

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

December 13, 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 Cliff McIntosh, Vice President

8 Joe Kish, Secretary/Treasurer

9 Butch Hulstrom, Member at Large

10 Bruce Upton, I.T. Co-chair

11 Lisa Courneya, Member at Large

12 Secretary/ Treasurer Kish informed President Bricker that Board Member quorum is present.

13

14 **STAFF PRESENT**

15 Michelle Wittmier-General Manager

16 David Gowans – Facilities Manager

17

18 **GUESTS PRESENT**

19 Rick Simmons, Driftwood Point Resident

20

21 **VOLUNTEERS PRESENT**

22 None

23

24 **HOMEOWNERS PRESENT**

25 Jo and Bonnie Duran

26

27 **ADOPTION OF AGENDA**

28 **Motion by Joe Kish** to accept the Agenda as published

29 Second by Bruce Upton

30 Voice Vote: Unanimous acceptance

31 Motion passed to accept the agenda as published

32

33 **APPROVAL OF MINUTES**

34 **Motion by Cliff McIntosh** to accept the November 1st, 2018 Minutes as published.

35 Second by Bruce Upton

36 Voice Vote: Unanimous acceptance

37 Motion passed to accept the November 1st, 2018 minutes as published.

38

39 There were no electronic motions to enter.

40

41 **HOMEOWNER ISSUES**

42 Joe Duran requested, given the unique location and situation of the two lots that the Board take the
43 necessary steps to guarantee a view easement for both his lot and his neighbors' lot. In addition to this he
44 would like the Board to consider allowing both of these lots to have direct access from their homes to the
45 lake at the far end of the Jenks Park west wall. Mr. Duran indicated that the 2 property owners would
46 participate with WTMC on the maintenance costs associated with this access. The Board requested that
47 Mr. Duran put his requests in writing, including as much detail as possible, for them to be able to review
48 and discuss the requests. Mr. Duran indicated that he would do that.

49

50 Rick Simmons, Mr. Duran's brother-in-law, gave a presentation on the methods he has utilized to keep the
51 Canadian geese out of the Driftwood Point Park (DPP). There was a discussion on various points and Mr.

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

December 13, 2018

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

52 Simmons indicated that he and his wife have been retained by DPP to employ these methods in their park
53 and that he and his wife are available for hire if WTMC is interested in utilizing their services.
54

55 **FINANCIAL REPORTS**

56 Secretary/Treasurer Joe Kish presented the Past Due Accounts information comparing year end of 2017
57 at 190 parcels with \$321,070.00 on the report to 2018 Year to Date (12/13/2018) at 178 parcels with
58 \$281,463.32 on the report. Adding additional details that 62 are in Payment Plans, 23 are two year past
59 due and that we are working on preparing the Liens, that 27 are this year only, and the other 66 already
60 have Liens in place.

61
62 Mr. Kish reviewed the Year to Date Profit and Loss, Balance Sheet and Budget with the Board explaining
63 various items as requested by Board members. Overall, WTMC will end the year within Budget.
64

65 Mr. Kish requested that the Board review and consider the Draft 2014 Audit in Executive Session at the
66 end of the meeting. President Bricker concurred.
67

68 **OFFICE**

69 General Manager Michelle Wittmier reported that she is finalizing the details of the Job Description for
70 re-hiring after the first of the year for office staff with combined responsibilities for some bookkeeping and
71 clerking.
72

73 Ms. Wittmier updated the Board on the Master Key System WTMC utilizes for its facilities and the need,
74 due to an employee's loss of a set of keys, to update and add to the system. Adding a single lock that will
75 fit within the existing system and would be utilized at all parks that will simplify the task of locking and
76 unlocking and reduce the risk of incidents if keys are lost. Ms. Wittmier is working with the Locksmith who
77 created our system on this matter.
78

79 Ms. Wittmier notified the Board that in addition to the usual days closed over Christmas and New Year,
80 she will be closing the office on Fridays through the Holidays as well. She will monitor email and use the
81 forward function on the company phone to send calls to the company cell phone. The Board approved this
82 action.
83

84 **FACILITIES**

85 Facilities Manager David Gowans reported that the pad has been poured for the building at Lakeridge
86 Park. He is currently working on getting the building put up, once he can get the chosen vendor to return
87 his calls.
88

