

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES
October 17, 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 **BOARD MEMBERS PRESENT**

4 Lisa Courneya, Vice President

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

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

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

8 Cliff McIntosh and Butch Hulstrom were absent.

9 **STAFF PRESENT**

10 Michelle Wittmier-General Manager

11 David Gowans –Facilities Manager

12 **GUESTS PRESENT**

13 None

14 **VOLUNTEERS PRESENT**

15 None

16 **HOMEOWNERS PRESENT**

17 None

18 **ADOPTION OF AGENDA**

19 **Motion by Joseph Kish:** Adopt agenda as published.

20 Second by Bruce Upton

21 Voice Vote: Unanimous

22 Motion to accept Agenda as published passed.

23 **APPROVAL OF MINUTES**

24 **Motion by Bruce Upton:** Accept the September 12, 2019 Minutes as published

25 Second by Joseph Kish

26 Voice Vote: Unanimous acceptance

27 Motion to accept September 12, 2019 minutes as published passed.

28 **Motion by Joseph Kish:** Accept the August 29, 2019 Minutes as published

29 Second by Lisa Courneya

30 Voice Vote: Unanimous acceptance

31 Motion to accept August 29, 2019 minutes as published passed

32 There were no electronic motions to enter.

33 **HOMEOWNER ISSUES**

34 None

35 **FINANCIAL REPORTS**

36 Secretary/Treasurer Kish presented the current financial position.

37

WEST TAPPS MAINTENANCE COMPANY
 BOARD OF TRUSTEES MEETING
 MINUTES
 October 17, 2019
 Held at Main Office 3302-C W. Tapps Dr E lake Tapps, Washington

38

Report	Income YTD	Expenditures YTD	Balance	Notes
190930 Profit & Loss	\$571,865.32	\$427,981.32	\$143,884.00	1
190930 Balance Sheet			\$704,273.38	2
190930 Budget				3
#1 This includes collection of \$70,709.84 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 We are at \$335,091.61 in Operating Expenditures, \$9,325.45 Road Expenditures, and \$83,564.26 in Capital projects and maintenance. Standing at 66.6% of budgeted expenditures.				

39

Table 1

40 Mr. Kish reported that the Past Due Report has 244 parcels listed standing at \$290,928.67.

41 **OFFICE REPORT**

42 General Manager Michelle Wittmier reported that she and Facilities Manager Gowans were deposed
 43 Wednesday October 16th in the Maples vs WTMC lawsuit.

44 Ms. Wittmier updated the Board that the Labor and Industries claim by our former Park Manager
 45 Justin Fossum has been reopened by the State. This only just happened so we do not know at this
 46 point what that might mean, if anything to our rates.

47 Ms. Wittmier reported that the Annual Meeting of the membership is scheduled for Wednesday
 48 November 20th, 2019 7 pm at the Lakeridge Middle School. In order to meet RCW requirements
 49 concerning notification time, the mailing must be in the mail no later than Friday November 1st, 2019.
 50 Articles by the Board for the mailing must be into the office no later than Tuesday October 22nd, close
 51 of business to allow time for compilation, editing and production.

52 **FACILITIES**

53 Facilities Manager David Gowans reported:

54 The shift of focus onto the greenbelts, working with coordinating road flagging vendors for some
 55 extensive tree removal work along South Tapps Drive.

56 Continuing work with the Lakeridge gate project; noting that when completed this project, this vendor
 57 will not receive further opportunities due to unreliability for delivery of services as promised.

58 Road Maintenance to maintain the driving corridor on our private roads was done in September.

59 Park Manger Robert White is focusing on the Fall seasonal work for the parks, leaves, gutters, roof
 60 condition and planting bulbs.

61 Docks will be in place until later in the Fall when Cascade Water Alliance starts the actual draw down
 62 of the lake sometime in November.

