

WTMC
PO Box 947
Sumner, WA 98390
TIME SENSITIVE MATERIAL



WTMC
a Homeowners Association

~~COURTNEY LETCHER
18918 59TH ST E
LAKE TAPPS, WA 98391~~

SAMPLE

**NOTICE OF ANNUAL MEETING
OF
WEST TAPPS MAINTENANCE COMPANY**

Members of West Tapps Maintenance Company

Pursuant to the Article of Incorporation and By-Laws of the West Tapps Maintenance Company, A Washington State non-profit corporation, you are hereby notified that the Year 2019 Annual Meeting of the voting members of the corporation will be held at:

**Lakeridge Middle School
5909 Myers Rd E
Wednesday, November 20th, 2019
7:00 pm**

The purpose of this critical meeting is to consider and to vote upon the adoption of the Operating Budget for the fiscal year of January 2020 through December 2020 and the election of four chairs for the Board of Trustees.

Please, **BRING YOUR BALLOT/PROXY WITH YOU TO THE MEETING; DROP IT BY THE OFFICE OR VOTE BY MAIL.** Proxies must be received in the office by 5pm Wednesday, November 20th, 2019 or hand delivered to the annual meeting which starts at 7:00pm that same night.

Stephen Bricker, President

REMEMBER WE NEED YOUR PROXY FOR QUORUM

Welcome to the 2018 West Tapps Maintenance Company Annual Letter.

Who and What West Tapps Maintenance Company is:

- 14 Sub-Divisions
- 7 Private Roads
- 86 Street Lights throughout most of our association
- 3 Private lakeside Parks
- 32.86 Acres of Greenbelt
- 1503 Parcels
- 1407 Homeowners

Presidents Letter

It is that time of year for the annual meeting and my letter to all of the members.

First, I need to thank our two fulltime managers Michelle and David. They keep the lights on, our roads and parks safe and clean. I am impressed daily by their dedication and service to the community.

Some highlights of what we have accomplished this year are:

- Key carding the bathrooms at Jenks to help stop vandalism and non-members using our - bath rooms.
- Key carding the gates at Lakeridge by mid- December.
- Two years ago the Board was very concerned about fire in our forest buffers. We continue to log and do heavy maintenance in all areas. We are replanting buffers with small trees as we go as needed. This will be an ongoing process for many years.
- The board has approved the purchase of a 14' double axel dump trailer to help our crews move debris from our parks and buffers. Having the trailer also saves time and money with labor cost and delivery charges for bark, gravel, and topsoil. Teamed up with our ¾ ton truck this is a great new piece of equipment.
- As I promised two years ago, the board was going to focus on recouping past due assessments. Right now we have 235 members on the Past Due List, which equals \$290,402.58. So far this year we have been able to recover \$73,502 of past due money. By the time you read this report, 58 letters will have been sent to our worst offenders notifying them that we are going to court and secure a judgement on the property. The Board must budget for a membership non- payment rate of 20% to keep funding where we need it.

Talking about the budget, two years ago we stopped asking for a "Capital Improvement budget" with the annual assessments. This was done to keep our assessments low during this time of inflated labor rate increases. This is a short term strategy. In the near future we will need to vote on a special assessment to deal with our crumbling roads. We need to plan for an asphalt overlay before major work will need to be done rebuilding them.

This winter the Board will be working on creating new policy for:

- Large group reservations at the park, and member responsibilities.
- Dog leash issues at Bankers Park.

- Fee schedule and deposit amount for the parks, as we are finding that large groups are costing a lot more than the present fee.
- Fines vs. turning off Key cards for violations. Turning off Key cards is not a good deterrent to not following the rules. Remember, when you received your key cards you signed a document that had the rules for the parks attached. Some should read them again.
- Fines or legal action for members who harass, intimidate or threaten our park attendants. This behavior will not be tolerated. Our employees are doing what they are told by our managers and the Board. Most of our park attendants are teenagers. If you have any concerns about our employee's behavior or actions be sure to call the office at 253-891-2729 or me personally at 253-405 9884.

We are continuing to get our yearly audits up to date and are up to 2017, planning on being current next year.

In closing, due to time constraints at our annual meeting, the board will listen to any concerns or complaints, but will not have time for lengthy conversations or problem solving. We will put any issues brought up on our next scheduled meeting agenda.

