

WEST TAPPS MAINTENANCE COMPANY

BOARD OF TRUSTEES MEETING

MINUTES

September 12, 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 6:56 pm.

3 **BOARD MEMBERS PRESENT**

4 Lisa Courneya, Vice President

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

6 Butch Hulstrom, Member at Large

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

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

9 **Motion by Joe Kish:** Excuse Cliff McIntosh's' absence due to work.

10 Second by Bruce Upton

11 Voice Vote: Unanimous acceptance

12 Motion to excuse Cliff McIntosh' absence passed.

13 **STAFF PRESENT**

14 Michelle Wittmier-General Manager

15 David Gowans –Facilities Manager

16 **GUESTS PRESENT**

17 None

18 **VOLUNTEERS PRESENT**

19 None

20 **HOMEOWNERS PRESENT**

21 Annette & Adam Gregorich, Phil Kriss, Dayna Richards

22 **ADOPTION OF AGENDA**

23 **Motion by Bruce Upton:** Adopt agenda as published.

24 Second by Joseph Kish

25 Voice Vote: Unanimous

26 Motion to accept Agenda as published passed.

27 **APPROVAL OF MINUTES**

28 **Motion by Joseph Kish:** Accept the August 8, 2019 Minutes as published

29 Second by Butch Hulstrom

30 Voice Vote: Unanimous acceptance

31 Motion to accept August 8, 2019 minutes as published passed.

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32 Ratification of the August 29 2019 special Meeting tabled to October 10, 2019 meeting

33 There were no electronic motions to enter.

34 **HOMEOWNER ISSUES**

35 Bankers Spit Park Dog Rules change. Facilities Manger David Gowans gave background information
36 on the current rule situation and the change in the rules adding the requirement that if other dogs are
37 present, the owner is required to leash up their dog or dogs and the reasons for that change related
38 to dog fights and upset owners. Manager Gowans noted that the same rule change has been
39 instituted at Lakeridge Park, our 2nd dog friendly park and that change has met with general
40 acceptance and compliance.

41 The Board opened the floor to comments from the owner's present.

42 Phil Kriss thanked Manager Gowans for his upkeep and diligence with Bankers Spit. Mr.
43 Kriss feels that there will always be unruly dogs and the owners are responsible for the
44 behavior of their dogs. Mr. Kriss did not feel it was necessary or fair to penalize well
45 behaved dogs and owners by requiring this change. Mr. Kriss feels that what we have is
46 working well and we should not change this rule. The Gregorich's echoed Mr. Kriss'
47 sentiment. Dayna Richards felt that leashing was not a bad change but should be
48 optional. Mr. Gregorich expressed concern about the difficulty of abiding by the rule given
49 the size and shape of the park and how quickly dogs can vanish around a corner from
50 their owner and suddenly be in the presence of another dog or a person.

51 The Board discussed the issue, including a system modification that would monitoring for behavior
52 issues, citing owners if one occurred and ban owners and their dog(s) if a second occurred.

53 The Board determined to leave the rule change in place for now to see if it decreased the incidents of
54 unfriendly or inappropriate encounters between dogs and dogs and dogs and people at Bankers Spit
55 Park.

56 **FINANCIAL REPORTS**

57 Secretary/Treasurer Kish presented the current financial position.

Report	Income YTD	Expenditures YTD	Balance	Notes
190830 Profit & Loss	\$537,730.62	\$391,541.60	\$146,189.02	1
190830 Balance Sheet			\$706,324.10	2
190830 Budget				3
#1 This includes collection of \$57,333.14 from prior years past due accounts				
#2 We are in Balance. This Balance does include the Hidden View Road Fund at \$133,183.88.				
#3 Numbers from the 190830 Budget were not available yet for the meeting.				

58 **Table 1**

59 Mr. Kish reported that the Budget Committee has completed its work and the proposed 2020 Budget
60 will be presented to the Board later in the meeting.

