

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

May 9, 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 Bruce Upton, Member at Large

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

11
12 **Motion by Joe Kish** to excuse Butch Hulstroms' absence due to being out of town.

13 Second by Cliff McIntosh

14 Voice Vote: Unanimous acceptance

15 Motion to excuse Butch Hulstroms' absence passed.

16
17 **STAFF PRESENT**

18 Michelle Wittmier-General Manager

19 David Gowans-Facilities Manager

20
21 **GUESTS PRESENT**

22 None

23
24 **VOLUNTEERS PRESENT**

25 None

26
27 **HOMEOWNERS PRESENT**

28 None

29
30 **ADOPTION OF AGENDA**

31 **Motion by Joe Kish** to adopt the Agenda as published

32 Second by Bruce Upton

33 Voice Vote: Unanimous acceptance

34 Motion to adopt the agenda as published passed.

35
36 **APPROVAL OF MINUTES**

37 **Motion by Cliff McIntosh** to accept the April 11, 2019 Minutes as published

38 Second by Bruce Upton

39 Voice Vote: Unanimous acceptance

40 Motion to accept April 11, 2019 minutes as published passed.

41
42 There were no electronic motions to enter.

43
44 **HOMEOWNER ISSUES**

45 None presented.

46
47
48 **FINANCIAL REPORTS**

49 Secretary/Treasurer Kish presented the Financial Statements, dated 4/30/19, noting that the current
50 Balance Sheet stands at \$446,585.65 and the YTD Profit & Loss shows a negative \$110,925.99 in net
51 income directly due to the fact that we have not yet sent out 2019 statements. Treasurer Kish reported
52 that the Statements were mailed out on 4/29/19 and that we have received an additional \$74,000.00

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53 income since the end of April. Mr. Kish noted that we are in a holding pattern with the cutover to Caliber
54 and Alliance Association Bank as we refocus our staff resources on processing the incoming payments
55 and the hiring of Summer Staff. Mr. Kish noted that the year to date Budget shows that although we are
56 actually 33% of the way through the year, we are at 20.53% of our annual plan with combined
57 expenditures of \$103,298.30. Mr. Kish reminded the Board that due to the fact that we do utilize seasonal
58 employees during the summer, the percentages will look on track and then out of whack. We do keep our
59 eyes on the actual dollars being spent on seasonal park staff as a more accurate way to track our overall
60 budget health.

61

62 **OFFICE**

63 General Manager Michelle Wittmier reported:

- 64 • As reported by Mr. Kish, the annual statements went into the mail on 4/29/19 as did the email
- 65 statement s to those owners who authorized that method of communication
- 66 • As noted by Secretary Kish, we are a brief holding pattern on the Bank Change over
- 67 • The Caliber System Software cutover is on a brief hold while some reconfiguring work is done
- 68 on our dbase for the data migration
- 69 • Audit is in the paperwork back and forth stage
- 70 • Judgements to the attorney are in the data back and forth stage

71

72 Ms. Wittmier requested:

- 73 • Concerning Payment Plans, will the Board authorize the adjusting of payments dates without
- 74 affecting the no late and interest while actively involved in a payment plan? Board response: Yes
- 75 • Will the Board consider a specific policy for the definition of "Service Animal" for use with
- 76 allowing animals into Jenks Park? Board Response: Please draft for Board consideration and
- 77 comment.
- 78 • Concerning the release of Board members personal contact information when an owner requests
- 79 it: Do you want the office to provide your personal contact info or do you wish to continue the
- 80 practice of having contact be through email sent to the Office and forwarded to the Board? Board
- 81 Response: President Bricker directed that his phone number can be released to any owner who
- 82 wants to speak to him. I.T. Chair Joe Kish suggested that we get the Board position email
- 83 address' repaired and working through the website. General Manager Wittmier will work on this
- 84 issue.