I want to thank the members who have called me after hours to share what they see at the parks. Remember **you** are our eyes and ears of the community, and as always, we are looking for volunteers for the organization.

I look forward seeing you at the annual meeting.

Sincerely
Stephen Bricker
President of the Board of Trustees
10-29-19

Meet Your Candidates

Stephen Bricker

Stephen Bricker joined the Board in 2014, has served as Parks Co-Chair, Vice President and President of the Board and done an excellent job for the community.

Stephen and his wife Robin have lived in the area for over 13 years. They have two married adult sons who live in the great state of Texas, and now grand kids in their life. Stephen's wife Robin is a small business owner in Sumner. For fun, Stephen and Robin like to travel around the country and on sunny day's cruise around Pierce County in one of his classic cars.

Stephen works for H.D. Fowler Company at their Pacific branch where he is a Corporate Estimator. Stephen has worked for H.D. Fowler for 27+years and has extensive experience with infrastructure and construction which has proved invaluable to WTMC in his tenure with on the Board.

Dan DeVaux

Dan DeVaux is one of our long time Board Members. Dan first joined the Board in 2000 has held several positions from Parks Co-Chair, Vice President, Secretary/Treasurer to Architectural Chair. Over the last two years Dan has been serving adjunct to the Board as our Architectural Chair but is now actively re-joining the Board.

Dan is a small business owner with extensive background in real estate. Dan and his wife Toni have lived in the community for 25+ years, are really enjoying being grandparents, and are avid boater and sports enthusiasts.

Elmer “Butch” Hulstrom

Butch Hulstrom is a long time resident of WTMC. He and his family moved into their home in 1978. To quote Butch, he did the “normal thing” of volunteering with this community organization on work parties to keep the facilities running. His family grew, busy happened and now that he has retired he is volunteering again for the community.

Butch joined the Board in 2017 expressing his interest in helping the Board with the task of guiding the organization forward. Butch is a Master Gardener and has been invaluable to our Facilities Manager. Butch and his wife Sharon particularly enjoy walking their 4 legged family members at Bankers Spit while taking in the tranquility that the lake offers those who indulge in walking the parks.

Joe Duran

Joe Duran and his wife Bonnie moved into the WTMC community in 2012. Joe immediately expressed his interest in the Safe Streets program and other neighborhood watch type activities available to enhance the security of our area. Joe successfully shepherded a neighborhood watch group into being along 191st Ave adjacent to Jenks Park and remained active with it until he relocated within the community. He is currently meeting with community members along Lakeridge Drive and the Safe Streets organization in an effort to develop a community watch type resource for that area.

Joe is a real-estate agent who enjoys working with people to help them find their perfect home and is invested in serving the community in which he lives.

Volunteers in 2019

Again this year the WTMC Board and community would like to acknowledge and thank the individuals who choose to volunteer their time and talents to serve their community.

The WTMC Board of Trustees

<i>President -</i>	Stephen Bricker
<i>Vice President-</i>	Lisa Courneya
<i>Secretary/Treasurer-</i>	Joe Kish- <i>also serves as I.T. Chair</i>
<i>Architectural Chair-</i>	Dan DeVaux
<i>Violations Chair-</i>	Cliff McIntosh
<i>Member At large-</i>	Butch Hulstrom
<i>Member At large -</i>	Bruce Upton – <i>also serves as I.T. Co-Chair</i>

In addition to the many hours of Board Meetings each Board member attends annually they all spend additional hours outside of those meetings working on issues and projects on behalf of the greater WTMC Community. On the average, in Board meetings alone, a member spends 34 hours a year and likely that number doubled in phone calls and emails dealing with the issues that present themselves, need researched and more information before the Board is able to take action and resolve the matter.

If the Board member is serving on a very active committee such as Parks or Violations, the volunteer hours can be much higher.

To the owners who have given their time throughout the year to be the eyes and ears for WTMC, particularly within our park environments, for stepping into your community's needs where you could and giving so generously of your time, the Board and the rest of the WTMC community would like to say

Thank You!

Who are they?

If you contact the Main Office you will be speaking with either Linda or Michelle.

If you contact the Facilities Manager you will be speaking with David.

