

CALL TO ORDER

President Bruce Upton called the meeting to order at 6:25 pm.

BOARD MEMBERS PRESENT

Bruce Upton, President
Cliff McIntosh, Vice President, Violations Chair
Lisa Courneya, Secretary / Treasurer
Butch Hulstrom, Member at large
Joe Duran, Safe Streets Chair
James Madison, Member at Large

Secretary Courneya informed President Upton that Board Member quorum is present.

GUEST

Shawna Wallace

STAFF PRESENT

Michelle Wittmier-General Manager (GM)
David Gowans – Facilities Manager (FM) joined the meeting at 7:00pm

Motion by Lisa Courneya: Move into Executive Session to consider communications from legal counsel.

Second by Cliff McIntosh

Voice Vote: Aye- Unanimous

Motion passed to move into Executive Session.

Board moved into Executive Session at 6:30pm

Motion by Cliff McIntosh: Move that we return to Regular Session

Second by Bruce Upton

Voice Vote: Aye – Unanimous

Board returned to Regular Session at 6:55pm

The Board welcomed Shawna Wallace onto the Board of Trustees to complete the term of vacated Chair #4, formerly held by Steve Bricker. Chair #4 will be up for regular reelection at the 2021 Annual Meeting of the Homeowners.

Motion by Cliff McIntosh: Move to accept the October 21, 2020 Meeting Minutes as published.

Second by Butch Hulstrom

Voice Vote: Aye – Unanimous

Motion passed to accept the October 21, 2020 meeting minutes as published

Motion by Butch Hulstrom: Move to accept the December 9, 2020 Meeting Minutes as published.

Second by Joe Duran

Voice Vote: Aye – Unanimous

Motion passed to accept the December 9, 2020 meeting minutes as published

There were no electronic motions to enter into the record.

INTRODUCTION OF BOARD MEMBERS

Each Board member gave a brief statement of their back ground and interests.

Lisa Courneya: member of community since 2002. Volunteer for many non-profits. Works as a commercial Drone pilot, Participates in Emergency response and is a member of an Emergency Management team. Has raised seven kids in the community, she joined the Board in 2018.

Bruce Upton: Moved back to Washington state from North Dakota and into WTMC in 2004; joined the Board in 2017; is retired military; has a background in computers, IT and emergency management planning.

Cliff McIntosh: Is a retired meat cutter, a local business owner, a proud Grandpa of 6 grandkids and has been a member of the WTMC Board of Trustees since 1997.

Joe Duran: Moved into the community in 2012; works in real-estate during the day time and is a Pastor in "his other life"; he has 4 kids and 12 grandkids; he is interested in Safe Streets and organizing the community for better safety; he joined the board in 2019.

James Madison: Has worked in construction most of his life, for 20 years as a project manager overseeing cell tower installations, changed gears a couple of years ago and now works for Delta airlines; moved into WTMC in 2008; has two kids and 6 grandkids; joined the board in 2020 to get involved in the community.

Butch Hulstrom: Moved into the community in 1978 did volunteering for the community and work parties; Raised his family and is now retired; he is volunteering again; Butch joined the board in 2017 as he expressed his interest in helping the Board with the task of guiding the organization forward.

Shawna Wallace: Moved into WTMC in 2005; have 2 kids ages 8 and 2, works for the Auburn School District, very interested in bringing the community together and making changes.

ELECTION OF OFFICERS

Motion by Lisa Courneya: Move that Cliff McIntosh be elected President.
Second by Bruce Upton

Motion by Joe Duran: Move that Lisa Courneya be elected President.
Motion died for lack of a second.

Discussion occurred.

Voice Vote on nomination of Cliff McIntosh as President: Aye- Butch Hulstrom, Lisa Courneya, Bruce Upton and Cliff McIntosh; Nay – none; Abstained: Shawna Wallace, Joe Duran and James Madison

Motion passed: Cliff McIntosh elected President of the Board.

Motion by Cliff McIntosh: Move that Bruce Upton be elected Vice President.
Second by Butch Hulstrom

Motion by Joe Duran: Move that James Madison be elected Vice President.
James Madison declined the nomination.
There was no further discussion.

