

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING  
MINUTES

August 15, 2019

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

1 **CALL TO ORDER**

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

3

4 **BOARD MEMBERS PRESENT**

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 President Bricker that Board Member quorum is present.

10

11 **Motion by Joe Kish** to excuse Lisa Courneyas' absence due to medical issues.

12 Second by Bruce Upton

13 Voice Vote: Unanimous acceptance

14 Motion to excuse Lisa Courneyas' absence passed.

15

16 **STAFF PRESENT**

17 Michelle Wittmier-General Manager

18 Robert White- Park Manager

19

20 **GUESTS PRESENT**

21 None

22

23 **VOLUNTEERS PRESENT**

24 None

25

26 **HOMEOWNERS PRESENT**

27 Joe and Bonnie Duran

28

29 **ADOPTION OF AGENDA**

30

31 **Motion by Cliff McIntosh** to Add an Executive Session after for the Good of the Order to address a  
32 Violations issues.

33 Second by Joseph Kish

34 Voice Vote: Unanimous

35 Motion to add Executive Session passed.

36

37 **Motion by Joseph Kish** to adopt the Agenda as amended

38 Second by Bruce Upton

39 Voice Vote: Unanimous acceptance

40 Motion to adopt the agenda as amended passed.

41

42 **APPROVAL OF MINUTES**

43 **Motion by Joseph Kish** to accept the July 11, 2019 Minutes as published

44 Second by Cliff McIntosh

45 Voice Vote: Unanimous acceptance

46 Motion to accept July 11, 2019 minutes as published passed.

47

48 **Motion by Cliff McIntosh** to amend the June 13<sup>th</sup>, 2019 minutes to change the meeting date for minute's  
49 approval from June 13, 2019 to the May 9, 2019.

50 Second Butch Hulstrom

51 Voice Vote: Unanimous

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52 Motion to amend the June 13<sup>th</sup>, 2019 minutes to change the meeting date for minute's approval from June  
53 13, 2019 to the May 9, 2019 passed.

54  
55 There were no electronic motions to enter.

56  
57 **HOMEOWNER ISSUES**

58 No Homeowner issues presented

59  
60 **FINANCIAL REPORTS**

61 Secretary/Treasurer Kish presented the current financial position.

Report	Income YTD	Expenditures YTD	Balance	Notes
190731 Profit & Loss	\$503,085.74	\$302,677.73	\$200,408.01	1
190731 Balance Sheet			\$760,467.81	2
190731 Budget				3
#1 This includes collection of \$44,289.21 from prior years past due accounts				
#2 We are in Balance. This Balance does include the Hidden View Road Fund at \$133,181.62.				
#3 We are at \$222,056.05 in Operating Expenditures, \$7,384.75 Road Expenditures, and \$73,236.93 in Capital projects and maintenance. Standing at 44.13% of budgeted expenditures.				

62  
63 Mr. Kish reported that the Budget Committee had its first meeting and reviewed numbers. We are looking  
64 at the issue of wages and mandatory wage increase due to minimum wage increasing \$1.50 as of January  
65 1st, 2020 and the impact that is likely to have on us as well as the services we purchase that have  
66 employees. There is a possibility that these items could cause a budget increase of 5 – 10%. We are  
67 anticipating having the completed 2020 Proposed Budget to the Board for review in early September.

68  
69 **OFFICE REPORT**

70 General Manager Michelle Wittmier that the office is handling the issues of summer and looking forward to  
71 the slowing of the activity when the recreation season. It has been extremely busy.

72  
73 In addition to the normal flow of work I have been busy with the Seattle Boat issue and our Attorney, J  
74 David Huhs as well as the Maples Lawsuit including site visits with our Insurance provided attorney on that  
75 case.

76  
77 Due to the need to have the office off line for the process, the Main Office will be closed on Friday August  
78 23<sup>rd</sup> to start the upgrade on the operating systems from Windows 7 to Windows 10.

79  
80 **FACILITIES**

81 Facilities Manager David Gowns was not present, no facilities report.

82  
83 **ARCHITECTURAL**

84 Facilities Manger Gowans was not present, no Architectural Report

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85 **VIOLATIONS**

86 Due to the potential of legal ramifications, the Violations issue that has occurred will be discussed in  
87 Executive session.

88  
89 **I.T.**

90 Committee Chair Joseph Kish reported, as GM Wittmier noted in her report, that the initial session of  
91 operating system upgrades is on the calendar for Friday August 23<sup>rd</sup>. This will be a process and may take  
92 more than one session to accomplish.

93  
94 **UNFINISHED BUSINESS**

- 95
- 96 • Bank Changeover in holding pattern for Software cutover.
  - 97
  - 98 • Fee Schedule tabled to September meeting
  - 99
  - 100 • Judgements are with the attorney; however we are focusing our attorney activity right now on the  
101 Seattle Boat situation.
  - 102
  - 103 • The Board reviewed the information on the Seattle Boat situation and determined to wait for the  
104 title information from the attorney and his advice on taking the next steps in the matter.
  - 105
  - 106 • The homeowner requesting Sewer trust Fund monies has been non- responsive. - remove from  
107 agenda until he replies to our information request.
  - 108

109 **NEW BUSINESS**

- 110
- 111 • The current office building may be being sold. Looking for another site for the office.
  - 112
  - 113 • Board members expressed concern about WTMC Staff speeding while on duty as they move from  
114 one park to another. Board requested that Robert warn his staff about this issue and to obey the  
115 speed laws while they are wearing their WTMC uniforms.
  - 116

117 **FOR THE GOOD OF THE ORDER**

118 None

119  
120 **Motion by Joseph Kish** to adjourn to Executive session to be updated on legal issues and violations

121 Second by Butch Hulstrom

122 Voice Vote: Unanimous

123 Motion to adjourn to Executive Session passed.

124  
125 Board moved into Executive Session at 7:45 pm.