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61 **OFFICE REPORT**

62 General Manager Michelle Wittmier reported that due to the payment plan options we have made
63 available to our owners, we are still busy processing incoming payments, with the final payment due
64 on the payment plans later this month.

65 Ms. Wittmier reported, after speaking with our landlord, Jim Wagoner that the building is not being
66 sold and our office site is secure for now. Mr. Wagoner has determined to keep this building and
67 when he does plan on selling, he will give us 18 – 24 months lead time to allow for a smooth
68 transition to a new office site.

69 At the end of the month the office will be moving the office hours back to Monday through Friday 1-
70 5pm, with options for appointments outside of those hours as needed to meet homeowner needs.

71 Ms. Wittmier requested that the Board adopt a policy covering homeowner's events in the parks over
72 10 people in the off season. With Off Season being defined as October through end of April. Since
73 Cascade Water Alliance leaves the lake up for so much longer each year now, the Cabana at Jenks
74 Park is very popular, even when it is rainy out for parties in the Fall and Winter. Currently, we do not
75 have staff that work on weekends after the end of September or start again until the end of April. This
76 is a changing paradigm for WTMC and being in front of the potential issues from this situation is a
77 better plan.

78 **FACILITIES**

79 Facilities Manager David Gowans reported:

80 They are wrapping up the season, with most of the staff leaving at the end of this week and the
81 balance, with the exception of our gate staff leaving by the end of the month.

82 That Park Manager Robert White is wrapping up the seasonal items at Jenks and Bankers.

83 Mr. Gowans is continuing his focus on the greenbelts and the Lakeridge gate project.

84 There are approximately 60 trees along South Tapps that need to be removed from our greenbelt and
85 another 150 down the entrance to Hidden View.

86 Mr. Gowans is continuing to work with the vendor of record to get the RFID card readers installed at
87 Jenks Park.

88 Starting Monday Sept 16th, the road maintenance of the driving lane and overhang will be started.

89 Hidden View road shoulders will be defoliant sprayed on Friday Sept 13th.

90 Planning on leaving the floating docks in place until Cascade Water Alliance (CWA) starts to bring the
91 lake level down. CWA's plan is to leave the lake up until Dec 26th and then they will do a quick
92 2–3-foot drop.

93 Mr. Gowans explained, when asked, that the logs that are created by the removal of the trees are
94 chopped up and made available to the adjacent owners if they want them. If they are cottonwood, we
95 have a vendor who comes and hauls them away for pulp. We have already received approximately
96 \$150.00 from that process.

97 **ARCHITECTURAL**

98 General Manager Wittmier presented information on the 175th Avenue LLC corporation that has
99 installed a 6 foot high concrete fence on one lot they own and are now in process of asking
100 permission for that fence and the addition of installing an identical fence on their second lot which is

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101 located one lot to the north. They are taking this step to stop the incursion onto their lots by the owner
102 of the lot situated between their two lots. The Board discussed the issue of concrete fencing at 6 feet
103 being installed on both sides of a person's lot and the impact on the rural look and environment if that
104 were allowed. The Board instructed that contact with the owner of the center lot be made to obtain his
105 opinion on this matter and determine then how to issue building permits, in accordance with the C&Rs
106 setbacks without destroying the rural neighborhood.

107 Ms. Wittmier reported about the drug house located at 5703 184th Ave CT E, just south of the church on South
108 Tapps. The office has been working with Pierce county Responds and the neighbor immediately to the west
109 since April of this year trying to clear up the situation of several motorhomes and numerous people living in the
110 garage outbuilding and the drug sales that are ongoing. Ms. Wittmier noted that Boardmember Kish felt it was
111 important for us to be able to notify our membership of these types of situations due to the danger involved.
112 Boardmember Courneya supplied a link to a crime map that shows the known crime activity in a given area. We
113 will put this link on our webpage and check with our attorney on how much and what we can disclose outside of
114 that step.

