

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING  
MINUTES  
December 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 7:27 pm.

3 **BOARD MEMBERS PRESENT**

4 Stephen Bricker, President  
5 Joseph Kish, Secretary/Treasurer, I.T. Chair  
6 Cliff McIntosh, Violations chair  
7 Bruce Upton, I.T. Committee, Member at Large  
8 Joe Duran, newly elected at 11/20/19 Owners Annual Meeting

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

10 **Motion by Joseph Kish:** That we accept Dan Decaux's' absence due to illness, Butch Hulstrom'  
11 absence due to Family Emergency and Lisa Courneya' absence due to work

12 Second by Bruce Upton

13 Voice Vote: Unanimous

14 Motion to excuse absences of Dan DeVaux, Butch Hulstrom and Lisa Courneya passed.

15 **Motion by Joseph Kish:** That we excuse Cliff McIntosh's' need to leave meeting early due to work

16 Second by Bruce Upton

17 Voice Vote: Unanimous

18 Motion to excuse Cliff McIntosh absence passed.

19 **Motion by Joseph Kish:** That we accept the Homeowners vote of Stephen Bricker, Elmer "Butch"  
20 Hulstrom, Dan DeVaux and Joe Duran as members of the Board of Trustees.

21 Second by Bruce Upton

22 Voice Vote: Unanimous

23 Motion passed to ratify Stephen Bricker, Butch Hulstrom, Dan DeVaux as continuing Board  
24 members and accepting Joe Duran as a new Board Member.

25 **STAFF PRESENT**

26 Michelle Wittmier-General Manager

27 **GUESTS PRESENT**

28 None

29 **VOLUNTEERS PRESENT**

30 None

31 **HOMEOWNERS PRESENT**

32 James Madison

33 Bonnie Duran

34 Adam Gregorich

35 **ADOPTION OF AGENDA**

36 **Motion by Stephen Bricker:** To move the Selection of Officers up on the agenda just prior to  
37 Committee Reports.

38 Second by Joseph Kish

39 Voice Vote: Unanimous

40 Motion to move item up on the agenda passed.

41 **Motion by Joseph Kish:** That we go into Executive Session after For the Good of The Order.

42 Second by Bruce Upton

43 Voice Vote: Unanimous

44 Motion passed to have Executive Session after For the Good of The Order.

45

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46 **Motion by Joseph Kish:** Adopt agenda as amended.  
47 Second by Bruce Upton  
48 Voice Vote: Unanimous  
49 Motion to accept Agenda as amended passed.

50 **APPROVAL OF MINUTES**

51 **Motion by Joseph Kish:** Accept the November 14,2019 Minutes as published  
52 Second by Bruce Upton  
53 Voice Vote: Unanimous acceptance  
54 Motion to accept November 14, 2019 minutes as published passed.

55 There were no electronic motions to enter.

56 **HOMEOWNER ISSUES**

57 None

58 **SELECTION OF BOARD OFFICERS**

59 **Motion by Joseph Kish:** Nominate Lisa Courneya as Secretary / Treasurer  
60 Second by Bruce Upton  
61 Voice Vote: Unanimous  
62 Motion to elected Lisa Courneya as Secretary/Treasurer passed.

63 **Motion by Joseph Kish:** Nominate Stephen Bricker as President.  
64 Second by Bruce Upton  
65 Voice Vote: Unanimous  
66 Motion to elect Stephen Bricker as President passed.

67 **Motion by Joseph Kish:** Nominate Bruce Upton as Vice President  
68 Second by Joe Duran  
69 Voice vote: Unanimous  
70 Motion to elect Bruce Upton as Vice President passed.

71 **FINANCIAL REPORTS**

72 Secretary/Treasurer Kish presented the current financial position.  
73

Report	Income YTD	Expenditures YTD	Balance	Notes
191130 Profit & Loss	\$598,588.77	\$510,210.32	\$88,378.45	1
191130 Balance Sheet			\$665,869.10	2
191130 Budget				3
#1 This includes collection of \$83,106.01 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 \$396,701.46 in Operating Expenditures, \$9,325.45 Road Expenditures, and \$104,196.59 in Capital projects and maintenance. Standing at 78.85% of budgeted expenditures.				

74 **Table 1**

75 Mr. Kish reported that our attorney sent out 28 collection letters totaling \$63,922.27 in assessments,  
76 past due and presently due. To Date we have collected \$21,628.35 from these letters. We have  
77 written off \$35,566.07 in Time Barred assessments and will be issuing 1099-C to the owners for the  
78 specific amount that was written off of their individual accounts. Our current Past Due Report has 212

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79 parcels listed standing at \$251,884.73. Of those 66 are in payment plans representing a total of  
80 \$19,402.17 and another 89 owe only 2019 assessments representing \$29,857.45 leaving a balance  
81 of \$202,625.11 in long term past due. These are the accounts we are working on with our attorney  
82 on collections.

