

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

February 13, 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.

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 Lisa Courneya, Member at Large

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

12

13 (NOTE: Bruce Upton miss-read the meeting announcement and came on Thursday night 2/14/19)

14

15 **STAFF PRESENT**

16 Michelle Wittmier-General Manager

17 David Gowans – Facilities Manager

18

19 **GUESTS PRESENT**

20 None

21

22 **VOLUNTEERS PRESENT**

23 None

24

25 **HOMEOWNERS PRESENT**

26 None

27

28 **ADOPTION OF AGENDA**

29 **Motion by Joe Kish** to accept the Agenda as amended to add Executive Session after For the Good of
30 the Order.

31 Second by Butch Hulstrom

32 Voice Vote: Unanimous acceptance

33 Motion passed to accept the agenda as amended

34

35 **APPROVAL OF MINUTES**

36 **Motion by Joe Kish** to accept the January 17, 2019 Minutes as amended adding the value of the current
37 in place Liens at \$245,752.32.

38 Second by Cliff McIntosh

39 Voice Vote: Unanimous acceptance

40 Motion passed to accept January 17, 2019 minutes as amended.

41

42 There were no electronic motions to enter.

43

44 **HOMEOWNER ISSUES**

45 None presented

46

47 **FINANCIAL REPORTS**

48 Secretary/Treasurer Joe Kish reminded the Board that the Past Due report is static until we send out the
49 2019 Statements and complete the change over to the new Caliber Software.

50

51 Mr. Kish reviewed the January 31, 2019 Profit and Loss and Balance Sheet with the Board explaining
52 various items as the requested by Board members

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53 Mr. Kish noted that we are in process with our next round of audits, (years 2015-2017 and then 2018) to
54 bring us up to date by the end of the year.

55
56 **I.T. UPDATE**

57 Mr. Kish reported the ongoing changes and updates occurring within the office to make the move to the
58 new software and bank change over go more smoothly. There will be more on that in March.

59
60 **OFFICE**

61 General Manager Michelle Wittmier reported on the work being done with the new software vendor and IT
62 consultant Benjamin Keith to ready us for the cutover, prior to sending out 2019 Statements.

63
64 Ms. Wittmier reported that there were some cranky owners who were upset that we have not been plowing
65 their roads during this snowy weather. Additionally sent a mass email to the owners on Hidden View and
66 down 179th notifying them that our road vendor may not be able to service them regularly during this
67 weather event due to broken equipment and the lack of qualified staffing available.

68
69 The Board discussed various ideas related to owning our own snow removal equipment and having
70 additional vendors available for this type of situation. No action steps set up.

71
72 **FACILITIES**

73 Facilities Manager David Gowans reported:

74
75 Vendor starting the Lakeridge Building tomorrow
76 The electrician following right behind to install the power to Lakeridge.
77 We will be installing a guy wire to the power pole at Lakeridge as required by PSE.
78 The docks have started floating, will install tomorrow.
79 The Log Boom is broken, will need repaired, have the parts.
80 Due to the uncertainty of our regular road vendor, delivered pallets of sand to Hidden View and
81 179th for the owners to utilize as needed during this weather event.
82 The Gate at Jenks is okay now that it has finally thawed out.

83
84 The Board discussed the seasonal removal of nets from Jenks Park recreation courts. It was determined
85 that we will remove the Volley Ball net, leave the basketball net and establish a schedule for the
86 tennis/pickle ball courts due to their regular use during the off season.

87
88 **ARCHITECTURAL**

89 No new issues

90
91 **VIOLATIONS**

92 There are no new issues.

93
94 Durham Issue on South Tapps: No additional news from Pierce County.

95
96 **I.T.**

97 Mr. Kish updated the Board on the purchase of the NAS for the office data storage as well as the progress
98 we are making on the reconfiguration of the network for the installation of our new software.

99
100 **Motion by Joe Kish** that we purchase the RAD at \$1,400.00 plus tax.

101 Second by Cliff McIntosh

102 Voice Vote: Unanimous

103 Motion passed to purchase the RAD.

104

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105 **UNFINISHED BUSINESS**

106 Bank Changeover in a holding pattern until the new software is on Board.

107

108 Fee Schedule update was tabled to the Retreat to work on.

109

110 Joe Duran Request – no activity.

111

112 President Bricker inquired about the Judgements with our attorney. No update was available.

113

114 **NEW BUSINESS**

115 None

116

117 **FOR THE GOOD OF THE ORDER**

118 The Board discussed the proliferation of business signs within the community; Reiterated that the signs
119 should be removed. Facilities Manager and General Manger will work on this issue.