115 Ms. Wittmier informed the Board of a logging event at 18002 46th St E in an owner owned greenbelt that has
116 already been dealt with. The owner returned from vacation to find that someone had removed trees from the
117 west side of his greenbelt. This act put the remaining very tall trees in peril. He worked with two separate
118 arborists to find a solution. Given the condition of the remaining trees, removing them was the only safe step.
119 They would not survive winter weather, now that they were directly exposed to the prevailing weather pattern
120 with the buffer trees having been removed. The owner removed 4 trees and has already replanted 6 trees with
121 plans to install several more to fill in the space created by the tree theft that occurred while he was on vacation.

122 **VIOLATION**

123 Violations Chair McIntosh was not present. No formal report.

124 The Board did discuss the White incident and determined to let the current situation of the reactivated
125 Key cards stand.

126 **I.T.**

127 Committee Chair Joseph Kish reported that the initial cutover to Window 10 has been good and we
128 will continue with the process to our other machines that are still running Windows 7.

129 **UNFINISHED BUSINESS**

130 Joe Duran's request for tree pruning at Jenks Park for a better view was discussed. The Board
131 reviewed the letter from our arborist and determined that granting pruning rights to WTMC owned
132 trees; to enhance views was not a sound decision or practice to set in place for WTMC. Although this
133 particular situation does not have many similar, there are many acres of WTMC forest that have
134 grown up and are now blocking owners' views that once existed. Creating a policy for the
135 organization that promulgates grooming and shaping of our lowland forests driven by the desires of
136 the owners for increased views is not a sound forest practice.

137 Bank Changeover in holding pattern for Software cutover. Treasurer Joe Kish also reported that we
138 are looking at US Bank for our local brick and mortar bank. We will be making the move as soon as
139 feasible.

140 Fee Schedule tabled to December meeting. The board discussed the fee structure for large groups.
141 Will check with other HOAs to see how they are handling this issue.

142

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143 Judgements are with the attorney. He is working on a document we will use as a mail merge to send
144 out to all or our 5+ years out on assessments owners apprising them of what is coming down the road
145 at them. The question was asked if it was possible for WTMC to purchase the house at 5703 184th
146 Ave CT E. There was no clear answer to the question.

147 **NEW BUSINESS**

Violation fines and Due Process was table to the December meeting.

148 **FOR THE GOOD OF THE ORDER**

149 Secretary/Treasurer Joseph Kish presented the proposed 2020 Budget. Mr. Kish highlighted the
150 increases and decreases that are represented in the document. Due to careful review of prior year
151 trends with park staffing needs projected verses actually used, we felt confident in this year of such a
152 high increase in minimum wage, (jumping \$1.50 per hour) in utilizing a percentage calculation for the
153 line item covering park staffing as opposed to the actual calculated formula we normally utilize. That
154 together with honing the numbers everywhere possible the 2020 Proposed Budget comes in at
155 \$510,336.68 which represents, utilizing the same number of dues paying units for 2020 as we did for
156 2019, (1394) comes in at \$365.98 per dues paying unit.

157 The Board discussed the budget and will make the final decision on the Budget at the October 10th
158 Board meeting.

159 **Motion by Joseph Kish:** Adjourn to Executive session to be updated on legal issues

160 Second by Lisa Courneya

161 Voice Vote: Unanimous

162 Motion to adjourn to Executive Session passed.

163 Board moved into Executive Session at 8:50 pm.

164 **Motion by Joseph Kish:** Authorize the \$4,000.00 expenditure on the legal firm of Bricklin Newman
165 Dold LLP to provide the specialty work recommended by our attorney.

166 Second Butch Hulstrom

167 Voice Vote: Unanimous

168 Motion to authorize the \$4,000.00 expenditure on legal firm passed.

169 **Motion by Joseph Kish:** Return to regular session.

170 Second Butch Hulstrom

171 Voice Vote: Unanimous

172 Motion to return to regular session passed.

173 Board moved back into regular session at 9:20 pm.

174 **Motion by Bruce Upton:** Adjourn meeting.

