

1 **CALL TO ORDER**

2 Vice President Bruce Upton called the meeting to order at 7:03 pm.

3 **BOARD MEMBERS PRESENT**

4 Bruce Upton, Vice President, Architectural Chair  
5 Lisa Courneya, Secretary / Treasurer  
6 Butch Hulstrom, Member at large  
7 James Madison, Member at Large  
8 Shawna Wallace, Member at Large  
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10 **BOARD MEMBERS VIA ZOOM**

11 Joe Duran, Safe Streets Chair  
12

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

14 **Motion by Butch Hulstrom:** Move to excuse Cliff McIntosh absence due to family issues.

15 Second Shawna Wallace

16 No Discussion

17 Voice Vote: Aye- Unanimous

18 **Motion passed** to excuse Cliff McIntosh's' absence.  
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20 **STAFF PRESENT**

21 Michelle Wittmier-General Manager (GM)  
22

23 **Motion by Lisa Courneya:** Move to accept the February 10, 2021 meeting minutes as amended  
24 adding of Shawna's offer to help Lisa with the newsletter.

25 Second Butch Hulstrom

26 Some discussion ensued.

27 Voice Vote: Aye – Unanimous

28 **Motion passed** to accept the February 10, 2021 meeting minutes as amended.  
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30 There were no successful electronic motions to enter into the record.  
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32 **ADOPT AGENDA**

33 **Motion by Lisa Courneya:** Adopt agenda as amended adding the Road Project under Unfinished Business  
34 Second Shawna Wallace.

35 Some discussion on adding comments – suggestions at end of the meeting minutes. Minutes are the formal  
36 record of the Boards action taken, not their discussions and comments.

37 Voice Vote: Aye- Unanimous

38 **Motion passed:** Agenda adopted as amended.  
39

40 **HOMEOWNERS PRESENT**

41 24 Homeowners present via Zoom:

Eric and Melissa Alton	Andrew Driggers
Ryan and Rachel Gilbert	Zach Smith
Adam Gregorich	Lenny Owen
April Janas	Andrew Siegrist
Jennifer Marconi	Julie Spencer
Lorain Maddox	Caroline Benson
DA Bratvold	Joel Trace
Jonathan Pebworth	Konrad Crabtree

WEST TAPPS MAINTENANCE COMPANY  
 BOARD OF TRUSTEES MEETING MINUTES  
 March 24, 2021  
 Main Office Meeting held at 7 pm

Glenn Christensen	Tyson & Lorie Cornett
Ky Hyytinen	Jan Marrison Dundon
Jane Tobin	
<b>Unidentified persons via Zoom:</b>	
Adam Goldberg	T6hdZ21
Surfs Up	Iphone

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Secretary Treasurer Courneya explained to the Board and Members present that we a working on a process for these hybrid meetings and she anticipates that the process of admitting our members via Zoom will level out as we gain more experience.

**SECRETARY- TREASURER REPORT**

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

**FEBRUARY 28TH 2021 FINANCIAL UPDATE SUMMARY WTMC**

YTD	Report	Income YTD	Expenditures YTD	Balance	Notes
210228	Profit and Loss	\$68,070.46	\$40,458.74	\$27,611.72	1
210228	Balance Sheet			\$595,545.18	2
210228	Budget			\$90,510.83	3
Note 1	This includes collection of \$12,989.37 from prior years past due accounts.				
Note 2	We are in Balance. This Balance does include the Hidden View Road Fund at \$134,119.93				
Note 3	We are at \$73112.97 in Operating Expenditures; \$2,840.28 Road Expenditures; and \$14,557.58 in Capital projects and maintenance. We are 16.66% of the way through the operating year and stand at 13.91% of budgeted expenditures.				

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210228	PAST DUE REPORT DATA	PARCELS	OWING	NOTES
	Number of Parcels on report			1
	Number of parcels working on payment plans			
	Number of Parcels that only owe for two (2) years			
	Number of Parcels that owe more than two (2) years			
NOTE 1	Until Statements are sent out and the first due date for payments has occurred, all properties actually appear on the Past Due report.			

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**OFFICE REPORT**

General Manager Michelle Wittmier reported:

- 1) Annual Statements were mailed on 2/18/2021
- 2) We are continuing our transition work to Caliber Software as our dbase software.
- 3) We received an email from Loraine Maddox with an excellent plan for dealing with the issue of accumulated vehicles in yards. The Board will need to take action on drafting this into an expanded definition of nuisance as listed in the C&R's, publish it out to the owners with a notice of the starting enforcement date and what the consequences will be not complying.

