

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

March 21, 2019

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

1 **CALL TO ORDER**

2 Vice President Lisa Courneya called the meeting to order at 7:02 pm.

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4 **BOARD MEMBERS PRESENT**

5 Lisa Courneya, Vice President

6 Joe Kish, Secretary/Treasurer, I.T. Chair

7 Cliff McIntosh, Violations Chair

8 Butch Hulstrom, Member at Large

9 Bruce Upton, Member at Large

10 General Manager Michelle Wittmier informed Vice President Courneya that Board Member quorum is
11 present.

12
13 **Motion by Cliff McIntosh** to accept Steve Brickers absence due to family commitment.

14 Second by Bruce Upton

15 Voice Vote: Yea- unanimous

16 Motion passed to accept Steve Brickers absence,

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18 **STAFF PRESENT**

19 Michelle Wittmier-General Manager

20 David Gowans – Facilities Manager

21
22 **GUESTS PRESENT**

23 None

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25 **VOLUNTEERS PRESENT**

26 None

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28 **HOMEOWNERS PRESENT**

29 None

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31 **ADOPTION OF AGENDA**

32 **Motion by Cliff McIntosh** to adopt the Agenda as published.

33 Second by Butch Hulstrom

34 Voice Vote: Unanimous acceptance

35 Motion passed to adopt the agenda as published

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37 **APPROVAL OF MINUTES**

38 **Motion by Cliff McIntosh** to accept the February 13, 2019 Minutes as published.

39 Second by Bruce Upton

40 Voice Vote: Unanimous acceptance

41 Motion passed to accept February 13, 2019 minutes as published.

42
43 There were no electronic motions to enter.

44
45 **HOMEOWNER ISSUES**

46 None presented

47
48 **FINANCIAL REPORTS**

49 General Manager Wittmier presented the Financial Statements noting that the current Balance Sheet
50 stands at \$495,325.47 and the YTD Profit & Loss shows a negative \$49,376.64 in net income directly due
51 to the fact that we have not yet sent out 2019 statements. This will continue to look out of the ordinary until
52 we have completed the cutover to Caliber and Alliance Association Bank in April.

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53 **OFFICE**

54 General Manager Michelle Wittmier reported on the progress of the cutover to the Caliber Software and
55 Alliance Association Bank. We are working as rapidly as Caliber will allow in the scheduling of training and
56 data transmission.

57

58 Ms. Wittmier updated the Board that entire \$4,868.98 of the disputed Lien by the seller Jacobs was
59 received and deposited on March 15, 2019, thereby clearing the entire outstanding debt.

60

61 The latest estimate of when our cutover will be complete and statements sent out is the last week of April.

62

63 **FACILITIES**

64 Facilities Manager David Gowans reported:

65

66 Normal Spring activities of pruning, cleaning etc.

67 Parks look their worst right now

68 Will be beginning prep for the Egg Hunt soon

69 There are still a couple of trees leaning in our Greenbelts that we will be removing in the next
70 couple of days

71 Continuing work on hiring a Park Manager

72 The electrical installation is completed at Lakeridge Park

73 The Pole anchor will be installed tomorrow.

74 Working with the gate vendor on scheduling the installation

75 Working on adding the Comcast account for Lakeridge

76 The truck emergency brake broke and froze – truck won't move– being repaired

77

78 Mr. Gowans presented three spending requests.

79 1) Key Card access for Jenks Park Rest Rooms

80 2) Fence enclosure for the Lakeridge Park mechanical building

81 3) Replace the east and west fencing at the tennis courts

82

83 **Motion by Joe Kish** to approve Phase 1 of the Gate Technologies estimate for the Jenks Park rest room
84 building Key Card readers for \$7,100.00 + tax.

85 Second by Cliff McIntosh

86 Voice Vote: Yea Unanimous

87 Motion passed to install the Jenks Park Bathroom building Key Card technology.

88

89 After Board discussion, the fence bid for the Lakeridge park fence expansion was tabled for now. It will be
90 the last item we do at that project.

