

WEST TAPPS MAINTENANCE COMPANY/WEST TAPPS HOA
MEETING MINUTES TO December 12, 2020
2020 ANNUAL MEETING OF THE HOME OWNERS

1 Held Virtual Via Microsoft Teams

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3 Meeting called to order: 11:00 am

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5 **Current Board Members:**

- 6 Bruce Upton - President
- 7 Cliff McIntosh – Vice President
- 8 Lisa Courneya – Secretary/Treasurer
- 9 IT Chair
- 10 Finance Committee Chair
- 11 Elmer “Butch” Hulstrom – Member at large, Master Gardener
- 12 Joe Duran – Safe Street
- 13 James Madison – Member at Large

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15 **Staff Present:** Facilities Manager, David Gowans

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17 Present: 21 identifiable individuals including Board members
18 26 unique login and log out. Attendance log in file.

Jane Tobin	James Madison	Lorna Ven	April Janas
Lisa Lockwood	David Cline	Kimberly Newlove	Pam Valdez
Rita Hughes	Rachel Gilbert	Tanya	Frederick Streeck
Dave Bryant	Adam Gregorich	Paul	Dean
Shawna Wallace			

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20 **President Bruce Upton**, welcomed the members present and thanked them for taking the time
21 to attend our first live event for the 2020 (virtual) Annual Meeting. Asked for members to be
22 patience with us as we conduct the virtual meeting.

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24 **President Bruce Upton**, introduced the Board members & staff; President, Bruce Upton; Vice
25 President, Cliff McIntosh; Secretary/Treasurer, Lisa Courneya; Member at Large, Butch
26 Hulstrom; Member at Large; Joe Duran (Safe Streets); James Madison, Member at Large; two
27 staff members; Facilities Manager, David Gowans

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29 General Manager, Michelle Wittmier is absent from this meeting due to an illness. Secretary,
30 Lisa Courneya announced that she will do her best to fill in for Michelle.

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32 **Establishment of Quorum**-Secretary Courneya informed President Upton that we have 1429
33 home owners, 1271 of those are in good standing. We need 10% of the general membership in
34 good standing for quorum. 10% of the general membership would equate to 127 ballots/proxies.
35 Courneya informed President Upton that coming into this meeting we have received 177
36 ballot/proxies, including two that were not in good standing. Courneya informed President Upton
37 that we have quorum.

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39 **Reports:**

40 Secretary Courneya stated that this year has been challenging due to Covid-19, including the
41 state mandated restrictions and the challenges that we have endured to stay within the
42 guidelines to limit liability. The restrictions are constantly changing and our organization has
43 continued to adjust accordingly.

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Annual Reports:

Secretary/Treasurer Lisa Courneya presented financial overview;

We continue to move forward with summary judgements. Homeowners in good standing has increased by 77 from this time last year. To date we have collected \$82,415.00 of past due assessments which \$59,485.00 has been collected due to the judgement work that we continue to work on with our Attorney, David Huhs, as shown on the page 11 of the Annual Summary which is included in the Annual mailing.

Audit:

The audit process has slowed but we expect to be caught up through 2020 by mid-2021.

Budget:

Details regarding the 2021 Budget as noted in the annual meeting mailer, 2021 will be the first year of four for the minimum wage increase by 1.3%. The overall proposed budget is increased by 3% to address the rise in several services, including the City of Bonney Lake water and garbage and state mandated payroll increase.

Profit and Loss:

Allocated funds of projects this year include; Equipment maintenance \$5,800.00; resurfacing of the tennis/basketball/pickleball courts \$21,560.00; Greenbelt projects \$26,964.00; Facilities Maintenance \$7,900; COVID-19 response \$1880.00.

Supply assures that we are ok with our overall 2020 budget and can live with the proposed 2021 proposal.

Facilities Report:

David Gowans introduced himself as the Facilities Manager for West Tapps Maintenance Company. Provided a PowerPoint presentation with project accomplishments. Gowans gave a brief report on the activities that took place this year, since the last annual meeting:

- Wild fires
 - Expansion of RFID card to get into the Lakeridge lower park.
 - Forest management projects on South Tapps & Hidden View -178th,
 - The milfoil control project in the Jenks Park swimming area which has had good results.
 - Fish habitat enhancement project as suggested by the State Fish and Wildlife.
- Repainting of the tennis courts was achieved in June.
Normal Employment of staff and operating of parks were a little different due to Covid-19. Restrictions in general were uncertain week to week. As of last night, none of the employees have COVID.

