

WEST TAPPS MAINTENANCE COMPANY

BOARD OF TRUSTEES MEETING

MINUTES

June 13, 2019

Held at Jenks Park 5301 W Tapps Dr E, Lake Tapps, Washington

1 **CALL TO ORDER**

2 President Steve Bricker called the meeting to order at 7:08 pm.

3 **BOARD MEMBERS PRESENT**

4 Steve Bricker, President

5 Lisa Courneya, Vice President

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

7 Butch Hulstrom, Member at Large

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

9 **Motion by Joe Kish** to excuse Bruce Upton's' absence due to being out of town and Cliff McIntosh's'
10 absence due to work

11 Second by Steve Bricker

12 Voice Vote: Unanimous acceptance

13 Motion passed.

14 **STAFF PRESENT**

15 Michelle Wittmier-General Manager

16 David Gowans-Facilities Manager

17 **GUESTS PRESENT**

18 None

19 **VOLUNTEERS PRESENT**

20 None

21 **Homeowners present**

22 None

23 **ADOPTION OF AGENDA**

24 **Motion by Lisa Courneya** to adopt the Agenda as published

25 **Second by** Joe Kish

26 **Voice Vote:** Unanimous acceptance

27 Motion to adopt the agenda as published passed.

28 **APPROVAL OF MINUTES**

29 **Motion by Lisa Courneya** to accept the May 9, 2019 Minutes as published

30 **Second by** Joe Kish

31 **Voice Vote:** Unanimous acceptance

32 Motion to accept May 9, 2019 minutes as published passed.

33 There were no electronic motions to enter.

34 **HOMEOWNER ISSUES**

35 None presented.

36 **Committee Reports:** Tabled to July Meeting

37 **FINANCIAL REPORTS-** Tabled to July

WEST TAPPS MAINTENANCE COMPANY

BOARD OF TRUSTEES MEETING

MINUTES

June 13, 2019

Held at Jenks Park 5301 W Tapps Dr E, Lake Tapps, Washington

38 **OFFICE REPORT-** Tabled to July

39 **FACILITIES-** Tabled to July

40 **ARCHITECTURAL-** Tabled to July

41 **VIOLATIONS-** Tabled to July

42 **I.T.-**Tabled to July

43 **UNFINISHED BUSINESS** –All items Tabled July Meeting

44 **NEW BUSINESS**

45 **Seattle Boat Situation**

46 General Manager Michelle Wittmier presented the information to the Board concerning the request by
47 Seattle Boat, the new owners of the Marina located at 205 W Tapps Dr E, plans submitted to Pierce
48 County to redeveloped the Marine property with denser capacity to store boats in multi layered structures,
49 add a boat launch, fuel dock and private boat club dock to the cove. The Board discussed the issue and
50 determined to turn the matter over to our attorney J. David Huhs to draft the comment needed to be sent
51 to Pierce County in the matter. Ms. Wittmier will send all data presented tonight to the Board electronically.

52 **Homeowner Request for Funds dispersal from Sewer Trust**

53 General Manager Michelle Wittmier provided the details of this owner's request. The Board determined to
54 write a letter to the owner requesting copies of the documents upon which he is basing this request.

55 **Survey of Bankers Spit and 178th Ave E, the first 1100 feet starting at South Tapps**

56 General Manager Wittmier presented information on the location of our fence at Bankers Spit Park. The
57 previous locate work we had done brought to light the fact that it is located in the road right of way, not on
58 our property, which has a bearing on the issue of the water main located within our park. We need to
59 determine the location of our north property line abutting 45th Street E and re-locate our fence to that
60 property line.

61 Ms. Wittmier presented information concerning the need to locate the west boundary line of the main road
62 into Hidden View, 178th Ave E. This road drops down from South Tapps and makes a 90 degree turn to
63 the north at the bottom of the hill. That shoulder of the road is entirely overgrown with trees and vegetation
64 all the way up to the asphalt roadway. This growth causes the 90-degree corner to be a completely blind
65 corner. Given the fact there is a school bus stop located at the intersection of South Tapps and 178th
66 and all of the children coming up out of Hidden View to this bus stop must traverse this section of the
67 road, it is imperative that we create a safer walking situation for accessing the bus stop from this
68 community. Once the west boundary line has been located, we will remove the forest and stumps in the
69 area between the asphalt and the west boundary of the road. We will then install gravel between the
70 asphalt and west boundary line creating a shoulder on the road which can be utilized by pedestrian traffic
71 and will allow for visibility around this 90-degree corner.

72 The cost of these two surveys will be \$2,200.00 plus tax.

73 **Motion by Joe Kish** that WTMC fund the surveys presented for \$2,200.00 plus tax.

74 **Second by** Butch Hulstrom

75 **Voice Vote:** Unanimous

76 Motion to survey Bankers Spit north boundary line and 178th Ave E West boundary line, first
77 1100 feet passed.

78

WEST TAPPS MAINTENANCE COMPANY

BOARD OF TRUSTEES MEETING

MINUTES

June 13, 2019

Held at Jenks Park 5301 W Tapps Dr E, Lake Tapps, Washington

79 **Purchase of Canopy for to use as Truck Garage at Office**

80 General Manager Wittmier presented the request that we purchase the canopy system offered by Joe
81 Kish to replace the one destroyed by the snow events that occurred in February. Mr. Kish has offered to
82 sell us this system which has actual side walls, not just a top cover for \$100.00.