83 **OFFICE REPORT**

84 General Manager Michelle Wittmier reported on the work with the attorney concerning the collection  
85 letters. Our office did a significant portion of the work, which will save us on the overall cost of this  
86 collections work. We are continuing our work with our IT vendor to get the WTMC computers cutover  
87 to Windows 10 prior to the cutoff date for manufacturer support our current operating system  
88 Windows 7. We anticipate completion prior to the January 14, 2020 cutoff date. In order to protect  
89 the items, we currently have stored in the bathroom facilities at Jenks Park, we have pulled the Key  
90 Card reading Boards to bar access to any person without a Key to our Master lock system access to  
91 those spaces. The San-i-can is being maintained and is available on the parking lot level of the park.  
92 that the mailer for the Annual Meeting was in the mail on Monday November 4<sup>th</sup>, 2019. The met the  
93 RCW requirement for a minimum of 14 days' notice to the membership for the upcoming annual  
94 meeting

95 **FACILITIES**

96 Facilities Manager David Gowns not present, President Steven Bricker gave a brief update of the  
97 Greenbelt Maintenance taking place along South Tapps Drive East between MaryAnn Drive and  
98 Emerald Hills Elementary. Mr. Bricker noted that Pierce County had become involved in the matter,  
99 expressing concern about the logs adjacent to the road indicating that some of those logs were  
100 located on the Pierce County Road right of way and we need to remove them ASAP. A discussion  
101 ensued on the subject.

102 Mr. Bricker handed his gavel to Vice President Upton to assume chairing the meeting.

103 **Motion by Stephen Bricker:** That WTMC allocate \$5000.00 for a lot line survey of greenbelt and the  
104 Pierce County right of way between Maryann Drive east and Emerald Hills Elementary.

105 Second by Joseph Kish

106 Further discussion followed on how extensive this needed to be to meet WTMC's needs.

107 Voice Vote: Unanimous

108 Motion to survey the greenbelt lot line between Maryann Drive East and Emerald Hills Elementary  
109 School.

110 Mr. Upton returned the Chairing of the meeting to Mr. Bricker along with his gavel.

111 **ARCHITECTURAL**

112 GM Wittmier reported that there are no new Architectural items but am continuing the investigation of  
113 a site under construction without contacting WTMC.

114 **VIOLATION**

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

116 **I.T.**

117 Lisa Courneya will be assuming the responsibilities of the I.T. chair along with her Secretary /  
118 Treasurer position. Lakeridge Park Key Carded gates are connected and we are still working on the  
119 DoorKing portion of the task to ensure that all of the items are connected properly and will work with  
120 our existing database we use at Jenks Park.

121 Bruce Upton presented information about the new WTMC Website he is writing.

122 Joe Duran asked if it was possible for him to have a digital copy of the map of the area to use with his

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123 work with the newly forming Safe Street group within the community. Bruce will work with Mr. Duran  
124 on this.

125 **UNFINISHED BUSINESS**

126 Bank Changeover: This is still in a holding pattern and will happen at approximately the same time we  
127 cut over to Caliber.

128 Judgements: In addition to filing any lawsuits necessary from the first round of collection letters, we  
129 will be dealing with the next 10 most severely in-arrears accounts early in January.

130 The Board reviewed the Payment Plan materials sent by the attorney.

131 **Motion by Joseph Kish:** That the Board accept the suggested payment plan policy for the accounts  
132 covered by Judgement letter process.

133 Second by Bruce Upton

134 Voice Vote: Yea: Stephen Bricker, Bruce Upton, Joseph Kish: Nay: None, Abstained: Joe Duran

135 Motion passed to adopt the Payment Plan Policy suggested by attorney for the accounts covered by  
136 the judgement letter process.

137 Dog Park: Tabled until a Special Meeting in February.

138 Payroll Services: No vendor identified yet. Will be working on this through the end of the year.  
139 Notified the Board that, in an emergency, the new Secretary/ Treasurer, Lisa Courneya is qualified on  
140 our accounting software to produce payroll.

141 **NEW BUSINESS**

142 Covered earlier in the agenda.

143 **FOR THE GOOD OF THE ORDER**

144 There was a general discussion on the policies, how to make them available to our owners and the  
145 need for the addition of fines to our process.

146 Joseph Kish strongly suggest that as WTMC goes forward it adopt its dba West Tapps Home Owners  
147 Association as the manner in which we identify ourselves. He feels that this dba does a better job of  
148 identifying who we actually are and what we actually do.

