

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

October 10, 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
8 Joe Kish, Secretary/Treasurer
9 Butch Hulstrom, Member at Large
10 Bruce Upton, I.T. Co-chair
11 Secretary Treasurer Kish informed President Bricker that there was Board Member quorum present.
12
- 13 **STAFF PRESENT**
14 Michelle Wittmier-General Manager
15
- 16 **GUESTS PRESENT**
17 None
18
- 19 **VOLUNTEERS PRESENT**
20 None
21
- 22 **HOMEOWNERS PRESENT**
23 Lisa Courneya and Walt Ottenad
24
- 25 **ADOPTION OF AGENDA**
26 **Motion by Joe Kish** to move the consideration of the 2019 proposed budget to Executive Session at
27 the end of the meeting and to accept the Agenda as amended
28 Second by Bruce Upton
29 Voice Vote: Unanimous acceptance
30
- 31 **APPROVAL OF MINUTES and Executive Committee work Motions**
32 **Motion by Butch Hulstrom** to accept the September 12, 2018 Minutes as published.
33 Second by Bruce Upton
34 Voice Vote: Unanimous acceptance
35 Motion passed to accept the September 12, 2018 minutes as published.
36
- 37 There were no electronic motions to enter.
38
- 39 **Motion by Cliff McIntosh** that, based on the recent legal information the Board has received on the
40 issue of past due accounts, WTMC accept the settlement offer from K&T Real Estate LLC for six(6)
41 years of past due assessment in the amount of \$48,605.25,
42 Second by Joe Kish
43 Voice Vote: Unanimous acceptance
44 Motion passed to accept the K&T Real Estate offer of \$48,605.25
45
- 46 **FINANCIAL REPORTS**
47 Secretary Treasurer Kish presented the September 30, 2018 Financials noting that we have
48 \$579,308.04 in place including \$133K in the Hidden View Road Fund. We have \$477,626.38 in the
49 LTDC Trust accounts.
50

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51 The Past Due Report lists 295 parcels as of 10/1/18. 35 of which are this year's assessment only in the
52 amount of \$12,850.25, 152 of which are on payment plans in the amount of \$26,130.47, and 108 of
53 which, in the amount of \$260,118.60, are not participating in any way to bring their accounts current.

54

55 The Board directed the General Manger to draft, for implementation January 1, 2019 an operational
56 policy for the organization that reflects the Boards resolve to continue to commence Summary
57 Judgement proceedings on all accounts if they become more than five (5) years in arrears. This policy
58 will be reviewed by the WTMC attorney and then put before the Board for discussion and adoption.

59

60 The current financial position was discussed highlighting we are 75% of the way through the year and
61 overall at 69.28 % of the budget. It was again noted that the plan remains for the 2019 Budget to
62 remain "hold the line" allowing for wage increases driven by the State mandated minimum wage
63 increase as it affects our staff and our grounds maintenance vendor.

64

65 Continuing work on the Bank Cutover looking to accomplish this during the holiday down time to be in
66 place by the first of the year.

67

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

69

70 **OFFICE REPORT**

71 General Manager Michelle Wittmier reported that the office is very busy working on the regular sending
72 of payment plan notices and collections as well as the development and compilation of the Annual
73 Homeowners Meeting mailer text. We have also been working with the new owners at the end of
74 WTMC's private road 170th on the impact that their construction will have on the traffic of large
75 vehicles coming and going from that small cul-de-sac community.

76

77

78 **FACILITIES REPORT**

79 The garbage cans authorized at the September meeting of the Board have been ordered and are in
80 process of construction and delivery.

81 No additional changes to the information from at the September meeting, just extremely busy with the
82 seasonal work of winterizing all facilities and clearing work in the forests.

83

84 **ARCHITECTURAL REPORT**

85 No report

86

87 **VIOLATION REPORT**

88 No report

89

90 **I.T. REPORT**

91 Continuing work on the upcoming needs and configuration related to data storage that will come along
92 with the new database software.

93

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

95 We have no additional data at this time.

96

97

98 **MOVE BOARD MEETINGS BACK TO THURSDAY**

99 The Board held an open discussion on the issue of moving the regular monthly board meeting back to
100 the second Thursday of each month.

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101 **Motion by Butch Hulstrom** to move the monthly Board meeting to the second Thursday of each
102 month.