63 Mr. Gowans presented photos of several of the WTMC private Roads, noting that we will need to
 64 address the need for resurfacing of several of these roads as well as undertaking asphaltting 181st.
 65 This should be addressed in the Spring of 2020 and we will need to do minor maintenance for
 66 potholes to secure the roads for the winter.

67 Mr. Gowans presented a request for the purchase of a Dump trailer for WTMC. This facilitates the
 68 multi-year project we are working on in the maintenance and renovation of our greenbelts as well as
 69 allow us to obtain rock and landscape supplies as necessary. The Board reviewed the request and
 70 directed that should we purchase this trailer it must be logoed with the WTMC signage.

71 **Motion by Lisa Courneya:** Authorize the purchase of the dump trailer as requested by our Facilities.
 72 Manager for an expenditure of \$9,500.00.

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

October 17, 2019

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

73 Second by Bruce Upton
74 Voice Vote: Unanimous acceptance.
75 Motion passed to purchase the dump trailer

76 **ARCHITECTURAL**

77 GM Wittmier reported that there are no new Architectural items

78 **VIOLATION**

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

80 **I.T.**

81 Windows 10 cutover will be completed in early November. We will be maintaining a machine with the
82 Window 7 operating system that will not be a part of the network or have online access as a place to
83 continue effectively accessing our legacy owner software while we continue our work cutting over the
84 Caliber software.

85 Committee Chair Joseph Kish reported there are no additional I.T. related items at this juncture.

86 **UNFINISHED BUSINESS**

87 **BUDGET RATIFICATION:**

88 **Motion by Joseph Kish:** Move that the Board ratify the proposed 2020 Budget as published for
89 publication to the membership for action.

90 Second by Lisa Courneya

91 The Board discussed various aspects of the Budget

92 Voice Vote: Unanimous acceptance as published

93 Motion passed to present the 2020 Proposed Budget as published to the membership.

94 **BANK CHANGEOVERS:**

95 Bank Changeover to Alliance Association Bank is on hold until the software cutover to Caliber Is
96 completed.

97 GM Wittmier reported to the Board that she anticipates contact from US Bank sometime in the
98 coming week.

99 **FEE SCHEDULE UPDATE:**

100 Fee Schedule tabled to January meeting.

101 **JUDGEMENTS:**

102 GM Wittmier updated the Board on where we are in the process, presenting the mail merge letter
103 drafted by our attorney on his letterhead. We will create merged documents and provide them to
104 the attorney. These will be sent out to 60 owners who are 4 or more years in arrears on their
105 assessments.

106 **DOG PARK:**

107 President Bricker directed that this item remains under unfinished business until we have a more
108 settled solution to the issues raised by the members at the September meeting.

109 **NEW BUSINESS**

110 **HOMEOWNER REQUEST TO SEAL COAT 175TH**

111 One of the owners on 175th reported that our private road 175th is deteriorating and would like us
112 to look at resurfacing this road. This request will be included in the road project now under planning
113 for next spring.

114

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

October 17, 2019

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

115 **PAYROLL SERVICE:**

116 In light of the late payroll release that occurred due to staff sickness, the Board has directed that
117 WTMC seek an outside vendor to provide this service. Ms. Wittmier presented an Excel grid with
118 quotes from 4 vendors on what those costs would be for WTMC. Ms. Wittmier notified the Board of
119 the upcoming change in procedure for W-4 withholding and taxes on payroll scheduled by the IRS
120 to take place on 1/1/2020 that makes payroll a more complex matter then in the past. The Board
121 further discussed the situation and directed Ms. Wittmier to secure further bids and specific details
122 on the costs associated with this move for review at the next Board Meeting.

123 **FOR THE GOOD OF THE ORDER**

124 President Bricker requested an update on the security fencing WTMC installed behind the property
125 located at 5323 193RD AVE E to secure the area for the growth of our reforested greenbelt. FM
126 Gowans reported he was intending a site visit out their next week and would have an update for the
127 Board at the next meeting.