85

86

87 **FACILITIES**

88 Facilities Manager David Gowans reported:

- 89 • General focus is the Parks and manpower
- 90 • Establishing manning and should be fully staffed by Memorial Day weekend.
- 91 • Employee Robert White is stepping up into the Park Assistant Manager position. The expectation
- 92 is that he will train up this year and be in a position to take on more responsibility for overall park
- 93 operations later in the fall.
- 94 • Will be working on the grounds in all of the parks

95

96 Mr. Gowans requested:

- 97 • That the Board take action on setting several policies in place would assist him in his job as well
- 98 as protect the organization
 - 99 ○ As already noted, a policy covering service animals.
 - 100 ○ A mediation policy for Pet owners to cover the instances when animal conflict occurs
 - 101 ○ Forest Management policy that covers any vendor that WTMC employees to do work in
 - 102 our forests or parks any time we direct them to do work for us.
- 103 • That the Board create a plan for dealing with the very narrow greenbelt located between 190th Ave
- 104 and 190th Ave Ct E in the Lakeridge 5 sub-division. Starting at the south end of this greenbelt,

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105 continuing north behind the first six parcels, WTMC has authorized septic drain fields to be
106 installed. We now have very mature forests in the spaces between those fields and anytime we
107 have to do forest related work such as tree pruning or removal, we are in peril of doing damage to
108 those drain field runs. A discussion ensued. No decision was made as to specific action to be
109 taken. More information is needed.

- 110 • He is aware of a slowly building momentum, originating with Cascade Water Alliance in harmony
111 with the Department of Ecology, to remove all creosote bearing structures from Lake Tapps. That
112 means that WTMC will have to remove and replace the pier and floating dock and perhaps the log
113 boom at Jenks Park. Would the Board like investigation of what that might look like and very
114 preliminary costs associated with that venture to be developed over the 12 month cycle? Board
115 response: Yes, but with ongoing discussion continuing.

116

117 The Board reminded Mr. Gowans that attendance at the Board meeting/BBQ at Jenks Park on Thursday
118 June 13th is paid mandatory for the summer staff.

119

120 **ARCHITECTURAL**

121 No new issues

122

123 **VIOLATIONS**

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

125

126 **I.T.**

127 Mr. Kish reported the work on the consolidation of the Comcast account into a single entity, versus three
128 separate accounts has been completed.

129

130 **UNFINISHED BUSINESS**

131 Bank Changeover updated above

132

133 Fee schedule tabled for now

134

135 Judgements updated above.

136

137 **NEW BUSINESS**

138 Service Animal policy for Jenks Park was discussed above. Still need to gather additional data to
139 determine the laws governing this issue.

140

141 **FOR THE GOOD OF THE ORDER**

142

143 Update on the Maples lawsuit: Giving additional information to our attorney and there will be depositions
144 happening sometime in June.

145

146 Joe Kish reported that there is a dead Cedar tree in the greenbelt adjacent to his property that should be
147 removed.

148

149 Request to drive the community again for sign removal; we seem to have accumulated a few more.

150

151 Discussed the features that a second truck would need including a second seat and a full bed.

152

153 Update on Maureen Carroll: The orange fencing is down and needs refreshed.

154

155 Discussed the materials that Brad Boushey has placed against the fence at Lakeridge Park. Need to
156 send a letter to him requesting that he remove the materials.

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157
158 Discussion on the Mobile repair shop that has become non-mobile and is now accumulating non-running
159 autos, boats etc. on his lot at South Tapps and 183rd. Need to send him a letter on remove, cease and
160 desist.

161
162 Lisa Courneya presented the numbers on having 183rd asphalted that she received from the vendor who
163 did the work on the private road that runs from her lot to the properties below her on Hidden Lake, which
164 came in at \$30,000.00. No action taken on this.

165
166 **Motion by Joe Kish** that meeting adjourns.