Voice Vote on Bruce Upton as Vice President: Aye-Butch Hulstrom, Lisa Courneya, Joe Duran, Cliff McIntosh; Nay- Shawna Wallace, James Madison

Motion passed: Bruce Upton elected Vice President.

Motion by Butch Hulstrom: Move that Lisa Courneya be elected Secretary / Treasurer.
Second Cliff McIntosh.
There was no discussion.

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING MINUTES
January 21, 2021
Zoom Meeting held at 7 pm

Voice Vote: Aye- Bruce Upton, Butch Hulstrom, Cliff McIntosh, Joe Duran, James Madison;
Nay- none; Abstained- Shawna Wallace.

The 2021 WTMC Board officers are President- Cliff McIntosh: Vice President – Bruce Upton: Sec
/Treas.- Lisa Courneya.

ADOPT AGENDA

Motion by Lisa Courneya: Noting that this is the beginning of a new operating year, move that all business items on the agenda be moved to New Business.

Second by Cliff McIntosh.

No discussion

Voice Vote: Aye- Unanimous

Motion passed: All business items moved to New Business.

Motion by Lisa Courneya: Move to adopt the agenda as revised.

Second by Butch Hulstrom

No Discussion

Voice Vote: Aye- Unanimous

Motion passed: Agenda adopted as edited.

HOMEOWNERS PRESENT

Motion by Cliff McIntosh: Move that we allow each of the Homeowners and guests 2 minutes to identify themselves and speak about their attending tonight.

Second by Shawna Wallace.

No Discussion.

Voice Vote: Aye- Unanimous

Motion passed: Each homeowner or guest will be allowed 2 minutes to identify themselves and speak about their interest in attending tonight.

April Janis: Live on Bankers Island and have a large issue with an out-of-control Airbnb operation.

Andrew Driggers: Moved into the community in 2008. Lives off of W Tapps and is very interested in looking into Safe Streets.

Eric & Melissa Alton: Excited to get involved, wants to volunteer, have 2 kids and would like to see more events, am interested in organizing volunteer events.

Lenny Owen & Fiancée Shayna Reutter: Bought his home in 2016, they are very excited to do volunteer work to make the community better.

Mark & Liz Mentil: Their home is on Jenks Point and they are looking forward to volunteering.

Anthony & Decca Calloway: New to the community and are happy to volunteer and they have volunteer age kids.

Ryan and Rachel Gilbert: Live in Hidden View and have concerns about the main road into their community. Rachel does commercial and special events as a profession and would love to help.

Jan Marrison-Dundon: Have lived in the community since 1973, am a previous board member, want to see the covenants energized and more people involved.

HOMEOWNER ISSUES

Joe Duran, again, brought up the issue of pruning the trees located on the west side of Jenks Park, directly in front of his property. He reported that he had an appraisal done on his property and the individual who did this appraisal work for him informed him that pruning those trees would increase his property value by \$20-\$30 thousand dollars. Mr. Duran went on to point out that the HOA exists for the homeowners so the value of their homes is the most important thing we are responsible for.

WEST TAPPS MAINTENANCE COMPANY
 BOARD OF TRUSTEES MEETING MINUTES
 January 21, 2021
 Zoom Meeting held at 7 pm

Mr. Duran indicated he would like to read **nine* letters** in his possession from other owners who are requesting that the trees be pruned as well. President Upton requested that Mr. Duran provide copies of those letters to the Sec/Treas. of the Board so they could be forwarded to the Board for review before the next meeting, but given the length of the agenda tonight would not allow them to be read to the Board.

***Amended via motion at the 02/10/2021 meeting that Mr. Duran had letters representing nine members.**

Mr. Duran's opinion stated that the organization had set a precedence for increasing the value of a specific individual's property by allowing the property next to his to put their drain field onto the park property when the original drain field for the parcel had failed.

James Madison, indicating that his letter is among the nine letters in Mr. Duran's possession, spoke on behalf of Mr. Duran's proposal stating that he, Mr. Madison, had spent money on having the trees looked at by an independent arborist and felt that the Board needs to take action on this issue. Mr. Madison again declined to provide a copy of the report that he had obtained from his arborist.

The issue was moved to the next meeting agenda for further discussion.