91

92 Discussion on the Tennis court surface, maintenance and resurface schedule. Facilities Manager Gowans
93 reported that the paint vendor we utilized for the last resurface recommended that this work should be
94 done every 5 years, with the next resurface being scheduled for 2020. Types of protection for the surface
95 in the winter were discussed. Determined to close the courts off season and tarp them in an effort to
96 reduce the mold and algae buildup.

97

98 **Motion by Butch Hulstrom** to replace the east and west fencing at the Tennis courts for \$4,225.00+ tax.

99 **Second by Joe Kish**

100 Voice Vote: Yea – Unanimous

101 Motion passed to replace the east and west fencing at the Tennis courts.

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103 **ARCHITECTURAL**

104 No new issues

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VIOLATIONS

There are no new issues.

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

I.T.

Mr. Kish updated the Board on the purchase of the 2 Uninterruptable Power Supplies (UPS) for the office network and server to ensure that in the event of a power outage, our system will shut down in a designed manner and not just crash potentially causing data loss.

UNFINISHED BUSINESS

Bank Changeover updated above

Joe Duran Request – no activity.

NEW BUSINESS

None

FOR THE GOOD OF THE ORDER

None

Motion by Joe Kish that meeting adjourns.

Second by Butch Hulstrom

Vice President Courneya adjourned meeting at 8:16pm

NEXT MEETING SCHEDULED Thursday May 9, 2019, 7 pm Main Office.

Respectfully Submitted:

Approved:

04/11/19
Michelle Wittmier, General Manager

04/11/19
Joseph Kish, Secretary/Treasurer

WTMC
Balance Sheet
As of February 28, 2019

Feb 28, 19

ASSETS

Current Assets

Checking/Savings

Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,710.70
Chking Main Intrst 9075	148,496.24

Chking PayPal Acct-6393	13,527.88
Chking Payroll Acct-6195	9,328.29
Chking Petty Cash 5516	211.62
Svgs Mny Mrkt Main 8785	162,428.65

Svgs Mny Mrkt HVRF 7118	133,170.45
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Total Checking/Savings	507,874.72
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Accounts Receivable

11000 · Accounts Receivable	499.85
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Total Accounts Receivable	499.85
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Total Current Assets	508,374.57
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TOTAL ASSETS	<u>508,374.57</u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities	3,720.03
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Total Liabilities	3,720.03
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Equity

30000 · Opening Balance Equity	488,650.26
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32000 · Retained Earnings	65,380.92
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Net Income	-49,376.64
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Total Equity	504,654.54
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TOTAL LIABILITIES & EQUITY	<u>508,374.57</u>
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WTMC
Profit & Loss YTD Comparison
 February 2019

	Feb 19	Jan - Feb 19
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	9,732.91	14,169.74
70002 · Prev Bal Cap Assess	356.30	414.86
70003 · Oper Assess Current YR	2,561.51	7,099.36
70005 · Key Card Fees	175.00	250.00
70006 · Late Fees	30.00	40.00
70007 · Penalty Income Parcels	47.81	51.40
70009 · Escrow Fee	810.00	1,350.00
70010 · Prev Bal HV Road Fund	50.00	150.00
70012 · Other	81.00	81.00
70017 · Interest Income Bank	27.48	64.29
Total 70000 · INCOME	13,872.01	23,670.65
Total Income	13,872.01	23,670.65
Gross Profit	13,872.01	23,670.65
Expense		
1000 · PAYROLL EXPENSES	10,870.05	22,274.55
2000 · UTILITIES	2,654.93	5,596.72
3000 · MAINTENANCE	765.10	3,540.13
5000 · FEES	1,792.34	4,955.84
6000 · SUPPLIES	597.71	2,418.41
7000 · Other OPERATING EXPENSES	42.93	11,598.17
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	9,686.82	15,603.64
Total 8020 · Allocated and Disc Alloca Funds	9,686.82	15,603.64
8030 · ROAD FUND		
8031 · Hidden View Road	2,819.36	3,478.71
8032 · Combined Roads	1,388.69	1,713.04
Total 8030 · ROAD FUND	4,208.05	5,191.75
9000 · IT Expenses	1,050.10	1,868.08
Total Expense	31,668.03	73,047.29
Net Ordinary Income	-17,796.02	-49,376.64
Net Income	<u>-17,796.02</u>	<u>-49,376.64</u>