If you have contact with the Park Manager you will be speaking with Robert.

Updates and Looking Forward

From the Facilities Manager

Another summer season has gone, the Lake is low and I am turning my focus back to the Greenbelts. Expect to see me crawling around and chopping things up inside the trees. Feel free to say Hi! to make sure it's me. On another note, I know there are still some trees I have yet to get to. I am coming! Please call the office anytime you need an update. Leave a message any hour and we will call back!

Parks: This past summer was my 6th summer here at WTMC. I spent the summer training a new young man to run the waterfront parks using the *On-the-job training* (OJT) method. Part of OJT is learning what failure feels like, and we got to experience that plenty this summer, particularly in the form of late park openings. We will do much better next year.

Speaking of summers, this last one was pretty cool! While I do have to plan to staff our gates for a full summer, we now have 4 solid years of data with which to more accurately forecast labor costs.

What does that mean? Three out of the last four years we have managed to come in under budget on labor costs. We did this by actively managing labor and reducing staffing during times of low or highly unlikely traffic. Our ability to do this seems to be in direct correlation to how many hot days we have during the summer. This resulted in us coming in between 36% to 23% under budget for 3 out of the last 4 years. That is a trend, and a trend can be used to forecast future likely needs.

What does this mean to you? It means, instead of your annual fees increasing considerably to cover the \$1.50/hr. minimum wage increase that our state has imposed, we are using this newly available data to calculate future labor needs, resulting in your annual fees being lower, resulting in your annual fees going up about \$6 this year, instead of well over \$100, which would have otherwise been the case due to the minimum wage increase.

This is the exact reason Michelle and I have been collecting this data for years, and this year those efforts are going to benefit all of you in your wallets. Merry Christmas and/or Happy New Year!

Sincerely
David Gowans
WTMC FacMan

From the General Manager

Wow! Here we are again at the Holiday Season, the Lake is dropping and as difficult as it can be to focus at this time of the year we must take the time to figure out what we did and didn't get done this year and where we are headed next year.

To repeat myself from prior years, reading the Presidents and Facilities Manager articles it has been a busy and productive year for the WTMC. So I will keep my comments focused on the I.T. and office side of WTMC as much as possible.

So, what did we accomplish?

- The Office to the Parks network has become more sophisticated – read sometimes maddening but most times great. This is a definite savings in personnel time and dollars.
- As noted last year we found and this year brought home the replacement software for our data management needs. The implementation of that software has been much slower than expected, but we have every expectation we will be in place and functioning by the billing cycle in early 2020. This will include the promised cut over to the Alliance Association Bank with the greater options for bill payment.
- With the assistance of an Assistant Clerk this summer, we successfully digitized our property parcel files which now allows for quick retrieval of all of the data we have on any given parcel from our desk tops instead of a physical file search. This little jewel is heavenly!
- We processed a larger than usual number of Owners selling and new Owners moving in this year, 74 as of this writing with about 6 more slated to close before the end of the year. We generally handle between 48 and 55 annually.
- As President Bricker noted in his letter, we have spent many personnel hours working with our attorney on issued related to delinquent assessments. We will continue this effort in 2020.

And where are we going?

- 2020 will see a change in the staffing at the Office when we finally have the cutover to the software in place and respond to the every changing reporting requirements associated with being an employer. This task will require many staff hours and staff training hours to get us positioned in a healthy and productive position for the future.
- We are intent on digitizing our current and historic operational records and hopefully have a really big shredding party at the end of summer 2020.

Personally looking into 2020 is bitter sweet for me. I am excited to see the coming culmination of so many well planned, exciting projects for WTMC and yet I am saddened by the coming loss of a tenacious bulldog of a volunteer. For the past eight years, I have had the honor and privilege of working with a thoroughly professional, gifted, high energy, get it done, “can’t is not an option” individual on the Board of Trustees who has moved the proverbial mountain of bringing WTMC into the digital age (at times kicking and screaming) to ensure that WTMC will be able to continue to meet the needs of its owners and provide the services needed in as timely and relevant a manner as possible. I am speaking of our current Secretary/Treasurer and I.T. Chair, Joseph Kish.

