

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

July 11, 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 7:00 pm.

3 **BOARD MEMBERS PRESENT**

4 Lisa Courneya, Vice President

5 Joseph Kish, Secretary/Treasurer, I.T. Chair

6 Cliff McIntosh, Violations Chair

7 Butch Hulstrom, Member at Large

8 Bruce Upton, I.T. Committee, Member at Large

9 Secretary Kish informed Vice- President Courneya that Board Member quorum is present.

10 **Motion by Joe Kish** to excuse Stephen Brickers absence due to work related activities.

11 Second by Butch Hulstrom

12 Voice Vote: Unanimous acceptance

13 Motion to excuse Stephen Brickers' absence passed.

14 **STAFF PRESENT**

15 Michelle Wittmier-General Manager

16 David Gowans-Facilities Manager

17 Robert White- Park Manager

18 **GUESTS PRESENT**

19 None

20 **VOLUNTEERS PRESENT**

21 None

22 **Homeowners present**

23 Joe and Bonnie Duran

24 **ADOPTION OF AGENDA**

25 **Motion by Joseph Kish** to adopt the Agenda as amended adding an Executive Session after for the
26 Good of the Order.

27 Second by Butch Hulstrom

28 Voice Vote: Unanimous acceptance

29 Motion to adopt the agenda as amended passed.

30 **APPROVAL OF MINUTES**

31 **Motion by Butch Hulstrom** to accept the June 13, 2019 Minutes as published

32 Second by Joseph Kish

33 Voice Vote: Unanimous acceptance

34 Motion to accept June 13, 2019 minutes as published passed.

35 **ELECTRONIC MOTIONS**

36 There were no electronic motions to enter.

37 **HOMEOWNER ISSUES**

38 Homeowner Joe Duran presented another letter of request to have the trees in the park area in front of
39 his home pruned to ensure his view of the lake and enhance and maintain his property values. He also

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40 presented letters from two of his neighbors, Chris Kelsey of 5201 Jenks Pt Way and Ryan Vanderveen of
41 18805 53rd St Ct E, making the same request. The Board thanked Mr. Duran for his presentation, made a
42 commitment to re-look at the request and get back to him with their decision.

43 **FINANCIAL REPORTS**

44 Secretary/Treasurer Kish presented the current financial position.

Report	Income YTD	Expenditures YTD	Balance	Notes
190630 Profit & Loss	\$449,527.67	\$246,960.52	\$202,567.15	1
190630 Balance Sheet			\$761,473.11	2
190630 Budget				3

45 #1 This includes collection of \$42,223.87 from prior years past due accounts

46 #2 We are in Balance. This Balance does include the Hidden View Road Fund
47 at \$133,179.35.

48 #3 We are at \$168,549.10 in Operating Expenditures, \$7,384.75 Road
49 Expenditures, and \$71,026.67 in Capital projects and maintenance.
50 Standing at 33.5% of budgeted expenditures.

51 Mr. Kish reported that the Budget Committee process is starting, he is anticipating having the completed
52 2020 Proposed Budget to the Board for review in early September.

53 **OFFICE REPORT**

- 54 • General Manager Michelle Wittmier updated the Board on the hiring of Brooklynn Brown as our
55 summer office staff person who is working on the scanning project.
- 56 • The Office is through the billing cycle and has deactivated the Key Cards of all individuals out of
57 compliance with payment of their assessments.
- 58 • The office has returned to addressing the transition to the Caliber Software and the bank
59 changeover.

60 **FACILITIES**

61 Facilities Manager David Gowns reported:

- 62 • We are officially past mid- summer
- 63 • Shocked at how quiet a year it has been
- 64 • We are down to 18 staff and will begin to decrease until end of season
- 65 • Have had a problem with the main hinge portion of the floating dock system.
66 Working on a solution.
- 67 • Lakeridge gate installation is still in process and hopefully will be complete by August
- 68 • Working on finishing the inside of the Equipment Building at Lakeridge.
- 69 • Bankers Spit slightly behind on the planned tasks
- 70 • Jenks Park installing a bench by the Play Structure
- 71 • Greenbelts planning on having a dumpster delivered to dispose of some of the debris
- 72 • Locks on the Jenks Park restroom doors will happen just prior to the Lakeridge installation.
- 73 • Roads – been doing regular maintenance. Have planned for walkway on west side of 178th
74 within our road right of way from South Tapps down to first intersection
75

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76 **ARCHITECTURAL**

77 Facilities Manger Gowans reported:

- 78 • He will be checking on the Maureen Carol fencing issue
- 79 • Has made 9 trips and picked up 56 Tehaleh real estate signs

80 The South Tapps asphalted shoulder situation has had some of the asphalt removed.

81 **Motion by Joseph Kish** to send a letter to the real estate people with Tehaleh to keep their signs from
82 within the WTMC boundaries effective ifammmediately or we will bill you for their removal.

83 Second Butch Hulstrom

84 Voice Vote: Unanimous

85 Motion to send letter to Tehaleh passed.

86 **VIOLATIONS**

87 No new issues.

88 Committee Chair Cliff McIntosh requested all the data on the Lovett Key Card deactivation done by the
89 Board at their June meeting for review and further action.

90 **I.T.**

91 Committee Chair Joseph Kish reported that on recommendation of our outside IT vendor Benjamin Keith,
92 WTMC will be updating the current WTMC computers from Window 7, which goes into non- support from
93 Microsoft in January of 2020, to Windows 10 operating systems.