126  
127 **Motion by Joseph Kish** to return to regular session.

128 Second Butch Hulstrom

129 Voice Vote: Unanimous

130 Motion to return to regular session passed.

131  
132 Board moved back into regular session at 8:00pm.

133  
134  
135 **Motion by Joseph Kish** to adjourn meeting.

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136 Second by Cliff McIntosh  
137 Voice Vote: Unanimous  
138 Motion to adjourn passed.

139  
140 Vice-President Courneya adjourned meeting at 8:13pm  
141

142  
143 NEXT MEETING SCHEDULED Thursday September 12, 2019, 7 pm at the Main Office  
144

145  
146 Respectfully Submitted: Approved:  
147  
148  
149  
150 \_\_\_\_\_09/12/19 \_\_\_\_\_09/12/19  
151 Michelle Wittmier, General Manager Joseph Kish, Secretary/Treasurer

WTMC  
**Balance Sheet**  
As of July 31, 2019

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Jul 31, 19

**ASSETS**

**Current Assets**

**Checking/Savings**

Allocated Funds-6989 30,000.89  
CD Combined RF #1097 10,721.21  
Chking Main Intrst 9075 392,204.96

Chking PayPal Acct-6393 23,154.44  
Chking Payroll Acct-6195 8,082.66  
Chking Petty Cash 5516 125.43  
Svgs Mny Mrkt Main 8785 162,496.75

Svgs Mny Mrkt HVRF 7118 133,181.62

**Total Checking/Savings 759,967.96**

**Accounts Receivable**

11000 · Accounts Receivable 499.85

**Total Accounts Receivable 499.85**

**Total Current Assets 760,467.81**

**TOTAL ASSETS 760,467.81**

**LIABILITIES & EQUITY**

**Liabilities**

6,028.92

**Equity**

30000 · Opening Balance Equity 488,650.26

32000 · Retained Earnings 65,380.62

Net Income 200,408.01

**Total Equity 754,438.89**

**TOTAL LIABILITIES & EQUITY 760,467.81**

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

	Jul 19	Jan - Jul 19
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>70000 · INCOME</b>		
70001 · Prev Bal Op Assess	2,026.06	42,677.69
70002 · Prev Bal Cap Assess	29.28	1,611.52
70003 · Oper Assess Current YR	47,632.72	440,192.60
70005 · Key Card Fees	225.00	1,225.00
70006 · Late Fees	30.00	290.00
70007 · Penalty Income Parcels	358.10	935.23
70008 · Lien Fees chrgd	260.00	1,560.00
70009 · Escrow Fee	1,485.00	6,750.00
70010 · Prev Bal HV Road Fund	0.00	250.00
70011 · HV Road Fund	501.00	4,918.00
70012 · Other	160.50	316.50
70013 · Park Event Fees	537.00	1,287.00
70014 · Prepaid Assessments	3.17	160.11
70015 · Payment Plan Fees	252.43	654.43
70017 · Interest Income Bank	57.81	257.66
<b>Total 70000 · INCOME</b>	<b>53,558.07</b>	<b>503,085.74</b>
<b>Total Income</b>	<b>53,558.07</b>	<b>503,085.74</b>
<b>Gross Profit</b>	<b>53,558.07</b>	<b>503,085.74</b>
<b>Expense</b>		
<b>1000 · PAYROLL EXPENSES</b>	36,426.63	135,506.24
<b>2000 · UTILITIES</b>	3,321.11	21,621.17
<b>3000 · MAINTENANCE</b>	5,713.39	19,060.42
<b>4000 · SPECIAL EVENTS</b>	0.00	1,511.40
<b>5000 · FEES</b>	1,295.50	10,443.66
<b>6000 · SUPPLIES</b>	2,427.32	10,462.66
<b>7000 · Other OPERATING EXPENSES</b>	4.72	14,708.16
<b>8020 · Allocated and Disc Alloca Funds</b>		
8022 Discretionary Allocated	2,210.26	67,011.94
8023 I.T. Allocated Funds	0.00	6,224.99
<b>Total 8020 · Allocated and Disc Alloca Funds</b>	<b>2,210.26</b>	<b>73,236.93</b>
<b>8030 · ROAD FUND</b>		
8031 · Hidden View Road	0.00	5,238.88
8032 · Combined Roads	0.00	2,145.87
<b>Total 8030 · ROAD FUND</b>	<b>0.00</b>	<b>7,384.75</b>
<b>9000 · IT Expenses</b>	4,318.28	8,742.34
<b>Total Expense</b>	<b>55,717.21</b>	<b>302,677.73</b>
<b>Net Ordinary Income</b>	<b>-2,159.14</b>	<b>200,408.01</b>
<b>Net Income</b>	<b><u>-2,159.14</u></b>	<b><u>200,408.01</u></b>