Acct-6393 2,316.92
Chking Payroll Acct-6195 20,292.40
Chking Petty Cash 5516 260.75
Svgs Mny Mrkt Main 8785 162,348.13

Svgs Mny Mrkt HVRF 7118 133,162.24

Total Checking/Savings 599,632.88

Accounts Receivable

11000 · Accounts Receivable 499.85

Total Accounts Receivable 499.85

Total Current Assets 600,132.73

TOTAL ASSETS 600,132.73

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities
24000 · PAYROLL LIABILITIES 6,440.26

Total Other Current Liabilities 6,440.26

Total Current Liabilities 6,440.26

Total Liabilities 6,440.26

Equity

30000 · Opening Balance Equity 488,650.26
32000 · Retained Earnings -54,333.38
Net Income 159,375.59

Total Equity 593,692.47

TOTAL LIABILITIES & EQUITY 600,132.73

WTMC
Profit & Loss YTD Comparison
August 2018

	Aug 18	Jan - Aug 18
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	2,067.25	36,151.40
70002 · Prev Bal Cap Assess	204.96	3,474.36
70003 · Oper Assess Current YR	11,679.96	434,624.13
70005 · Key Card Fees	325.00	1,250.00
70006 · Late Fees	50.00	420.00
70007 · Interest Income Parcels	197.59	1,498.10
70009 · Escrow Fee	807.00	6,882.00
70010 · Prev Bal HV Road Fund	0.00	100.00
70011 · HV Road Fund	200.00	4,750.00
70012 · Other	0.00	42.18
70013 · Park Event Fees	100.00	1,106.00
70014 · Prepaid Assessments	27.83	164.25
70015 · Payment Plan Fees	93.02	672.02
70017 · Interest Income Bank	49.48	298.17
Total 70000 · INCOME	15,802.09	491,432.61
Total Income	15,802.09	491,432.61
Gross Profit	15,802.09	491,432.61
Expense		
1000 · PAYROLL EXPENSES	50,440.02	197,877.86
2000 · UTILITIES	3,043.71	23,613.75
3000 · MAINTENANCE	4,100.29	18,445.67
4000 · SPECIAL EVENTS	0.00	1,762.92
5000 · FEES	3,664.75	22,324.80
6000 · SUPPLIES	1,793.64	9,771.67
7000 · Other OPERATING EXPENSES	8,715.00	22,631.95
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	1,981.88	24,213.31
Total 8020 · Allocated and Disc Alloca Funds	1,981.88	24,213.31
8030 · ROAD FUND	0.00	6,436.28
9000 · IT Expenses	926.33	4,978.81
Total Expense	74,665.62	332,057.02
Net Ordinary Income	-58,863.53	159,375.59
Net Income	<u>-58,863.53</u>	<u>159,375.59</u>