167 Second by Cliff McIntosh

168 Voice Vote: Unanimous

169 Motion to adjourn meeting passed.

170

171 President Bricker adjourned meeting at 8:12pm

172

173

174 NEXT MEETING SCHEDULED Thursday June 13, 2019, 7 pm Jenks Park following the Board Staff BBQ
175 at 6pm.

176

177

178 Respectfully Submitted:

Approved:

179

180

181

182 _____06/13/19

_____06/13/19

183 Michelle Wittmier, General Manager

Joseph Kish, Secretary/Treasurer

WTMC
Balance Sheet
As of April 30, 2019

Apr 30, 19

ASSETS

Current Assets

Checking/Savings

Allocated Funds-6989 30,000.89
CD Combined RF #1097 10,710.70
Chking Main Intrst 9075 83,492.78

Chking PayPal Acct-6393 12,569.24
Chking Payroll Acct-6195 8,023.06
Chking Petty Cash 5516 179.89
Svgs Mny Mrkt Main 8785 162,455.80

Svgs Mny Mrkt HVRF 7118 133,174.90

Total Checking/Savings 440,607.26

Accounts Receivable

11000 · Accounts Receivable 499.85

Total Accounts Receivable 499.85

Total Current Assets 441,107.11

TOTAL ASSETS 441,107.11

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

24000 · PAYROLL LIABILITIES

24007 · Federal Withholding 1,420.01

24120 · Social Security-Employer 767.51

24121 · Social Security-Employee 178.69

24122 · Labor and Industries-Employer -293.72

24123 · Labor and Industries-Employee 411.71

24124 · Medicare-Employer 86.57

24125 · Medicare-Employee 41.79

24220 · FUTA -37.46

24221 · SUTA 93.05

24222 · WA Admin Fund 20.49

24000 · PAYROLL LIABILITIES - Other 792.12

Total 24000 · PAYROLL LIABILITIES 3,480.76

Total Other Current Liabilities 3,480.76

Total Current Liabilities 3,480.76

Total Liabilities 3,480.76

Equity

30000 · Opening Balance Equity 488,650.26

32000 · Retained Earnings 65,380.62

Net Income -116,404.53

Total Equity 437,626.35

TOTAL LIABILITIES & EQUITY 441,107.11

WTMC
Profit & Loss YTD Comparison
April 2019

	Apr 19	Jan - Apr 19
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	3,270.05	24,179.78
70002 · Prev Bal Cap Assess	115.83	847.72
70003 · Oper Assess Current YR	5,837.36	19,056.90
70005 · Key Card Fees	100.00	625.00
70006 · Late Fees	20.00	100.00
70007 · Penalty Income Parcels	15.16	127.06
70008 · Lien Fees chrgd	0.00	520.00
70009 · Escrow Fee	675.00	3,240.00
70010 · Prev Bal HV Road Fund	0.00	150.00
70011 · HV Road Fund	0.00	100.00
70012 · Other	0.00	156.00
70013 · Park Event Fees	25.00	25.00
70017 · Interest Income Bank	22.66	113.45
Total 70000 · INCOME	10,081.06	49,240.91
Total Income	10,081.06	49,240.91
Gross Profit	10,081.06	49,240.91
Expense		
1000 · PAYROLL EXPENSES	12,438.90	51,749.51
2000 · UTILITIES	3,736.97	12,304.17
3000 · MAINTENANCE	539.05	4,993.63
4000 · SPECIAL EVENTS	831.36	831.36
5000 · FEES	479.12	7,015.72
6000 · SUPPLIES	1,097.49	4,803.39
7000 · Other OPERATING EXPENSES	1,389.61	14,224.84
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	15,064.63	53,676.28
8023 I.T. Allocated Funds	1,855.00	6,224.99
Total 8020 · Allocated and Disc Alloca Funds	16,919.63	59,901.27
8030 · ROAD FUND		
8031 · Hidden View Road	0.00	4,798.18
8032 · Combined Roads	0.00	2,145.87
Total 8030 · ROAD FUND	0.00	6,944.05

11:57 AM

01/05/21

Cash Basis

WTMC
Profit & Loss YTD Comparison
April 2019

	<u>Apr 19</u>	<u>Jan - Apr 19</u>
9000 - IT Expenses	217.84	2,877.50
Total Expense	37,649.97	165,645.44
Net Ordinary Income	-27,568.91	-116,404.53
Net Income	<u><u>-27,568.91</u></u>	<u><u>-116,404.53</u></u>