When asked what he does, Joe generally says something along the lines of, “I build the roads that the I.T. folks move along.” That is usual of his understatement of the knowledge that he brings to the game and his ability to provide the resources necessary to get the project not just completed, but completed with style and panache.

Joe and his wife Sue have been instrumental in helping WTMC solve many of the problems created by years of holding the line and not addressing the need to move forward with new solutions in the area of financial management design as well as hardware and software upgrades. With Joe’s energy and Sue’s background in finances, WTMC has caught up and is well positioned for the future.

So Joe is not running for re-election to the Board for another term and he and Sue are planning on new and different challenges in 2020 that do not include holding WTMC’s hand. I hope that means we have reached a stable position and can be trusted to execute a continued growth plan that includes embracing reasonable new technologies that will allow WTMC to stay in the “now” not the past operationally. (I do have his cell phone number should I need it.)

Joseph Kish, you and Sue will be missed around here, by the community and specifically by me. Thank you both so much for all of your years of tenacity and service to WTMC.

Respectfully
Michelle Wittmier
General Manager, WTMC

WTMC Budget Proposal for Fiscal Year Ending December 31, 2020

1. Executive Summary

The greatest focus by the Finance Committee this year was the upcoming mandatory \$1.50 increase in minimum wage and the effect that would have on our proposed 2020 Budget. Utilizing the process from prior years we reviewed the comparative figures from prior years as well as looking forward to what the Board of Trustees would like to accomplish. We continued to bear in mind the history of the organization and its funding in planning for the immediate needs for the coming year.

Historically WTMC has run at a resident non-payment rate between 15%-20%. As of this printing that number is 16%, or 235 assessment paying parcels for a total of \$290,402.58 or slightly more than 50% of the proposed operating assessments. As noted in the Presidents article, WTMC has this information in the hands of our attorney who is working on collection of these debts including the process of default judgements against the individuals and the properties if necessary. This will help secure the money owed to WTMC.

This year the Finance Committee continued with the objective set forth last year of steering West Tapps Maintenance Company on a course to improve both our financial and property standing. We have made significant strides on the security of our property and have taken the steps with our attorney to secure the outstanding assessments due to WTMC.

2. Purpose and Objectives

The purpose of the budgets is to steer West Tapps Maintenance Company on a course that will enable it to improve livability within our boundaries and thus increase the value of our stakeholder's property, bring more pride of ownership and community awareness, as well as hopefully bring more community involvement.

1. Getting Bankers Park up on our network and locking the gates to require key cards
2. Continue to enhance all of our Parks for the benefit of all owners
3. Continuing the work in our greenbelts to enhance the forests and reduce fire hazard

3. SWOT Analysis

3.1 Strengths

- Our organization is a mature organization. We are the largest homeowners association on Lake Tapps and one of the larger HOA's in the state of Washington.
- We have a good staff at the present time and that staff is dedicated to ensuring our organization is successful.
- Most of the members of our staff are well known and have good contact with our community as well as fostering good relationships with surrounding business and communities.
- Our current Facilities Manager, David Gowans continues to show us what can, and should be done, with our parks.

3.2 Weaknesses

- We continue to have a very small cadre of volunteers. An organization of our size and requirements should have at least 10 times the volunteers as we do to ensure the running of our systems.
- We have become too reliant on too few people, both staff and volunteers.
- **Far too many of our Homeowners believe that their Annual HOA Assessments are a user's fee for utilizing the WTMC Park Facilities.**
- We have allowed too many homeowners to be delinquent on their assessments.

3.3 Opportunities

- If we want to see our community continue to grow and thrive, we need to see a greater involvement by more volunteers. With the addition of dedicated volunteers we could add back

into our annual activities the Harvest Roast and or the Santa Picnic. But we cannot undertake that without the people power needed to make them happen.

- Our permanent staff is putting forth a professional stature that reflects upon West Tapps maintenance Company as a whole. Our Truck bearing the WTMC logo, and starting in January of 2020 our newly acquired dump trailer with its logo signage will be seen throughout the community working at the variety of tasks we do on a regular basis to keep WTMC running and in compliance with the Direction of the Board and the regulations that govern us.
- Our continued development of our security at the parks and making our homeowners aware that we have done this, in conjunction with the provision of internet at Jenks demonstrates the steps WTMC has taken to become a more progressive association. This forward motion continues to add to the livability and salability of the WTMC area promoting the desire in home buyers and current residents' alike to want to be a part of WTMC.

