

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES
November 14, 2019
Held at Main Office 3302-C W. Tapps Dr E lake Tapps, Washington

CALL TO ORDER

President Stephen Bricker called the meeting to order at 6:59 pm.

BOARD MEMBERS PRESENT

Stephen Bricker, President

Lisa Courneya, Vice President

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

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

Butch Hulstrom, Member at Large

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

Motion by Joseph Kish: That we excuse Cliff McIntosh's absence due to work

Second by Bruce Upton

Voice Vote: Unanimous

Motion to excuse cliff McIntosh absence passed.

STAFF PRESENT

Michelle Wittmier-General Manager

David Gowans –Facilities Manager

Robert White – Park Manager

GUESTS PRESENT

None

VOLUNTEERS PRESENT

None

HOMEOWNERS PRESENT

Gaila Chase

Brian Longacre

Stacey DeMaranville

James Madison

ADOPTION OF AGENDA

Motion by Joseph Kish: Add Executive Session to end of agenda

Second by Butch Hulstrom

Voice Vote: Unanimous

Motion to add Executive Session to end of agenda passed.

Motion by Joseph Kish: Adopt agenda as amended.

Second by Bruce Upton

Voice Vote: Unanimous

Motion to accept Agenda as amended passed.

APPROVAL OF MINUTES

Motion by Joseph Kish: Accept the October 17, 2019 Minutes as published

Second by Butch Hulstrom

Voice Vote: Unanimous acceptance

Motion to accept October 17, 2019 minutes as published passed.

There were no electronic motions to enter.

HOMEOWNER ISSUES

Gaila Chase requested a variance to the Sign Policy to place her business signs within the WTMC community citing the fact that this type of business would be good for the children in the community. Ms. Chase provided copies of the brochure for the Kung Fu Business.

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

November 14, 2019

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

The Board instructed Ms. Chase to remove her existing signs and they would discuss the request for variance and send her a formal response once they had made their decision on the request.

Stacey DeMaranville presented photos to the Board concerning the clearing of the end of the WTMC owned road 170th. She reported that the wood chips that had been put on her property from the chipping of the logging project had not been removed and she wanted something done about the matter immediately. She also expressed her concern about the way this made her property look. Ms. DeMarranville requested a written plan on how we are going to remove the chips from her property and our property.

President Bricker indicated he would do a site visit and assess the situation. Mr. Bricker also indicated that WTMC would send Ms. DeMarranville a letter prior to the December Board meeting on the Boards findings and decision. Mr. Bricker gave his contact number to Ms. DeMarranville if she should have any additional issues or questions.

FINANCIAL REPORTS

Secretary/Treasurer Kish presented the current financial position.

Report	Income YTD	Expenditures YTD	Balance	Notes
191031 Profit & Loss	\$584,732.59	\$476,122.61	\$108,609.98	1
191031 Balance Sheet			\$665,869.10	2
191031 Budget				3
#1 This includes collection of \$74,459.01 from prior years past due accounts				
#2 We are in Balance. This Balance does include the Hidden View Road Fund at \$133,188.33.				
#3 We are at \$369,333.61 in Operating Expenditures, \$9,325.45 Road Expenditures, and \$97,463.55 in Capital projects and maintenance. Standing at 74% of budgeted expenditures.				

Table 1

Mr. Kish reported that the Past Due Report has 226 parcels listed standing at \$291,696.52. Of those 89 are in payment plans representing a total of \$31,771.02 and another 71 owe only 2019 assessments representing \$27,081.22 leaving a balance of \$232,844.28 in long term past due. These are the accounts we have turned over to the attorney. Twenty-eight of them are being processed by the attorney for collections at this time. The balance of these accounts will process with the attorney as the current group he is working with is dispositioned.

OFFICE REPORT

General Manager Michelle Wittmier reported that the mailer for the Annual Meeting was in the mail on Monday November 4th, 2019. The mail date meets the RCW requirement for a minimum of 14 days' notice to the membership for the upcoming annual meeting. Beyond that the office has been occupied with working with the attorney on data for the collection's letters.

FACILITIES

Facilities Manager David Gowns reported:

Park Manager Robert White has shifted his priorities to the winterization of Jenks Park's various systems.

The greenbelt work on South Tapps has removed more than 100 dead or dying trees. The cost of that project so far has been \$5,500.00 before tax. There will be additional charges as we work with Hebert

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING
MINUTES

November 14, 2019

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

Tree service to remove the trees that we can market and equipment rental for the portion of the clean-up that we will be doing in house.

The continuing work with the Lakeridge gate project is scheduled to be completed next week. The readers have been installed on the rest rooms at Jenks.

ARCHITECTURAL

GM Wittmier reported that there are no new Architectural items

VIOLATION

Violations Chair McIntosh was not present. No formal report.

I.T.

Committee Chair Joseph Kish reported that the Main Office Security camera will be installed on Monday November 18th and will provide both video and audio recording.

UNFINISHED BUSINESS

All unfinished business tabled to the December meeting

NEW BUSINESS

All new business tabled to December meeting.

FOR THE GOOD OF THE ORDER

Homeowner James Madison requested information on the process for requiring owners who are doing construction to maintain their properties in an orderly manner while the construction goes on. Mr. Madison brought a specific property to the attention of the Board. One that is under re-construction and WTMC has no specific knowledge of the situation. The Main Office will follow through on this issue.

Motion by Joseph Kish: Move that the Board move into Executive Session.

Second by Butch Hulstrom

Voice Vote: Unanimous

Motion to move into Exec Session passed at 7:50pm.

Motion by Joseph Kish: Motion to return to regular meeting

Second by Butch Hulstrom

Motion to return to regular meeting passed at 8:27pm

Motion by Joseph Kish: Motion to adjourn meeting.

Second by Butch Hulstrom

Motion to adjourn passed.

President Bricker adjourned meeting at 8:27pm

NEXT MEETING SCHEDULED THURSDAY DECEMBER 12, 2019, 7 PM AT THE MAIN OFFICE

Respectfully Submitted:

Approved:

Michelle Wittmier, General Manager 12/12/19

Joseph Kish, Secretary/Treasurer 12/12/19

WTMC
Balance Sheet
 As of October 31, 2019

	Oct 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,721.21
Chking Main Intrst 9075	302,940.48
Chking PayPal Acct-6393	18,825.50
Chking Payroll Acct-6195	6,172.50
Chking Petty Cash 5516	982.62
Svgs Mny Mrkt Main 8785	162,537.72
Svgs Mny Mrkt HVRF 7118	133,188.33
Total Checking/Savings	665,369.25
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	665,869.10
TOTAL ASSETS	665,869.10
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	-311.96
24123 · Labor and Industries-Employee	418.71
24124 · Medicare-Employer	86.57
24125 · Medicare-Employee	41.79
24220 · FUTA	-45.73
24221 · SUTA	88.86
24222 · WA Admin Fund	19.61
24000 · PAYROLL LIABILITIES - Other	702.68
Total 24000 · PAYROLL LIABILITIES	3,366.74
Total Other Current Liabilities	3,366.74
Total Current Liabilities	3,366.74
Total Liabilities	3,366.74
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	65,242.12
Net Income	108,609.98
Total Equity	662,502.36
TOTAL LIABILITIES & EQUITY	665,869.10

WTMC
Profit & Loss YTD Comparison
 October 2019

	Oct 19	Jan - Oct 19
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><u>-35,274.02</u></u>	<u><u>108,609.98</u></u>