83 **Motion by Butch Hulstrom** that we spend the \$100.00 to purchase this canopy.

84 **Second by** Lisa Courneya

85 **Voice Vote:** Unanimous

86 Motion to spend \$100.00 to purchase canopy from Joe Kish passed.

87 **FOR THE GOOD OF THE ORDER**

88 Facilities Manager David Gowans presented the details of a drinking incident at Jenks Park on June 12th
89 and that he had all Key cards on the account deactivated pending further action. The Board instructed that
90 all Key Cards on that account will be shut down for 90 days.

91 **Motion by Joe Kish** that meeting adjourns.

92 Second by Butch Hulstrom

93 Voice Vote: Unanimous

94 Motion to adjourn meeting passed.

95 President Bricker adjourned meeting at 7:40pm

96 NEXT MEETING SCHEDULED Thursday July 11, 2019, 7 pm at the Main Office

97 Respectfully Submitted:

Approved:

98 _____07/11/19

99 Michelle Wittmier, General Manager

_____07/11/19

Joseph Kish, Secretary/Treasurer

WTMC
Balance Sheet
As of May 31, 2019

May 31, 19

ASSETS

Current Assets

Checking/Savings

Allocated Funds-6989 30,000.89
CD Combined RF #1097 10,710.70
Chking Main Intrst 9075 334,213.26

Chking PayPal Acct-6393 16,036.02
Chking Payroll Acct-6195 8,082.66
Chking Petty Cash 5516 528.48
Svgs Mny Mrkt Main 8785 162,469.60

Svgs Mny Mrkt HVRF 7118 133,177.16

Total Checking/Savings 695,218.77

Accounts Receivable

11000 · Accounts Receivable 499.85

Total Accounts Receivable 499.85

Total Current Assets 695,718.62

TOTAL ASSETS 695,718.62

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 1.33

24123 · Labor and Industries-Employee 507.10

24124 · Medicare-Employer 86.57

24125 · Medicare-Employee 41.79

24220 · FUTA 2.01

24221 · SUTA 109.38

24222 · WA Admin Fund 25.31

24000 · PAYROLL LIABILITIES - Other 826.10

Total 24000 · PAYROLL LIABILITIES 3,965.80

Total Other Current Liabilities 3,965.80

Total Current Liabilities 3,965.80

Total Liabilities 3,965.80

Equity

30000 · Opening Balance Equity 488,650.26

32000 · Retained Earnings 65,380.62

Net Income 137,721.94

Total Equity 691,752.82

TOTAL LIABILITIES & EQUITY 695,718.62

WTMC
Profit & Loss YTD Comparison
May 2019

	May 19	Jan - May 19
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	8,849.78	33,029.56
70002 · Prev Bal Cap Assess	348.93	1,196.65
70003 · Oper Assess Current YR	274,763.66	293,820.56
70005 · Key Card Fees	175.00	800.00
70006 · Late Fees	60.00	160.00
70007 · Penalty Income Parcels	53.55	180.61
70008 · Lien Fees chrgd	260.00	780.00
70009 · Escrow Fee	1,080.00	4,320.00
70010 · Prev Bal HV Road Fund	100.00	250.00
70011 · HV Road Fund	3,017.00	3,117.00
70012 · Other	0.00	156.00
70013 · Park Event Fees	200.00	225.00
70014 · Prepaid Assessments	39.70	39.70
70015 · Payment Plan Fees	246.00	246.00
70017 · Interest Income Bank	34.77	148.22
Total 70000 · INCOME	289,228.39	338,469.30
Total Income	289,228.39	338,469.30
Gross Profit	289,228.39	338,469.30
Expense		
1000 · PAYROLL EXPENSES	17,890.40	69,639.91
2000 · UTILITIES	3,187.56	15,491.73
3000 · MAINTENANCE	4,849.92	9,843.55
4000 · SPECIAL EVENTS	180.04	1,011.40
5000 · FEES	1,213.23	8,228.95
6000 · SUPPLIES	1,149.48	5,952.87
7000 · Other OPERATING EXPENSES	180.00	14,404.84
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	5,934.73	59,611.01
8023 I.T. Allocated Funds	0.00	6,224.99
Total 8020 · Allocated and Disc Alloca Funds	5,934.73	65,836.00
8030 · ROAD FUND		
8031 · Hidden View Road	0.00	4,798.18
8032 · Combined Roads	0.00	2,145.87

12:07 PM

01/05/21

Cash Basis

WTMC
Profit & Loss YTD Comparison
May 2019

	<u>May 19</u>	<u>Jan - May 19</u>
Total 8030 · ROAD FUND	0.00	6,944.05
9000 · IT Expenses	516.56	3,394.06
Total Expense	<u>35,101.92</u>	<u>200,747.36</u>
Net Ordinary Income	<u>254,126.47</u>	<u>137,721.94</u>
Net Income	<u><u>254,126.47</u></u>	<u><u>137,721.94</u></u>