SECRETARY- TREASURER REPORT

Secretary/Treasurer Lisa Courneya presented the current WTMC financial position;

DECEMBER 31ST, 2020 FINANCIAL UPDATE SUMMARY WTMC

YTD	Report	Income YTD	Expenditures YTD	Balance	Notes
20.12.31	Profit and Loss	\$630,184.58	\$597,598.62	\$32,585.96	1
20.12.31	Balance Sheet			\$652,396.92	2
20.12.31	Budget			\$597,598.62	3
Note 1	This includes collection of \$87,371.12 from prior years past due accounts.				
Note 2	We are in Balance. This Balance does include the Hidden View Road Fund at \$137,146.67				
Note 3	We are at <u>\$503,301.01</u> in Operating Expenditures; <u>\$8,592.52</u> Road Expenditures; and <u>\$85,705.09</u> in Capital projects and maintenance. We are 100% of the way through the operating year and stand at <u>96.73%</u> of budgeted expenditures.				

PAST DUE REPORT DATA (20.12.31)	PARCELS	OWING
Total Number of Parcels on report	133	\$154,452.27
Number of Parcels making payments	41	\$22,318.88
Number of Parcels who only owe 2020 assessments with no payments received yet this year	38	\$14,346.27
Number of Parcels owing 2 + years	54	\$117,787.12

Ms. Courneya presented the request from the Lake Tapps Community Council (LTCC) for a donation of \$1500.00 to continue their operations. GM Wittmier provided the back ground to the Board of the LTCC, noting that they operate under the umbrella of 'Friends of Lake Tapps Inc'. , based in the 'Save The Lake' project and the costs and work associated with that endeavor, the historic value and ongoing position for the overall lake community of the LTCC noting the most recent issue of the Shoreline Management push back that took place three years ago spearheaded by LTCC. Ms.

Wittmier also provided the framework of the amount requested, noting that all 7 of the original HOA's, originally created by the Lake Tapps Development Co. who came together along with individuals who live outside of those HOA footprints and agreed to fund the operations of the LTCC by donating \$1.00 per homeowner to the organization as needed, with a maximum of once per year.

James Madison reported that he was unable to find LTCC listed with the State of Washington. More work needs done on this request to determine what the actual situation is with LTCC and then what WTMC wants to do about this request. Ms. Courneya informed Madison that Michelle & Lisa currently work with LTCC that it is not necessary for him to contact them.

Ms. Courneya reported that the company who has been handling our audits, has had a cut in staff and we are in the process of identifying another CPA firm who can handle this task for us as we continue our work bringing the Audits current.

Ms. Courneya reported that the draft of the 2020 Annual Meeting minutes is almost complete and will be up for review by the Board at their next meeting, prior to posting them as a draft of the website until the 2021 Annual meeting at which time, they will be voted on for inclusion in the record of the organization.

Ms. Courneya suggested, looking at the volume of work that the Board has before it, that they adopt a schedule of a second working session meeting on the 4th Wednesday of each month until May to get caught up on the current issues. This will allow the meeting time to learn and deliberate on the issues before we make a decision on the items before us now and what will likely be immersing issues related to government mandated changes in operations required on how we will be allowed to operate our facilities during this potentially second recreation season of the pandemic.

OFFICE REPORT

General Manager Michelle Wittmier reported:

- 1) This is generally a slow time of the year, but with the number of new owners we have seen over last year we are still very busy getting Home Owner Packets into their hands, going over their property info with them and getting them Key Cards to access the recreation facilities.
- 2) We are continuing our transition work to Caliber Software as our dbase software.
- 3) We are looking at and working on February the 19th as the in the mail date for the 2021 Statements.

FACILITIES REPORT

Facilities Manager David Gowans reported the tasks he is currently working:

- 1) Wrapping up the clean-up from the mess created by the wind storm last week. Some of the trees that came down appeared healthy so the reasons for the failing will have to be investigated.
- 2) Will be working on pruning at Jenks Park next week.
- 3) Will be working on chipping up downed branches and pruning early in February.
- 4) Starting prep work for 2021 where appropriate.

ARCHITECTURAL

GM Wittmier reported that there are no new issues being worked on at this time.