89 Mr. Gowans reported that he and Tip Top Tree Service have been working on greenbelt and road issues,
90 specifically on 170th and the greenbelt on the 193rd cul-de-sac clearing and removing debris. Mr. Gowans
91 reported that he will be continuing his work in the narrow greenbelt behind 193rd removing blackberries
92 and preparing for plantings.
93

94 Mr. Gowans requested that the Board take action on his spending request for the replacement of both
95 roofs at Jenks Park. The Board reviewed the provided information and contingent on receiving a clarifying
96 detailed statement of work from the preferred vendor took action via motion to approve the request.
97

98 **Motion by Joe Kish** to authorize spending up to \$10,000.00 to re-roof of the two buildings in Jenks Park
99 contingent on getting a viable quote in writing from the vendor of choice.

100 Second by Bruce Upton

101 Voice Vote: Unanimous

102 Motion Passed to re-roof the Jenks Park Buildings.
103

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

December 13, 2018

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

104 Facilities Manager Gowans reported that the Fencing on the Northwest end of Jenks Park adjacent to the
105 forest area located above the west rock wall will be completed within the next two days. Once that is
106 completed the trees on the hill edge will be replaced.

107

108 **ARCHITECTURAL**

109 No new issues

110

111 **VIOALTIONS**

112 There are no new issues.

113

114 On the Durham issue: Pierce County has sent two letters to Mr. Durham, but thus far no action has been
115 taken and the number of vehicles being parked on the right of way continues to increase. It was also
116 reported that Mr. Durham appears to have added a container to the back of his property. Cliff McIntosh
117 will get a photo of this situation.

118

119 **I.T.**

120 I.T. Chair Joe Kish presented information to the Board on the software identified as the best solution to our
121 need to replace our aging legacy database software and account receivable software. Mr. Kish also
122 provided information about the purchase of a NAS for the office data storage needs. The Board reviewed
123 Mr. Kish request to purchase the Caliber software.

124

125 **Motion by Joe Kish** to purchase the Caliber software at the base price of \$17,500.00.

126 Second by Butch Hulstrom

127 Voice Vote: Unanimous

128 Motion passed to purchase the Caliber software.

129

130 **UNFINISHED BUSINESS**

131 The Bank changeover was tabled.

132

133 The issue of streetlights in Hidden View was tabled and removed from the agenda until the larger issue of
134 streetlights within the WTMC community has been revisited and the issue of LED fully investigated.

135

136 **NEW BUSINESS**

137 Homeowner Joe Spadaro's letter requesting reimbursement of \$3,500.00 for drainage work performed by
138 Mr. Spadaro and his neighbor which included piping the water coming from a Pierce County drainage
139 culvert across Mr. Spadaros property and under the WTMC private road 170th. The Board discussed the
140 request at length. Given the nature of the work and the potential ramification related to the lack of
141 permitting from the county, the Board determined to send the letter to the attorney for his opinion prior to
142 issuing a response to Mr. Spadaro.

143

144 The draft of the Annual Meeting Minutes, including the Q&A session, from the 2018 Annual Owners
145 Meeting held Wednesday November 14, 2018 was reviewed by the Board for editing and or comments
146 prior to distribution to the owners present at that meeting for their ratification.

147 **Motion by Joe Kish** to approve the current version of the November14, 2018 Annual Meeting Minutes
148 (print dated 12/11/2018) for distribution to the members present at that meeting for ratification.

149 Second, Bruce Upton

150 Voice Vote: Unanimous

151 Motion passed to email out the print dated 12/11/2018 Annual Meeting Minutes

152

153

154

155

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

December 13, 2018

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

156 **FOR THE GOOD OF THE ORDER**

157 **Motion by Joe Kish** to adjourn to Executive session at 8:12pm

158 Second by Bruce Upton

159 Voice Vote: Unanimous

160

161 **Motion by Joe Kish** to return from Executive Session at 8:30pm

162 Second by Cliff McIntosh

163 Voice Vote: Unanimous

164

165 **Motion by Joe Kish** to accept the 2014 Audit as presented by Scwindt & Co

166 Second by Butch Hulstorm

167 Voice Vote: Unanimous

168 Motion to accept the 2014 Audit as presented passed.

169

170 **Motion by Joe Kish** to authorize a total of \$3,200.00 net in year-end considerations for the staff.