3.4 Threats

- The Major threat to our organization continues to come from within in the form of home owners not following our Codes, Covenants and Restrictions. We need to enforce our By-Laws and CC&R's.
- Continuing issues with home Owners who refuse to pay their assessments pose a threat as it reduces the available monies required to run our organization and shifts the burden to those who stay current with their assessments. We have addressed this issue and will continue to in the future as we work with our attorney to secure Judgments against these homeowners and their property.
- The greenbelts will continue to need major renovation work to ensure they remain healthy and vibrant. We have begun taking the steps necessary to reduce these threats, and we will continue to work this process until the greenbelts have been renovated into a more health lowland forest. This is an enormous area of concern to the Board. Although we are not including a Capital Project in 2020 to deal specifically with this issue, it needs to be addressed.

4. Income

Again this year West Tapps Maintenance is targeting a \$510,336.68 budget for 2020. In addition to the seasonal activities at our parks, our primary objectives are the continued rehabilitation of our assets and thereby overall homeowner values. We will continue focusing on our greenbelts and parks as well as working with our attorney on recovering outstanding Accounts Receivable from non-paying homeowners.

4.1 Interest

- Our interest income has stayed at a very modest but steady value on both our Certificates of Deposit as well as our savings accounts. Our CD's are set up to automatically reinvest upon maturity. Our new banking situation should have a positive effect on these numbers.

4.2 Allowance for Non-Payment of Assessments

- Liens are now placed on properties when the account balance due goes beyond a set dollar amount. Notice is sent to the homeowner that they are past due a given amount and if not paid within a certain amount of time, a lien will be placed upon their home. If not paid, a second letter is sent giving notice that the lien has been placed.
- Initial lien charges are paid for by West Tapps Maintenance Company, but this charge is added to the payoff amount due to WTMC.

- Interest is added to the amount of payoff.

4.3 Staff Cost

- Staff cost represents the largest part of our Operating budget. As noted elsewhere, the driver behind that is the past three years and the upcoming year is the state mandated minimum wage increase. As detailed in the Facilities Managers article, we took steps this year to adjust the expectation of wage expense by utilizing available historic payroll data and significantly reduced the anticipated increase by doing so. There is always the possibility if we have an incredible hot summer that we may not stay within our projected budget, but the history we have in the current planning and execution configuration leads us to believe that we should be fine.

4.4 Directors' Expenses and Audit Fees

- The Directors and Officers Insurance has remained the same as previous years.
- Audit fees for annual audits have been included the 2020 budget.

5. Annual Assessments

5.1 2020 Annual Assessment per dues paying unit- \$365.98

	2019 Passed	2020 Proposed
<u>Operating Budget</u>		
Payroll	\$324,430.00	\$321,154.20
Payroll Taxes	\$33,416.29	\$35,418.53
Utilities	\$37,670.96	\$39,306.45
I.T Phones & Internet	\$6,600.00	\$8,900.00
Maintenance	\$28,800.00	\$26,100.00
Fees	\$20,570.00	\$24,145.00
Supplies	\$17,150.00	\$19,932.50
Insurance	\$29,300.00	\$30,500.00
Special Events	\$2,700.00	\$1,600.00
Miscellaneous Charges	<u>\$2,500.00</u>	<u>\$3,280.00</u>
Total	<u>\$503,137.25</u>	<u>\$510,336.68</u>

This Assessment will be due and payable on February 28th, 2020

WTMC has expended \$83,564.26 on designated projects during the 2019 operating year to date (9/30/19). The major expenses were dealing with the installation of the electrical and hardware at Lakeridge Park and Jenks, the RFID locks on the Jenks Restrooms, purchase of new Data management software, components of the Lakeridge locking project, Dock maintenance and water equipment, survey work, fencing and Truck repairs, fencing and work within the greenbelts.

WTMC expended YTD \$9,325.45 on road care and maintenance..

