

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING  
MINUTES

January 17, 2019

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.

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4 **BOARD MEMBERS PRESENT**

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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 None

20

21 **VOLUNTEERS PRESENT**

22 None

23

24 **HOMEOWNERS PRESENT**

25 Joe Duran

26

27 **ADOPTION OF AGENDA**

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

29 Second by Cliff McIntosh

30 Voice Vote: Unanimous acceptance

31 Motion passed to accept the agenda as published

32

33 **APPROVAL OF MINUTES**

34 **Motion by Joe Kish** to accept the December 13, 2018 Minutes as published.

35 Second by Bruce Upton

36 Voice Vote: Unanimous acceptance

37 Motion passed to accept the December 13, 2018 minutes as published.

38

39 There were no electronic motions to enter.

40

41 **Motion by Joe Kish** to ratify the acceptance of the Minutes to the November 14, 2018 Annual Meeting as  
42 authorized by the members present at that meeting via the standard email procedure initiated with the  
43 12/20/2018 email sent to members present and concluding on 1/4/2019 at 5pm.

44 Second by Cliff McIntosh

45 Voice Vote: Unanimous acceptance

46 Motion passed to ratify the Minutes of the November 14, 2018 Annual Meeting.

47

48 **HOMEOWNER ISSUES**

49 Joe Duran presented written copies to the Board of his request from the December 13, 2018 Board  
50 meeting concerning guaranteed view rights and private access to the Lake through Jenks Park for his and  
51 the neighbors lots. The Board thanked him and indicated they would review his request and get back in

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52 touch with him with their answers. The Board determined to have our attorney review the request for a  
53 legal opinion on the situation.

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 (12/31/2018) at 175 parcels with  
58 \$280,814.34 on the report.

59

Past Due Details			
Payment Plans	57	Liens	
One Year Out	23	In Place	79
Two Years Out	23	In Process	16
Three Plus Out	72	Total	95
Total on Report	175	Value of Liens	Not Available
Value	\$280,814.34		

60

61

62 Mr. Kish reviewed the Year to Date Profit and Loss, Balance Sheet and Budget with the Board explaining  
63 various items as the requested by Board members. Due predominantly to non-hired staff, WTMC ended  
64 the year at approximately 17% under Budget.

65

66 **OFFICE**

67 General Manager Michelle Wittmier reported that she is starting the work with our IT vendor, Benjamin  
68 Keith (BenTech), on the upgrades necessary for the new software cutover.

69

70 The office has started to push data to Schwindt & Co for the next round of Audits covering 2015-2017.

71

72 Ms. Wittmier requested that the Board review the annual lists provided for comment and correction.

73 2019 Board Meeting & Events Schedule revised from Thursday Feb 14<sup>th</sup> to Wednesday Feb 13<sup>th</sup>.

74 The Board reviewed the Paid Holiday List and took action to add one (1) floating holiday to the increase  
75 the number from seven (7) to eight (8) annually.

76 The Board determined to review the Fee Schedule at the February meeting.

77

78 Ms. Wittmier has information for the Board concerning the lawsuit the Maples have initiated against  
79 WTMC. President Bricker indicated this would need to be discussed in an Executive Session.

80

81 **Motion by Joe Kish** that the Board adjourns to Executive Session after For the Good of the Order on the  
82 agenda.

83 Second by Cliff McIntosh

84 Voice Vote: Unanimous

85 Motion passed to commence an Executive Session immediately after For the Good of the Order.

86

87 **FACILITIES**

88 Facilities Manager David Gowans reported he has been working with the vendor for the building at  
89 Lakeridge Park as well as identifying an electrician to bring in the power to the facility.

90

91 Mr. Gowans reported:

92 Both buildings at Jenks Park have been successfully re-roofed.

93

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94 That he and Tip Top Tree Service are continuing working on greenbelt issues.

95  
96 The Fencing on the Northwest end of Jenks Park adjacent to the forest area located above the  
97 west rock wall has been completed.

98  
99 **ARCHITECTURAL**

100 No new issues

101  
102 **VIOLATIONS**

103 There are no new issues.

104  
105 Durham Issue on South Tapps: No additional news from Pierce County.

106  
107 Morgan Issue on West Tapps: Pierce County has done a site visit and instructed owner to clear up the  
108 none-landscape materials currently in the driveway area.

109  
110 **I.T.**

111 Mr. Kish provided information about the purchase of a NAS for the office data storage needs.

112  
113 Mr. Kish reported to the Board that are ongoing issues with the office network, likely based in the Router.  
114 Mr. Kish directed Ms. Wittmier to have our IT Vendor, BenTech address this issue as well when he comes  
115 out to get started with our network revisions for the new software install.