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

150 Second by Bruce Upton

151 Voice Vote: Unanimous

152 Motion to move into Exec Session passed at 8:15pm.

153 **Motion by Joe Duran:** That the Board authorize \$4000.00 for end of Year Bonuses for the Staff.

154 Second by Joseph Kish

155 Voice Vote: Unanimous

156 Motion to authorize \$4000.00 for year-end staff bonuses passed.

157 **Motion by Joseph Kish:** Motion to return to regular meeting

158 Second by Bruce Upton

159 Motion to return to regular meeting passed at 8:30pm

160 **Motion by Joe Duran:** Motion to adjourn meeting.

161 Second by Joseph Kish

162 Motion to adjourn passed.

163 President Bricker adjourned meeting at 8:37pm

164 NEXT MEETING SCHEDULED THURSDAY JANUARY 9, 2020, 7 PM AT THE MAIN OFFICE

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165 Respectfully Submitted:

Approved:

166 \_\_\_\_\_ 1/9/20

167 Michelle Wittmier, General Manager

Reviewed 1-7-2019 LKC \_\_\_\_\_ 1/9/20

Lisa Courneya, Secretary/Treasurer

WTMC  
**Balance Sheet**  
As of November 30, 2019

	<u>Nov 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Allocated Funds-6989	30,000.89
CD Combined RF #1097	10,721.21
Chking Main Intrst 9075	286,424.14
Chking PayPal Acct-6393	19,239.64
Chking Payroll Acct-6195	2,644.32
Chking Petty Cash 5516	578.66
Svgs Mny Mrkt Main 8785	162,551.08
Svgs Mny Mrkt HVRF 7118	133,190.52
<b>Total Checking/Savings</b>	<u>645,350.46</u>
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	499.85
<b>Total Accounts Receivable</b>	<u>499.85</u>
<b>Total Current Assets</b>	<u>645,850.31</u>
<b>TOTAL ASSETS</b>	<u><b>645,850.31</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	3,592.66
<b>Equity</b>	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	65,242.12
Net Income	88,365.27
<b>Total Equity</b>	<u>642,257.65</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>645,850.31</b></u>

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

	Nov 19	Jan - Nov 19
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	8,325.14	79,722.76
70002 · Prev Bal Cap Assess	291.86	3,353.25
70003 · Oper Assess Current YR	2,486.97	484,108.99
70004 · Capital Assess Current Yr	0.00	50.00
70005 · Key Card Fees	150.00	2,070.00
70006 · Late Fees	20.00	450.00
70007 · Penalty Income Parcels	253.05	2,697.96
70008 · Lien Fees chrgd	0.00	1,965.00
70009 · Escrow Fee	945.00	10,250.00
70010 · Prev Bal HV Road Fund	0.00	1,750.00
70011 · HV Road Fund	33.33	6,990.07
70012 · Other	295.11	661.62
70013 · Park Event Fees	0.00	1,487.00
70014 · Prepaid Assessments	1,000.03	1,424.07
70015 · Payment Plan Fees	21.00	1,102.16
70017 · Interest Income Bank	34.69	427.61
70000 · INCOME - Other	0.00	78.28
<b>Total 70000 · INCOME</b>	<b>13,856.18</b>	<b>598,588.77</b>
<b>Total Income</b>	<b>13,856.18</b>	<b>598,588.77</b>
<b>Gross Profit</b>	<b>13,856.18</b>	<b>598,588.77</b>
Expense		
1000 · PAYROLL EXPENSES	14,777.81	237,008.05
2000 · UTILITIES	3,736.94	35,395.24
3000 · MAINTENANCE	2,821.87	31,149.83
4000 · SPECIAL EVENTS	0.00	1,528.94
5000 · FEES	684.70	27,635.31
6000 · SUPPLIES	1,794.41	19,666.18
7000 · Other OPERATING EXPENSES	2,406.33	30,605.80
8020 · Allocated and Disc Alloca Funds		
8022 Discretionary Allocated	5,800.54	97,039.10
8023 I.T. Allocated Funds	932.50	7,157.49
<b>Total 8020 · Allocated and Disc Alloca Funds</b>	<b>6,733.04</b>	<b>104,196.59</b>
8030 · ROAD FUND		
8031 · Hidden View Road	0.00	5,679.58
8032 · Combined Roads	0.00	2,145.87
8030 · ROAD FUND - Other	0.00	1,500.00
<b>Total 8030 · ROAD FUND</b>	<b>0.00</b>	<b>9,325.45</b>
9000 · IT Expenses	1,132.61	13,698.93
<b>Total Expense</b>	<b>34,087.71</b>	<b>510,210.32</b>
<b>Net Ordinary Income</b>	<b>-20,231.53</b>	<b>88,378.45</b>
<b>Net Income</b>	<b>-20,231.53</b>	<b>88,378.45</b>