WTMC
Balance Sheet
As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,721.21
Chking Main Intrst 9075	337,405.17
Chking PayPal Acct-6393	22,242.64
Chking Payroll Acct-6195	6,490.46
Chking Petty Cash 5516	1,203.18
Svgs Mny Mrkt Main 8785	162,523.91
Svgs Mny Mrkt HVRF 7118	133,186.07
Total Checking/Savings	703,773.53
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	704,273.38
TOTAL ASSETS	704,273.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · PAYROLL LIABILITIES	6,463.00
Total Other Current Liabilities	6,463.00
Total Current Liabilities	6,463.00
Total Liabilities	6,463.00
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	65,276.12
Net Income	143,884.00
Total Equity	697,810.38
TOTAL LIABILITIES & EQUITY	704,273.38

WTMC
Profit & Loss
 January through September 2019

	Jan - Sep 19
Ordinary Income/Expense	
Income	
70000 · INCOME	
70001 · Prev Bal Op Assess	67,656.56
70002 · Prev Bal Cap Assess	3,053.28
70003 · Oper Assess Current YR	474,012.95
70004 · Capital Assess Current Yr	50.00
70005 · Key Card Fees	1,695.00
70006 · Late Fees	430.00
70007 · Penalty Income Parcels	2,324.13
70008 · Lien Fees chrgd	1,965.00
70009 · Escrow Fee	8,630.00
70010 · Prev Bal HV Road Fund	1,750.00
70011 · HV Road Fund	6,710.39
70012 · Other	366.51
70013 · Park Event Fees	1,487.00
70014 · Prepaid Assessments	319.11
70015 · Payment Plan Fees	982.16
70017 · Interest Income Bank	354.95
70000 · INCOME - Other	78.28
Total 70000 · INCOME	571,865.32
Total Income	571,865.32
Gross Profit	571,865.32
Expense	
1000 · PAYROLL EXPENSES	207,676.16
2000 · UTILITIES	28,718.49
3000 · MAINTENANCE	25,316.82
4000 · SPECIAL EVENTS	1,528.94
5000 · FEES	19,408.75
6000 · SUPPLIES	15,124.02
7000 · Other OPERATING EXPENSES	25,754.22
8020 · Allocated and Disc Alloca Funds	83,564.26
8030 · ROAD FUND	9,325.45
9000 · IT Expenses	11,564.21
Total Expense	427,981.32
Net Ordinary Income	143,884.00
Net Income	143,884.00

Lake Tapps Development Sewer Trust Financials

WTMC LTDC Trust Balance Sheet As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Brokerage Key Invmtmt x49904	432,488.04
WTMC LTDC Trust MM Sav 6300	45,795.91
Total Checking/Savings	478,283.95
Total Current Assets	478,283.95
TOTAL ASSETS	478,283.95
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	475,640.83
Retained Earnings	2,151.19
Net Income	491.93
Total Equity	478,283.95
TOTAL LIABILITIES & EQUITY	478,283.95

WTMC LTDC Trust Profit & Loss September 2019

	Sep 19
Income	
Increase in Brokerage acct	53.33
Interest Income - Bank	0.78
Total Income	54.11
Expense	0.00
Net Income	54.11

**BALLOT / PROXY
ANNUAL MEETING 2019**

NOVEMBER 20, 2019

The undersigned member of West Tapps Maintenance Co., pursuant to By-Laws Article V, Section 5 hereby grants a proxy to the Board of Trustees to vote as follows:

CANDIDATES FOR THE BOARD OF TRUSTEES

There are four (4) Chairs up for election

<u>Currently Serving on the Board</u>	<u>In Favor</u>	<u>Opposed</u>
Stephen Bricker	_____	_____
Elmer "Butch" Hulstrom	_____	_____
Dan DeVaux	_____	_____
<u>Running for the Board</u>		
Joe Duran	_____	_____
<u>Write In</u>		
_____	_____	_____

BUDGET

The Budget for the Operating year 2020, January 1st to December 31st.

	<u>In Favor</u>	<u>Opposed</u>
Operating Budget \$ 365.98	_____	_____

PROXY MUST BE SIGNED TO BE VALID

Signature: _____
Please Print Your Last Name for Identification Purposes

E-Mail Address: _____

COURTNEY LETCHER
18918 59TH ST E
LAKE TAPPS, WA 98391

SAMPLE

WEST TAPPS MAINTENANCE COMPANY
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