116  
117 **UNFINISHED BUSINESS - Tabled**

118  
119  
120 **NEW BUSINESS**

121 President Bricker requested that we look into a sharper looking shirt for our park staff this year.

122  
123 Board directed additional sign at the walk in gate at Jenks Park "No Dogs".

124  
125 **FOR THE GOOD OF THE ORDER**

126 None

127  
128 Board adjourned to Executive Session at 8:00pm per prior Motion.

129  
130 **Motion by Joe Kish** at 8:20pm to come out of Executive Session.

131 Second by Bruce Upton

132 Voice Vote: Unanimous

133 Motion passed for the Board to return to regular session.

134  
135 Motion by Joe Kish that meeting adjourns.

136 Second by Bruce Upton

137 President Bricker adjourned meeting at 8:25pm

138  
139  
140 NEXT MEETING SCHEDULED Wednesday February 13, 2019, 7 pm Main Office.

141  
142  
143 Respectfully Submitted:

Approved:

144  
145

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146

147 \_\_\_\_\_ 02/13/19

148 Michelle Wittmier, General Manager

\_\_\_\_\_ 02/13/19

Joseph Kish, Secretary/Treasurer

WTMC  
**Balance Sheet**  
As of December 31, 2018

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Dec 31, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,710.70
Chking Main Intrst 9075	211,135.26

Chking PayPal Acct-6393	1,406.78
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Chking Payroll Acct-6195	8,440.78
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Chking Petty Cash 5516	188.61
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Svgs Mny Mrkt Main 8785	162,402.40
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Svgs Mny Mrkt HVRF 7118	133,166.73
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<b>Total Checking/Savings</b>	<b>557,452.15</b>
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**Accounts Receivable**

11000 · Accounts Receivable	499.85
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<b>Total Accounts Receivable</b>	<b>499.85</b>
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<b>Total Current Assets</b>	<b>557,952.00</b>
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<b>TOTAL ASSETS</b>	<b><u>557,952.00</u></b>
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<b>LIABILITIES &amp; EQUITY</b>	<b>557,952.00</b>
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**WTMC**  
**Profit & Loss YTD Comparison**  
December 2018

	Dec 18	Jan - Dec 18
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>70000 · INCOME</b>		
70001 · Prev Bal Op Assess	933.44	75,999.20
70002 · Prev Bal Cap Assess	87.84	8,882.16
70003 · Oper Assess Current YR	2,696.09	477,690.83
70005 · Key Card Fees	50.00	1,475.00
70006 · Late Fees	20.00	530.00
70007 · Penalty Income Parcels	146.50	2,999.23
70009 · Escrow Fee	405.00	9,717.00
70010 · Prev Bal HV Road Fund	0.00	200.00
70011 · HV Road Fund	0.00	5,550.00
70012 · Other	0.00	1,482.58
70013 · Park Event Fees	0.00	1,106.00
70014 · Prepaid Assessments	904.66	2,927.53
70015 · Payment Plan Fees	21.00	1,239.55
70017 · Interest Income Bank	44.96	477.40
<b>Total 70000 · INCOME</b>	5,309.49	590,276.48
<b>Total Income</b>	5,309.49	590,276.48
<b>Gross Profit</b>	5,309.49	590,276.48
<b>Expense</b>		
<b>1000 · PAYROLL EXPENSES</b>	15,662.12	259,744.44
<b>2000 · UTILITIES</b>	2,978.11	36,977.19
<b>3000 · MAINTENANCE</b>	38.62	24,482.28
<b>4000 · SPECIAL EVENTS</b>	0.00	1,762.92
<b>5000 · FEES</b>	944.63	29,860.16
<b>6000 · SUPPLIES</b>	256.46	14,240.97
<b>7000 · Other OPERATING EXPENSES</b>	2,032.43	30,771.40
<b>8020 · Allocated and Disc Alloca Funds</b>		
8022 Discretionary Allocated	13,778.17	54,707.25
<b>Total 8020 · Allocated and Disc Alloca Funds</b>	13,778.17	54,707.25
<b>8030 · ROAD FUND</b>		
8031 · Hidden View Road	439.66	6,585.31
8032 · Combined Roads	981.24	4,686.40
<b>Total 8030 · ROAD FUND</b>	1,420.90	11,271.71
<b>9000 · IT Expenses</b>	235.58	6,743.56
<b>Total Expense</b>	37,347.02	470,561.88
<b>Net Ordinary Income</b>	-32,037.53	119,714.60
<b>Net Income</b>	<u>-32,037.53</u>	<u>119,714.60</u>