

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING  
MINUTES

April 11, 2019

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

1 **CALL TO ORDER**

2 President Steve Bricker called the meeting to order at 7:00 pm.

3  
4 **BOARD MEMBERS PRESENT**

5 Steve Bricker, President

6 Lisa Courneya, Vice President

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

8 Cliff McIntosh, Violations Chair

9 Butch Hulstrom, Member at Large

10 Bruce Upton, Member at Large

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

12  
13 **STAFF PRESENT**

14 Michelle Wittmier-General Manager

15  
16 **GUESTS PRESENT**

17 None

18  
19 **VOLUNTEERS PRESENT**

20 None

21  
22 **HOMEOWNERS PRESENT**

23 Joe Anderson

24 Joe Duran

25  
26 **ADOPTION OF AGENDA**

27 **Motion by Cliff McIntosh** to adopt the Agenda as amended adding an Executive Session after For the  
28 Good of the Order.

29 Second by Joe Kish

30 Voice Vote: Unanimous acceptance

31 Motion to adopt the agenda as amended passed.

32  
33 **APPROVAL OF MINUTES**

34 **Motion by Joe Kish** to accept the March 21, 2019 Minutes as amended with the removal of the coma in  
35 line 58.

36 Second by Butch Hulstrom

37 Voice Vote: Unanimous acceptance

38 Motion to accept March 21, 2019 minutes as amended passed.

39  
40 There were no electronic motions to enter.

41  
42 **HOMEOWNER ISSUES**

43 Homeowner Joe Anderson wanted to know why we didn't start the meeting with a salute of the Flag and  
44 who his representative for his area is. President Bricker informed Mr. Anderson that all Board members  
45 serve At Large. Mr. Anderson noted that he had been an owner for 50 years and would like to see some  
46 type of program to help financially with seniors once they retire. A discussion ensued which included the  
47 work being done to try address that issue on both our By-laws and the necessity for WTMC to be in line  
48 with the State RCW's on that issue. President Bricker reported that we collected over \$90,000. In past  
49 due assessments in 2018 and we are continuing that effort this year, with year to date in 2019 at over  
50 \$22,000 and that we are going to court to get judgements and will be moving forward on foreclosures.

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53 **FINANCIAL REPORTS**

54 Secretary/Treasurer Kish presented the Financial Statements noting that the current Balance Sheet  
55 stands at \$481,105.89 and the YTD Profit & Loss shows a negative \$88,835.62 in net income directly due  
56 to the fact that we have not yet sent out 2019 statements. This will continue to look out of the ordinary until  
57 we have completed the cutover to Caliber and Alliance Association Bank in April. Mr. Kish noted that the  
58 year to date Budget shows that we are at 16.39% of our annual plan with combined expenditures of  
59 \$82,439.77.

60

61 **OFFICE**

62 General Manager Michelle Wittmier reported on the progress of the cutover to the Caliber Software and  
63 Alliance Association Bank. We are working as rapidly as Caliber will allow in the scheduling of training and  
64 data transmission. The latest estimate of when our cutover will be complete and statements sent out is the  
65 last week of April.

66

67 Ms. Wittmier reported on the work the Lisa Courneya is doing on our website in getting the site working  
68 the way we want instead of the dysfunctional fashion it is now.

69

70 Ms. Wittmier will be working on help for the Main Office after the Statements are out and the bank cutover  
71 has been completed.

72

73 **FACILITIES**

74 General Manager Michelle Wittmier reported for Facilities Manager Gowans:

75

76 Prep for the Egg Hunt is going well

77 Continuing work in our Greenbelts

78 Continuing work on hiring a Park Manager

79 The gate installation is about two months out at Lakeridge Park due to scheduling of the vendor

80 The Pole anchor has been installed

81

82 **ARCHITECTURAL**

83 No new issues

84

85 **VIOLATIONS**

86 There are no new issues. Durham Issue on South Tapps: No additional news from Pierce County.

87

88 **I.T.**

89 Mr. Kish reported the work on the consolidation of the Comcast account into a single entity, versus three  
90 separate accounts.

91

92 **UNFINISHED BUSINESS**

93 Bank Changeover updated above

94

95 Fee schedule tabled for now

96

97 The judgement process was discussed, identifying that we will keep the working list at 10 parcels at a  
98 time, all 5 years past due.

99 **Motion by Joe Kish** authorizing any parcel over 5 years past due be turned over to the attorney for  
100 judgement work.

101 Second by Bruce Upton

102 Voice Vote: Unanimous

103 Motion to send parcels 5years and older to the attorney for judgment passed

104

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105 Ms. Wittmier presented, given the 2 months delay in the schedule for installation, the need to take action  
106 on the Lakeridge Park gate equipment installation funding.  
107 **Motion by Joe Kish** to accept the Phase 2 portion of the Gate Technologies estimate for Lakeridge Park  
108 technology installation for \$12,000 plus tax.  
109 Second by Cliff McIntosh  
110 Voice Vote: Unanimous  
111 Motion to fund the Lakeridge Park gate technology purchase passed.

112  
113 Joe Duran reiterated his request to the Board for an easement view from his property, the right to maintain  
114 the park trees in front of his property, and the right to private access to the park through a gate between  
115 his property and the park. Several of the Board members indicated to Mr. Duran that they were not in  
116 favor of his requests. President Bricker reiterated to Mr. Duran that his request was still under review by  
117 the WTMC legal counsel and that once we have heard from our attorney, he will receive a letter with the  
118 decision.