171 Second by Cliff McIntosh

172 Voice Vote: Unanimous

173 Motion to issue year-end considerations to Staff passed.

174

175

176 **Motion by Cliff McIntosh** for Steve Bricker to stand as President in the slate of officers

177 Second by Joe Kish

178 **Motion by Steve Bricker** for Lisa Courneya to stand as Vice President in the slate of officers

179 Second Bruce Upton

180 **Motion by Steve Bricker** for Joe Kish to stand as Secretary /Treasurer in the slate of officers

181 Second by Cliff McIntosh

182 Voice Vote on the slate of officers: Unanimous

183 Motion for the 2019 Slate of Officers passed

184

185

186 Motion by Joe Kish that meeting adjourns.

187 Second by Cliff McIntosh

188 President Bricker adjourned meeting at 8:57pm

189

190

191 **NEXT MEETING SCHEDULED**

192 Board of Trustees, Thursday January 10, 2019, 7 pm Main Office.

193

194

195 Respectfully Submitted:

Approved:

196

197

198

199 _____01/10/19

_____01/10/19

200 Michelle Wittmier, General Manager

Joseph Kish, Secretary/Treasurer

WTMC
Balance Sheet
As of November 30, 2018

Nov 30, 18

ASSETS	
Current Assets	
Checking/Savings	
Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,700.20
Chking Main Intrst 9075	
Discretionary Allocated Funds	110,798.37
Chking Main Intrst 9075 - Other	134,893.58
Total Chking Main Intrst 9075	245,691.95
Chking PayPal Acct-6393	1,632.43
Chking Payroll Acct-6195	5,476.24
Chking Petty Cash 5516	272.24
Svgs Mny Mrkt Main 8785	162,388.61
Svgs Mny Mrkt HVRF 7118	133,165.59
Total Checking/Savings	589,328.15
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	589,828.00
TOTAL ASSETS	589,828.00
<hr/>	
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · PAYROLL LIABILITIES	3,758.99
Total Other Current Liabilities	3,758.99
Total Current Liabilities	3,758.99
Total Liabilities	3,758.99
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	-54,333.38
Net Income	151,752.13
Total Equity	586,069.01
TOTAL LIABILITIES & EQUITY	589,828.00
	<hr/>

WTMC
Profit & Loss YTD Comparison
 November 2018

	Nov 18	Jan - Nov 18
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	33,364.25	75,065.76
70002 · Prev Bal Cap Assess	4,601.06	8,794.32
70003 · Oper Assess Current YR	19,813.85	474,994.74
70005 · Key Card Fees	75.00	1,425.00
70006 · Late Fees	60.00	510.00
70007 · Penalty Income Parcels	851.23	2,852.73
70009 · Escrow Fee	405.00	9,312.00
70010 · Prev Bal HV Road Fund	100.00	200.00
70011 · HV Road Fund	275.00	5,550.00
70012 · Other	1,440.40	1,482.58
70013 · Park Event Fees	0.00	1,106.00
70014 · Prepaid Assessments	1,394.57	2,022.87
70015 · Payment Plan Fees	267.00	1,218.55
70017 · Interest Income Bank	46.32	432.44
Total 70000 · INCOME	62,693.68	584,966.99
Total Income	62,693.68	584,966.99
Gross Profit	62,693.68	584,966.99
Expense		
1000 · PAYROLL EXPENSES	13,187.23	244,082.32
2000 · UTILITIES	3,541.16	33,999.08
3000 · MAINTENANCE	1,758.94	24,381.97
4000 · SPECIAL EVENTS	0.00	1,762.92
5000 · FEES	1,470.37	28,915.53
6000 · SUPPLIES	354.90	13,953.88
7000 · Other OPERATING EXPENSES	1,995.04	28,738.97
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	5,074.15	41,021.40
Total 8020 · Allocated and Disc Alloca Funds	5,074.15	41,021.40
8030 · ROAD FUND		
8031 · Hidden View Road	0.00	6,145.65
8032 · Combined Roads	0.00	3,705.16
Total 8030 · ROAD FUND	0.00	9,850.81
9000 · IT Expenses	651.18	6,507.98
Total Expense	28,032.97	433,214.86
Net Ordinary Income	34,660.71	151,752.13
Net Income	<u>34,660.71</u>	<u>151,752.13</u>