

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

November 1, 2018

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

CALL TO ORDER

President Stephen Bricker called the meeting to order at 6:58 pm.

BOARD MEMBERS PRESENT

Stephen Bricker, President

Cliff McIntosh, Vice President

Butch Hulstrom, Member at Large

Bruce Upton, I.T. Co-chair

Lisa Courneya, Member at Large

General Manager informed President Bricker that there was Board Member quorum present.

Motion by Cliff McIntosh to accept Joe Kishs' work related absence.

Second by Bruce Upton

Voice Vote: Unanimous yes

Motion passed to accept absence.

STAFF PRESENT

Michelle Wittmier-General Manager

GUESTS PRESENT

None

VOLUNTEERS PRESENT

None

HOMEOWNERS PRESENT

None

ADOPTION OF AGENDA

Motion by Cliff McIntosh to accept the Agenda as published

Second by Bruce Upton

Voice Vote: Unanimous acceptance

Motion passed to accept the agenda published

APPROVAL OF MINUTES

Motion by Cliff McIntosh to accept the October 10, 2018 Minutes as published.

Second by Butch Hulstrom

Voice Vote: Unanimous acceptance

Motion passed to accept the October 10, 2018 minutes as published.

There were no electronic motions to enter.

COMMITTEE REPORTS

All Committee reports and Unfinished Business items were tabled to work on the 2018 Annual Owners Meeting Agenda and presentations.

2018 Annual Owners Meeting

President Bricker worked through the agenda items and presentations for the upcoming November 14th, 2018 Annual Owners Meeting. President Bricker clarified which items the Board would address and who

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

November 1, 2018

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

on the Board would handle each item and which items would be presented by Staff. Determinations were made about what additional resources would be necessary to have on hand at the meeting to facilitate information flow.

FOR THE GOOD OF THE ORDER

The Board reviewed photos of the piles of rocks pressing against the fence cloth that have been stacked on the 1 foot of WTMC property located on the east side of the new fence at Lakeridge Park, apparently done by the owner/developers of that property. The Board determined to send this information to the attorney for advice on action to be taken.

The Board refreshed themselves on the information about the planned purchase of replacement combined database/ accounting software. This item will be discussed and decided at the December 13th Board meeting.

Motion by Butch Hulstrom that meeting adjourns.
Second by Lisa Courneya
President Bricker adjourned meeting at 8:07pm

NEXT MEETING SCHEDULED

Board of Trustees, Thursday, December 13, 2018, 7 pm Main Office.

Respectfully Submitted:

Approved:

Michelle Wittmier, General Manager

Joseph Kish, Secretary/Treasurer

10:19 PM
01/04/21
Cash Basis

WTMC
Balance Sheet
As of October 31, 2018

	<u>Oct 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
KB Allocated Funds-6989	30,000.89
KB CD Combined RF #1097	10,700.20
KB Chking Main Intrst 9075	214,612.48
KB Chking PayPal Acct-6393	244.98
KB Chking Payroll Acct-6195	2,834.83
KB Chking Petty Cash 5516	-301.32
KB svgs Mny Mrkt Main 8785	162,375.26
KB Svgs Mny Mrkt HVRF 7118	133,110.48
Total Checking/Savings	553,577.80
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	554,077.65
TOTAL ASSETS	554,077.65
LIABILITIES & EQUITY	
Liabilities	3,551.27
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	-55,215.30
Net Income	117,091.42
Total Equity	550,526.38
TOTAL LIABILITIES & EQUITY	554,077.65

WTMC
Profit & Loss YTD Comparison
October 2018

	Oct 18	Jan - Oct 18
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	3,150.91	41,701.51
70002 · Prev Bal Cap Assess	478.24	4,193.23
70003 · Oper Assess Current YR	7,541.72	455,180.89
70005 · Key Card Fees	25.00	1,350.00
70006 · Late Fees	30.00	450.00
70007 · Penalty Income Parcels	335.37	2,001.53
70009 · Escrow Fee	810.00	8,907.00
70010 · Prev Bal HV Road Fund	0.00	100.00
70011 · HV Road Fund	499.98	5,275.00
70012 · Other	0.00	42.18
70013 · Park Event Fees	0.00	1,106.00
70014 · Prepaid Assessments	464.03	628.30
70015 · Payment Plan Fees	66.00	951.55
70017 · Interest Income Bank	43.70	386.12
Total 70000 · INCOME	13,444.95	522,273.31
Total Income	13,444.95	522,273.31
Gross Profit	13,444.95	522,273.31
Expense		
1000 · PAYROLL EXPENSES	13,260.07	230,895.09
2000 · UTILITIES	2,648.19	30,457.92
3000 · MAINTENANCE	2,306.56	23,188.64
4000 · SPECIAL EVENTS	0.00	1,855.08
5000 · FEES	1,620.68	27,396.47
6000 · SUPPLIES	1,907.82	13,173.58
7000 · Other OPERATING EXPENSES	2,105.49	26,716.02
8020 · Allocated and Disc Alloca Funds	2,750.16	35,742.79
8030 · ROAD FUND	419.71	9,850.81
9000 · IT Expenses	558.01	5,856.80
Total Expense	27,576.69	405,133.20
Net Ordinary Income	-14,131.74	117,140.11
Net Income	-14,131.74	117,140.11