119  
120 **NEW BUSINESS**

121 The Board reviewed the SOP for the Removal and storage of the Tennis Court Nets. There was a  
122 discussion and the adoption was tabled for further work with the Park Chair and Facilities Manager.

123  
124 **FOR THE GOOD OF THE ORDER**

125 Discussion of the May meeting date and time to remain May 9<sup>th</sup> 7 pm. Butch Hulstrom indicated he would  
126 not be present due to family obligations that evening.

127  
128 Discussion of the June 13<sup>th</sup> Board staff BBQ and meeting were held. The Board determined to require  
129 mandatory attendance of all summer park staff for the beginning of the meeting portion, with payment for  
130 1 hour of time for their attendance.

131  
132 **Motion by Joe Kish** to adjourn to Executive Session  
133 Second by Butch Hulstrom  
134 Voice Vote: Unanimous  
135 Motion to adjourn to Executive session passed.

136  
137 Meeting adjourned to Executive Session 8:10 pm

138  
139 Returned from Executive Session 8:20 pm

140  
141 **Motion by Joe Kish** to authorize a \$10,000.00 annual increase in the Facilities Manager salary as long as  
142 he is doing both the Facilities Manager and Park Manager positions full time.  
143 Second by Bruce Upton  
144 Voice Vote: Unanimous  
145 Motion to increase Facilities Manager salary by \$10,000.00 annually while filling two positions for WTMC  
146 passed.

147  
148 **Motion by Cliff McIntosh** to replace the gate with a fencing panel in the chain link fence in Jenks Park on  
149 the west property line abutting parcels 5065300360 and 5065300373.  
150 Second by Butch Hulstrom  
151 Voice Vote: Unanimous  
152 Motion to replace gate with fence panel in Jenks Park west fence passed.

153  
154  
155 **Motion by Lisa Courneya** that meeting adjourns.  
156 Second by Joe Kish

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157 Voice Vote: Unanimous  
158 Motion to adjourn meeting passed.

159  
160 President Bricker adjourned meeting at 8:25pm  
161

162  
163 NEXT MEETING SCHEDULED Thursday May 9, 2019, 7 pm Main Office.  
164

165  
166 Respectfully Submitted: Approved:  
167  
168  
169  
170 \_\_\_\_\_ 05/09/19 \_\_\_\_\_ 05/09/19  
171 Michelle Wittmier, General Manager Joseph Kish, Secretary/Treasurer

WTMC  
**Balance Sheet**  
As of March 11, 2019

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Mar 11, 19

ASSETS	
Current Assets	
Checking/Savings	
Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,710.70
Chking Main Intrst 9075	126,334.38
Chking PayPal Acct-6393	9,319.93
Chking Payroll Acct-6195	8,613.29
Chking Petty Cash 5516	27.75
Svgs Mny Mrkt Main 8785	162,428.65
Svgs Mny Mrkt HVRF 7118	133,170.45
Total Checking/Savings	480,606.04
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	481,105.89
<b>TOTAL ASSETS</b>	<b>481,105.89</b>
LIABILITIES & EQUITY	
Liabilities	3,786.59
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	65,380.62
Net Income	-76,711.58
Total Equity	477,319.30
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>481,105.89</b>

**WTMC**  
**Profit & Loss YTD Comparison**  
 March 2019

	Mar 19	Jan - Mar 19
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	6,739.99	20,909.73
70002 · Prev Bal Cap Assess	317.03	731.89
70003 · Oper Assess Current YR	6,119.88	13,219.54
70005 · Key Card Fees	275.00	525.00
70006 · Late Fees	40.00	80.00
70007 · Penalty Income Parcels	60.50	111.90
70008 · Lien Fees chrgd	520.00	520.00
70009 · Escrow Fee	1,215.00	2,565.00
70010 · Prev Bal HV Road Fund	0.00	150.00
70011 · HV Road Fund	100.00	100.00
70012 · Other	75.00	156.00
70017 · Interest Income Bank	26.50	90.79
<b>Total 70000 · INCOME</b>	<b>15,488.90</b>	<b>39,159.85</b>
<b>Total Income</b>	<b>15,488.90</b>	<b>39,159.85</b>
<b>Gross Profit</b>	<b>15,488.90</b>	<b>39,159.85</b>
Expense		
1000 · PAYROLL EXPENSES	17,036.06	39,310.61
2000 · UTILITIES	2,970.48	8,567.20
3000 · MAINTENANCE	914.45	4,454.58
5000 · FEES	1,580.76	6,536.60
6000 · SUPPLIES	1,287.49	3,705.90
7000 · Other OPERATING EXPENSES	1,237.06	12,835.23
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	23,008.01	38,611.65
<b>Total 8020 · Allocated and Disc Alloca Funds</b>	<b>23,008.01</b>	<b>38,611.65</b>
8030 · ROAD FUND	1,752.30	6,944.05
9000 · IT Expenses	5,161.57	7,029.65
<b>Total Expense</b>	<b>54,948.18</b>	<b>127,995.47</b>
<b>Net Ordinary Income</b>	<b>-39,459.28</b>	<b>-88,835.62</b>
<b>Net Income</b>	<b><u>-39,459.28</u></b>	<b><u>-88,835.62</u></b>