103 Second by Cliff McIntosh

104 Voice Vote: Unanimous acceptance

105 Motion passed to move the monthly Board Meeting to the second Thursday of each month.

106

107 **FILL VACANT BOARD CHAIR**

108 President Bricker presented Lisa Courneya's name for consideration to fill the vacant chair on the
109 Board of Trustee's. Ms. Courneya has volunteered with WTMC on various Road issues since she
110 joined our community and has worked with the Office Staff on other issues as needed. Ms. Courneya
111 has a background in project management and engineering as well as construction. Lisa does
112 significant volunteering for the Unlimited Hydroplane Organization.

113 **Motion by Joe Kish** to bring Lisa Courneya onto the Board of Trustees to fill the vacant chair.

114 Second by cliff McIntosh

115 Voice Vote: Unanimous acceptance

116 Motion passed to bring Lisa Courneya onto the Board.

117

118 **EXECUTIVE SESSION**

119 Given that only the Board and executive staff were present, there was no necessity to adjourn to
120 Executive Session to consider the Budget.

121

122 **Motion by Cliff McIntosh** to accept the proposed 2019 budget as presented, reflecting a total budget
123 of \$503,137.25 with a per dues paying unit assessment of \$360.93.

124 Second Joe Kish

125 Voice Vote: Unanimous acceptance

126 Motion passed to accept the 2019 proposed budget.

127

128

129 Motion by Joe Kish that meeting adjourns.

130 Second by Bruce Upton

131 President Bricker adjourned meeting at 7:38pm

132

133

134 **NEXT MEETING SCHEDULED**

135 Board of Trustees, special date- Thursday, November 1, 2018, 7 pm Main Office.

136

137

138 Respectfully Submitted:

Approved:

139

140

141

142 _____ 11/01/18

_____ 11/01/18

143 Michelle Wittmier, General Manager

Joseph Kish, Secretary/Treasurer

WTMC
Balance Sheet
As of October 10, 2018

Oct 10, 18

ASSETS

Current Assets

Checking/Savings

Allocated Funds-6989 30,000.89
CD Combined RF #1097 10,700.20
Chking Main Intrst 9075 218,774.26

Chking PayPal Acct-6393 7,322.89
Chking Payroll Acct-6195 16,238.83
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 578,808.19

Accounts Receivable

11000 · Accounts Receivable 499.85

Total Accounts Receivable 499.85

Total Current Assets 579,308.04

TOTAL ASSETS 579,308.04

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities
24000 · PAYROLL LIABILITIES 6,949.89

Total Other Current Liabilities 6,949.89

Total Current Liabilities 6,949.89

Total Liabilities 6,949.89

Equity

30000 · Opening Balance Equity 488,650.26
32000 · Retained Earnings -54,333.38
Net Income 138,041.27

Total Equity 572,358.15

TOTAL LIABILITIES & EQUITY 579,308.04

WTMC
Profit & Loss YTD Comparison
 September 2018

	Sep 18	Jan - Sep 18
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	2,399.20	38,550.60
70002 · Prev Bal Cap Assess	240.63	3,714.99
70003 · Oper Assess Current YR	12,918.04	447,639.17
70005 · Key Card Fees	75.00	1,325.00
70006 · Late Fees	0.00	420.00
70007 · Interest Income Parcels	168.06	1,666.16
70009 · Escrow Fee	1,215.00	8,097.00
70010 · Prev Bal HV Road Fund	0.00	100.00
70011 · HV Road Fund	125.02	4,775.02
70012 · Other	0.00	42.18
70013 · Park Event Fees	0.00	1,106.00
70014 · Prepaid Assessments	0.02	164.27
70015 · Payment Plan Fees	210.53	885.55
70017 · Interest Income Bank	0.00	298.17
Total 70000 · INCOME	17,351.50	508,784.11
Total Income	17,351.50	508,784.11
Gross Profit	17,351.50	508,784.11
Expense		
1000 · PAYROLL EXPENSES	19,757.16	217,635.02
2000 · UTILITIES	4,195.98	27,809.73
3000 · MAINTENANCE	2,130.37	20,576.04
4000 · SPECIAL EVENTS	0.00	1,762.92
5000 · FEES	3,249.00	25,573.80
6000 · SUPPLIES	918.55	10,690.22
7000 · Other OPERATING EXPENSES	1,928.58	24,560.53
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	3,191.38	27,404.69
Total 8020 · Allocated and Disc Alloca Funds	3,191.38	27,404.69
8030 · ROAD FUND		
8031 · Hidden View Road	1,156.72	5,725.94
8032 · Combined Roads	1,838.10	3,705.16
Total 8030 · ROAD FUND	2,994.82	9,431.10
9000 · IT Expenses	319.98	5,298.79
Total Expense	38,685.82	370,742.84
Net Ordinary Income	-21,334.32	138,041.27
Net Income	-21,334.32	138,041.27