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

129 Second by Lisa Courneya

130 Voice Vote: Unanimous

131 Motion to adjourn passed.

132 President Bricker adjourned meeting at 7:56pm

133 NEXT MEETING SCHEDULED THURSDAY NOVEMBER 14, 2019, 7 PM AT THE MAIN OFFICE

134

135 Respectfully Submitted:

Approved:

136 _____ 11/14/19
137 Michelle Wittmier, General Manager

_____ 11/14/19
Joseph Kish, Secretary/Treasurer

WTMC
Balance Sheet
 As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,721.21
Chking Main Intrst 9075	337,405.17
Chking PayPal Acct-6393	22,242.64
Chking Payroll Acct-6195	6,490.46
Chking Petty Cash 5516	1,203.18
Svgs Mny Mrkt Main 8785	162,523.91
Svgs Mny Mrkt HVRF 7118	133,186.07
Total Checking/Savings	703,773.53
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	704,273.38
TOTAL ASSETS	704,273.38
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	1,462.45
24123 · Labor and Industries-Employee	1,084.59
24124 · Medicare-Employer	86.57
24125 · Medicare-Employee	41.79
24220 · FUTA	276.47
24221 · SUTA	180.29
24222 · WA Admin Fund	45.40
24000 · PAYROLL LIABILITIES - Other	919.23
Total 24000 · PAYROLL LIABILITIES	6,463.00
Total Other Current Liabilities	6,463.00
Total Current Liabilities	6,463.00
Total Liabilities	6,463.00
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	65,276.12
Net Income	143,884.00
Total Equity	697,810.38
TOTAL LIABILITIES & EQUITY	704,273.38

WTMC
Profit & Loss YTD Comparison
October 2019

	<u>Oct 19</u>	<u>Jan - Oct 19</u>
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	3,741.06	71,397.62
70002 · Prev Bal Cap Assess	8.11	3,061.39
70003 · Oper Assess Current YR	7,609.07	481,622.02
70004 · Capital Assess Current Yr	0.00	50.00
70005 · Key Card Fees	225.00	1,920.00
70006 · Late Fees	0.00	430.00
70007 · Penalty Income Parcels	120.78	2,444.91
70008 · Lien Fees chrgd	0.00	1,965.00
70009 · Escrow Fee	675.00	9,305.00
70010 · Prev Bal HV Road Fund	0.00	1,750.00
70011 · HV Road Fund	246.35	6,956.74
70012 · Other	0.00	366.51
70013 · Park Event Fees	0.00	1,487.00
70014 · Prepaid Assessments	104.93	424.04
70015 · Payment Plan Fees	99.00	1,081.16
70017 · Interest Income Bank	37.97	392.92
70000 · INCOME - Other	0.00	78.28
Total 70000 · INCOME	<u>12,867.27</u>	<u>584,732.59</u>
Total Income	<u>12,867.27</u>	<u>584,732.59</u>
Gross Profit	12,867.27	584,732.59
Expense		
1000 · PAYROLL EXPENSES	14,554.08	222,230.24
2000 · UTILITIES	2,939.81	31,658.30
3000 · MAINTENANCE	3,011.14	28,327.96
4000 · SPECIAL EVENTS	0.00	1,528.94
5000 · FEES	7,541.86	26,950.61
6000 · SUPPLIES	2,747.75	17,871.77
7000 · Other OPERATING EXPENSES	2,445.25	28,199.47
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	13,899.29	91,238.56
8023 I.T. Allocated Funds	0.00	6,224.99
Total 8020 · Allocated and Disc Alloca Funds	<u>13,899.29</u>	<u>97,463.55</u>
8030 · ROAD FUND	0.00	9,325.45
9000 · IT Expenses	1,002.11	12,566.32
Total Expense	<u>48,141.29</u>	<u>476,122.61</u>
Net Ordinary Income	<u>-35,274.02</u>	<u>108,609.98</u>
Net Income	<u>-35,274.02</u>	<u>108,609.98</u>