175 Second by Joseph Kish

176 Voice Vote: Unanimous

177 Motion to adjourn passed.

178 President Bricker adjourned meeting at 9:22pm

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NEXT MEETING SCHEDULED Thursday October 10, 2019, 7 pm at the Main Office

179 Respectfully Submitted:

Approved:

180 _____ 10/10/19

_____ 10/10/19

181 Michelle Wittmier, General Manager

Joseph Kish, Secretary/Treasurer

WTMC
Balance Sheet
As of September 12, 2019

	<u>Sep 12, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,721.21
Chking Main Intrst 9075	319,275.44
Chking PayPal Acct-6393	31,753.33
Chking Payroll Acct-6195	6,722.35
Chking Petty Cash 5516	375.25
Svgs Mny Mrkt Main 8785	162,510.56
Svgs Mny Mrkt HVRF 7118	133,183.88
Total Checking/Savings	<u>694,542.91</u>
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	<u>499.85</u>
Total Current Assets	<u>695,042.76</u>
TOTAL ASSETS	<u>695,042.76</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · PAYROLL LIABILITIES	6,137.20
Total Other Current Liabilities	<u>6,137.20</u>
Total Current Liabilities	<u>6,137.20</u>
Total Liabilities	6,137.20
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	65,347.62
Net Income	134,907.68
Total Equity	<u>688,905.56</u>
TOTAL LIABILITIES & EQUITY	<u>695,042.76</u>

WTMC
Profit & Loss YTD Comparison
August 2019

	Aug 19	Jan - Aug 19
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	12,326.58	55,004.27
70002 · Prev Bal Cap Assess	717.35	2,328.87
70003 · Oper Assess Current YR	17,581.23	457,773.83
70005 · Key Card Fees	300.00	1,525.00
70006 · Late Fees	70.00	360.00
70007 · Penalty Income Parcels	518.55	1,453.78
70008 · Lien Fees chrgd	0.00	1,560.00
70009 · Escrow Fee	945.00	7,695.00
70010 · Prev Bal HV Road Fund	0.00	250.00
70011 · HV Road Fund	1,627.05	6,545.05
70012 · Other	50.01	366.51
70013 · Park Event Fees	200.00	1,487.00
70014 · Prepaid Assessments	89.07	249.18
70015 · Payment Plan Fees	164.07	818.50
70017 · Interest Income Bank	55.97	313.63
Total 70000 · INCOME	<u>34,644.88</u>	<u>537,730.62</u>
Total Income	<u>34,644.88</u>	<u>537,730.62</u>
Gross Profit	34,644.88	537,730.62
Expense		
1000 · PAYROLL EXPENSES	53,340.75	188,846.99
2000 · UTILITIES	2,997.33	24,618.50
3000 · MAINTENANCE	3,308.71	22,369.13
4000 · SPECIAL EVENTS	17.54	1,528.94
5000 · FEES	1,839.01	12,282.67
6000 · SUPPLIES	3,797.46	14,260.12
7000 · Other OPERATING EXPENSES	13,504.51	28,212.67
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	7,398.50	74,410.44
8023 I.T. Allocated Funds	0.00	6,224.99
Total 8020 · Allocated and Disc Alloca Funds	<u>7,398.50</u>	<u>80,635.43</u>
8030 · ROAD FUND		
8031 · Hidden View Road	0.00	5,238.88
8032 · Combined Roads	0.00	2,145.87
8030 · ROAD FUND - Other	1,500.00	1,500.00
Total 8030 · ROAD FUND	<u>1,500.00</u>	<u>8,884.75</u>
9000 · IT Expenses	1,160.06	9,902.40
Total Expense	<u>88,863.87</u>	<u>391,541.60</u>
Net Ordinary Income	<u>-54,218.99</u>	<u>146,189.02</u>
Net Income	<u><u>-54,218.99</u></u>	<u><u>146,189.02</u></u>