120

121 A discussion on the existence of the Montessori school within our community was discussed with
122 directions given to research the original permission for them to be here to determine if the fact that they
123 are no longer a non-profit but a for-profit business has a bearing on that permission.

124

125 The Board held a protracted conversation concerning the issue of towing or not towing when an individual
126 leaves their vehicle inside one of parks after hours. The Board determined that we need a written policy
127 on towing and how we enforce it.

128

129 Facilities Manager Gowans provided information to the Board noting, due to our experience with
130 vandalism, that when a vehicle is left inside Bankers Spit Park, it is always towed and general will not be
131 towed if left inside Jenks Park. Staff will put the towing notice on the vehicle with specific directions on
132 what the owner may and may not do about the lock in before the gate is re-opened at 7am the following
133 morning. Mr. Gowans noted that this course of action has been very successful.

134

135 Board adjourned to Executive Session at 7:39pm per prior Motion.

136

137 **Motion by Joe Kish** at 7:59pm to come out of Executive Session.

138 Second by Cliff McIntosh

139 Voice Vote: Unanimous

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

141

142 Motion by Joe Kish tat meeting adjourns.

143 Second by Bruce Upton

144 President Bricker adjourned meeting at 8:00pm

145

146 Reminder of board Retreat on Saturday March 9th, 8am

147

148 NEXT MEETING SCHEDULED Wednesday March 13, 2019, 7 pm Main Office.

149

150

151 Respectfully Submitted:

Approved:

152

153

154

155 _____03/13/19

_____03/13/19

156 Michelle Wittmier, General Manager

Joseph Kish, Secretary/Treasurer

11:42 AM

01/05/21

Cash Basis

WTMC
Balance Sheet
As of January 31, 2019

	<u>Jan 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
KB Allocated Funds-6989	30,000.89
KB CD Combined RF #1097	10,710.70
KB Chking Main Intrst 9075	160,887.49
KB Chking PayPal Acct-6393	17,825.96
KB Chking Payroll Acct-6195	9,838.99
KB Chking Petty Cash 5516	-212.50
KB svgs Mny Mrkt Main 8785	162,416.19
KB Svgs Mny Mrkt HVRF 7118	133,114.41
Total Checking/Savings	<u>524,582.13</u>
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	<u>499.85</u>
Total Current Assets	<u>525,081.98</u>
TOTAL ASSETS	<u>525,081.98</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	<u>3,513.04</u>
Total Liabilities	3,513.04
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	64,499.30
Net Income	-31,580.62
Total Equity	<u>521,568.94</u>
TOTAL LIABILITIES & EQUITY	<u>525,081.98</u>

WTMC
Profit & Loss YTD Comparison
January 2019

	Jan 19	Jan 19
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	4,436.83	4,436.83
70002 · Prev Bal Cap Assess	58.56	58.56
70003 · Oper Assess Current YR	4,537.85	4,537.85
70005 · Key Card Fees	75.00	75.00
70006 · Late Fees	10.00	10.00
70007 · Penalty Income Parcels	3.59	3.59
70009 · Escrow Fee	540.00	540.00
70010 · Prev Bal HV Road Fund	100.00	100.00
70017 · Interest Income Bank	36.81	36.81
Total 70000 · INCOME	9,798.64	9,798.64
Total Income	9,798.64	9,798.64
Gross Profit	9,798.64	9,798.64
Expense		
1000 · PAYROLL EXPENSES	11,404.50	11,404.50
2000 · UTILITIES	2,941.79	2,941.79
3000 · MAINTENANCE	2,775.03	2,775.03
5000 · FEES	3,163.50	3,163.50
6000 · SUPPLIES	1,820.70	1,820.70
7000 · Other OPERATING EXPENSES	11,555.24	11,555.24
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	5,916.82	5,916.82
Total 8020 · Allocated and Disc Alloca Funds	5,916.82	5,916.82
8030 · ROAD FUND		
8031 · Hidden View Road	659.35	659.35
8032 · Combined Roads	324.35	324.35
Total 8030 · ROAD FUND	983.70	983.70
9000 · IT Expenses	817.98	817.98
Total Expense	41,379.26	41,379.26
Net Ordinary Income	-31,580.62	-31,580.62
Net Income	-31,580.62	-31,580.62