94 **UNFINISHED BUSINESS**

- 95 • Fee schedule was tabled to the August meeting.
- 96 • Judgements are with the attorney; however, we are focusing our attorney activity right now on the
97 Seattle Boat situation.
- 98 • The Board reviewed the information on service animals and determined to not set a specific
99 policy in place but follow State and Federal law in determining if an animal is actually a service
100 animal and must be admitted to Jenks Park.
- 101 • The Board reviewed the information on the Seattle Boat situation and determined to wait for the
102 title information from the attorney and his advice on taking the next steps in the matter.
- 103 • The homeowner requesting Sewer trust Fund monies has been non- responsive.

104 **NEW BUSINESS**

105 **Lovett Request for Key Cards to be turned back on**

106 **Motion by Cliff McIntosh to table this item**

107 Second by Joseph Kish

108 Voice Vote: Unanimous

109 Motion to table Key Card Request passed.

110 **SOP's Reviewed**

111 The Board read and discussed the following proposed SOPs without taking action. Action to be taken at
112 next meeting.

- 113 • Guest Pass issue to Airbnb properties within WTMC
- 114 • Service Animal in WTMC Facilities
- 115 • Refund of Event Fees for cancelled events
- 116 • Items placed at the Curb, with a sign marked "FREE"

117

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118 **FOR THE GOOD OF THE ORDER**

119 None

120 **Motion by Joseph Kish** to adjourn to Executive session to be updated on legal issues.

121 Second by Butch Hulstrom

122 Voice Vote: Unanimous

123 Motion to adjourn to Executive Session passed.

124 Board moved into Executive Session at 8:45 pm.

125 **Motion by Joseph Kish to return to regular session.**

126 Second Butch Hulstrom

127 Voice Vote: Unanimous

128 Motion to return to regular session passed.

129 Board moved back into regular session at 9:11 pm.

130 **Motion by Joseph Kish to adjourn meeting.**

131 Second by Cliff McIntosh

132 Voice Vote: Unanimous

133 Motion to adjourn passed.

134 **Vice-President Courneya adjourned meeting at 9:14pm**

135 NEXT MEETING SCHEDULED Thursday August 8, 2019, 7 pm at the Main Office

136 Respectfully Submitted:

Approved:

137 _____ 08/08/19

138 Michelle Wittmier, General Manager

_____ 05/08/19

Joseph Kish, Secretary/Treasurer

12:30 PM

01/05/21

Cash Basis

WTMC
Balance Sheet
As of June 30, 2019

	<u>Jun 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
KB Allocated Funds-6989	30,000.89
KB CD Combined RF #1097	10,721.21
KB Chking Main Intrst 9075	396,454.32
KB Chking PayPal Acct-6393	19,524.37
KB Chking Payroll Acct-6195	8,016.66
KB Chking Petty Cash 5516	-233.81
KB svgs Mny Mrkt Main 8785	162,482.95
KB Svgs Mny Mrkt HVRF 7118	133,125.35
Total Checking/Savings	760,091.94
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	760,591.79
TOTAL ASSETS	<u>760,591.79</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	4,875.08
Total Liabilities	4,875.08
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	64,499.30
Net Income	202,567.15
Total Equity	755,716.71
TOTAL LIABILITIES & EQUITY	<u>760,591.79</u>

WTMC
Profit & Loss YTD Comparison
June 2019

	Jun 19	Jan - Jun 19
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	7,622.07	40,651.63
70002 · Prev Bal Cap Assess	385.59	1,582.24
70003 · Oper Assess Current YR	98,739.32	392,559.88
70005 · Key Card Fees	200.00	1,000.00
70006 · Late Fees	100.00	260.00
70007 · Penalty Income Parcels	396.52	577.13
70008 · Lien Fees chrgd	520.00	1,300.00
70009 · Escrow Fee	945.00	5,265.00
70010 · Prev Bal HV Road Fund	0.00	250.00
70011 · HV Road Fund	1,300.00	4,417.00
70012 · Other	0.00	156.00
70013 · Park Event Fees	525.00	750.00
70014 · Prepaid Assessments	117.24	156.94
70015 · Payment Plan Fees	156.00	402.00
70017 · Interest Income Bank	51.63	199.85
Total 70000 · INCOME	111,058.37	449,527.67
Total Income	111,058.37	449,527.67
Gross Profit	111,058.37	449,527.67
Expense		
1000 · PAYROLL EXPENSES	29,439.70	99,079.61
2000 · UTILITIES	2,808.33	18,300.06
3000 · MAINTENANCE	3,503.48	13,347.03
4000 · SPECIAL EVENTS	500.00	1,511.40
5000 · FEES	919.21	9,148.16
6000 · SUPPLIES	2,082.47	8,035.34
7000 · Other OPERATING EXPENSES	298.60	14,703.44
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	5,190.67	64,801.68
8023 I.T. Allocated Funds	0.00	6,224.99
Total 8020 · Allocated and Disc Alloca Funds	5,190.67	71,026.67
8030 · ROAD FUND		
8031 · Hidden View Road	440.70	5,238.88
8032 · Combined Roads	0.00	2,145.87

12:11 PM

01/05/21

Cash Basis

WTMC
Profit & Loss YTD Comparison
June 2019

	<u>Jun 19</u>	<u>Jan - Jun 19</u>
Total 8030 · ROAD FUND	440.70	7,384.75
9000 · IT Expenses	1,030.00	4,424.06
Total Expense	46,213.16	246,960.52
Net Ordinary Income	64,845.21	202,567.15
Net Income	<u>64,845.21</u>	<u>202,567.15</u>