Mr. Gowans reported on Projects that he is hoping to accomplish by the next annual meeting including:

- Door King expansion at Bankers Spit. He noted that this will be a large project.
- Continue to respond to urgent tree concerns of the membership.
- Pier and dock repairs as normal
- Continue improving the waterfront properties.
- The ball field; Looking to rehab the infield, outfield looks great, it can be used for soccer, our goal is to have it in good shape.

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- 92 • We are also trying to fix the edge of the ball field along the right-side base line/foul line.
- 93 • Finishing up some diagonal steps from the ball field down to Lakeridge Park.
- 94 • We need a new rim for the basketball backboard or replacing the backboard
- 95 • New Bang Board for the tennis courts.
- 96 • The biggest project is resurfacing all of our private roads.
- 97 • Doing bare root planting, which he is picking up on February 28th. Repopulating the
- 98 greenbelts with these bare root trees to provide for future generations of trees.
- 99 • Removing more of the forest debris/materials in specific/select locations.
- 100 • Continue forest management; manage our forest back away from our roads, at least 15
- 101 feet into the tree line, so that when the hot, dry weather gets here, the space between
- 102 the roads into the forest are less likely to catch fire.
- 103 • Continue phase two of the milfoil barrier at the Jenks swim area
- 104 • Continue the Fish Habitat enhancement under the docks adjacent to the swim area.
- 105 • We will hire and train summer staff as normal.
- 106 • Start planning an operational building that will house equipment, truck & trailer.

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109 **Goals by the end of this year:**

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- 111 • Swing arm gate; we had tree come down and crush swing arm gate a couple of weeks
- 112 ago, which needs repaired
- 113 • Repair some fencing that has taken a beating this year

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117 Secretary Courneya, will moderate the Q & A's, we are relying on the board members to help
118 with moderation and will answer your questions as best a possible.

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120 **Reporting of Ballots/Proxies:**

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122 We have resorted to the Virtual meeting in order to exercise social distancing for the community
123 safety. We required that all ballots be submitted and received to our Main Office via USPS or
124 hand delivered by 5:00pm yesterday Friday December 11th, 2020. All ballots received by this time
125 have been counted. Per State law RCW 64.90.495(1)(o) the Proxy/Ballots will be maintained at
the main office for review.

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127 **Secretary Courneya reported:** Coming into this meeting we have received 177 ballots, 2 of
128 which are invalid (members not in good standing) The total of properly executed ballots/proxies:
129 148 signed proxies eligible to vote for the four (4) chair positions. The results:

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115 votes in favor of **Cliff McIntosh**, **8** against, **25** abstained

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120 votes in favor of **Bruce Upton**, **3** against, **22** abstained

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123 votes in favor of **Lisa Courneya**, **3** against, **9** abstained

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124 voted in favor of **James Madison**, **8** against, **6** abstained

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Shawna Wallace received 14 votes as a write in.

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135 **Budget:** All members, in good standing or not, are entitled to cast their vote and have it included in the
136 count. We have 148 properly executed ballot/proxies, this includes two (2) votes from members not in
137 good standing and 27 additional proxies from members who voted for more than the 4 chair positions,
138 these are invalid for the election of board members. But are valid for voting on the Budget portion only.

139 **The total combined vote on the proposed operating Budget for 2021 is 177 Proxies:**

140 In favor: 123

141 Against: 37

142 Abstained 17

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145 **Announcement of Outcomes:**

146 We have four chairs up for election, with those chairs being filled by the members who receive
147 the majority of the votes; therefore, the Membership has elected;

148 **Bruce Upton**

149 **Cliff McIntosh**

150 **Lisa Courneya**

151 **James Madison**

152 to serve on the Board of Trustees **AND The 2021 Budget has passed as published to the**
153 **membership.**

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155 Meeting closed and adjourned at 11:46am

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157 Notes transcribed and submitted by: LC/MW

158 Minutes Reviewed by Board Secretary/Treasurer, Lisa Courneya