VIOLATIONS

Cliff McIntosh reported that only when bad things (rules and C&R violations) happen do items show up here and we are not aware of any at this time.

SAFE STREETS

Joe Duran reported that, in light of the pandemic, nothing has been able to take place with this. Mr. Duran requested the name of the homeowner who expressed an interest in Safe Streets be sent to him.

I.T.

Lisa Courneya shared that there we had a few hic ups from the power outage and cable outage last week, everything is back up and running well.

NEW BUSINESS

FM Gowans presented the request for a concrete garbage can like we have in the other parks. It is \$675.00 plus tax. Board asked if one would be enough. Answer- yes. Board asked if we get two or three bids on all items. For items that we have purchase previously, we do not necessarily.

FM Gowans asked the Board to review two requests, one for replacing the Bollards at the front of the Jenks Park explaining they are completely rotten. He presented three possibilities for doing the work.

FM Gowans presented the information he has in hand on the cost of repairing and resurfacing the roads but prior to commencing any work he would like a scope of work from the Board on the project.

Ms. Courneya, in light of the wild fires last year, presented information about an Emergency Management Group for the HOA planning needs to the area. Ms. Courneya indicated that she wanted to introduce this idea to the Board tonight to discuss at an upcoming working meeting.

Motion by Lisa Courneya: Move that the Board move into Executive Session to discuss a legal matter.

Second by Butch Hulstrom

Voice Vote: Aye- Unanimous

Motion passed: Board moved into Executive Session at 9:16 pm.

The Board returned to Regular Session at 9:30pm.

Motion by Joe Duran: Move that the Board accept the \$3500.00 down and \$150.00 per month until account is paid in full settlement offer from the owners of parcel 473500-0831

Second by Lisa Courneya

Voice Vote: Unanimous

Motion passed to accept settlement offer from parcel 473500-0831.

Sec/Treas Courneya presented a request from our attorney; that the Board, to expeditiously take action on settlements, due to the courts time frames, to authorize the Executive committee of the Board to do the initial review of settlement offers that come forward from these accounts, with the recommendation of the Executive Committee meeting being taken to the Board for final authorization.

Motion by Lisa Courneya: Move that the Board take the action as delineated in the minutes as recommended by our attorney concerning reviewing and accepting judgement settlement offers.

Second by Butch Hulstrom

A lively discussion ensued.

Motion by Joe Duran: Move that the motion be amended to an Executive Session of the entire Board.

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING MINUTES
January 21, 2021
Zoom Meeting held at 7 pm

Second by Shawna Wallace.

Voice Vote on amendment: Aye- James Madison, Joe Duran, Shawna Wallace; Nay- Butch Hulstrom, Cliff McIntosh, Bruce Upton, Lisa Courneya.

Motion failed to amend the motion.

Voice Vote on Main Motion: Aye- none, Nay- Joe Duran, Cliff McIntosh, James Madison, Shawna Wallace, Lisa Courneya, Bruce Upton; Abstained Butch Hulstrom.

Motion failed to authorize the Executive Committee to review settlement offers that may arise from the judgement cases we are working on with our attorney.

Sec/Treas Courneya suggested that the Board adopt an SOP to cover this type of situation in the future.

Motion by Lisa Courneya: Move that we call a Special Meeting of the Board within one week of receiving a settlement offer arising from a judgement case and make a decision regarding the offer and provide the response to the attorney expeditiously.

Second by Joe Duran.

No discussion ensued.

Voice Vote: Aye- Unanimous

Motion passed to call a Special Meeting of the Board when we receive a settlement offer and hold this meeting within one week of the offer from the Judgement cases we are working with our attorney.

Motion by Joe Duran: Move that we adjourn this meeting

Second by Shawna Wallace

Voice Vote: Yea – Unanimous

Motion passed to adjourn meeting

President Bruce Upton adjourned the meeting at 10:13pm.

NEXT MEETING SCHEDULED WEDNESDAY FEBRUARY 10, 2021 7:00PM

Respectfully Submitted:

Approved:

Michelle Wittmier 2/10/2021
Michelle Wittmier, General Manager

Lisa Courneya, Secretary/Treasurer