**FACILITIES REPORT**

Facilities Manager Report by Wittmier (in the absence of Gowans):

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- 66 1) Truck taken to Sunset Ford waiting for authorization to repair; until this is repaired, work  
67 requiring the truck will be postponed.  
68 2) Hiring for summer staff  
69 3) Finishing Jenks Park Clean-up  
70 4) Dock Deployed, slip dock added  
71 5) 175<sup>th</sup> debris, 60% complete  
72 6) Basketball court backboard needs to be replaced  
73 7) Bottom panels of the Bang Board need to be replaced  
74

75 **ARCHITECTURAL**

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

77 **VIOLATIONS**

78 No items at this time

79 **SAFE STREETS**

80 Joe Duran reported that, he had a meeting with Andrew Driggers and are starting to formulate a plan.  
81 Mr. Duran indicated that he would bring the Pierce County Crime Summary to the monthly meeting.  
82 A discussion ensued.  
83

84 **I.T.**

85 An incident of an owner being locked into Lakeridge Park without their key card was reported on and  
86 discussed. A protracted discussion about removing the need for Key Cards to exit the parks ensued. Question  
87 about liability, further research and information need to happen, no decision was made.

88 **UNFINISHED BUSINESS**

89 **Sec/Tres Courneya** requested that the Board please complete their review and update of the Board Contact  
90 list and forward that to the Main Office  
91

92 **Sec /Tres Courneya** presented the bids for the repair work on the Truck: Issue- Timing chain and phasers  
93 went out:

94 Car Smart: \$9900.00, 3-year warranty, 100K miles for the engine replacement.

95 Sunset Ford: \$10,500.00, 2-year warranty, unlimited miles for engine replacement or

96 \$4,200.00, unknown warranty and mileage for just repairing the timing chain and phasers.  
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99 A detailed discussion ensued concerning the age and general condition of the truck and what the best course  
100 of action would be. It was determined that more information was needed before a decision could be made and  
101 that the Board would continue this discussion via email once the information becomes available. It was  
102 determined to provide a rental truck until this issue can be decided.  
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104 **GM Wittmier** reported on her meeting with arborist Anthony Moran earlier in the day. Ms. Wittmier thanked  
105 James Madison for introducing WTMC to Mr. Moran. He is very environmentally savvy and provided excellent  
106

107 information on several subjects related to Jenks Park, including the downed tree in the lake. Mr. Moran  
108 provided data on the specific steps that should be followed to remove this tree from the lake, with the

109 admonition that shoreline management and the EPA may both need to weigh in on this before we can take  
110 steps to have it removed.

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### 112 **The Bankers Spit Gate Project**

113 The discussion covered the issue of security at the gates, adding Key Card access gates, removing summer  
114 staff permanently from this park, bringing in electricity to the park, opening up the parking area to make it  
115 larger, dog owners issues related to leashes and the concept of adding additional fencing to the park to create  
116 two specific areas in the park, off leach and on leash. The discussion concluded with acknowledging that more  
117 information is needed on each of these specific issues and until each of these issues can be dealt with, the  
118 rules will remain as they are at the park.

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120 **Sec/Tres Courneya** initiated the discussion on a Quarterly newsletter and requested input on some ideas on  
121 what to include. A brief discussion ensued.

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### 123 **Replacement of Bollards at the front entrance of Jenks Park**

124 Butch Hulstrom suggested that we could replace the bollards with a dense hedge both at the front of the park  
125 and along the upper parking lot. A lively discussion ensued. No decision was reached.

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### 127 **The resurface of the WTMC private roads**

128 Each of the roads was discussed briefly, with the majority of the conversation centering on 178<sup>th</sup>, Hidden View  
129 main road. Since a specific Hidden View Road fund is in place to cover the cost of doing the intended work,  
130 the Board determined to move forward on this specific road project. It was decided to reach out to the two  
131 viable vendors and request additional data to ensure that both bids do include the same items and then reach  
132 out to the Hidden view owners to let them know what the intentions are as well as providing them with the bid  
133 data. An email will be sent out to the Hidden View owners to request their input on the installation of a walking  
134 surface on the north side of 178<sup>th</sup> from the entrance down to the first cross street.

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### 136 **The issue of the cedar trees on the west side of Jenks Park**

137 No discussion pending the receipt of Arborist Anthony Moran's report on that situation which is due in about  
138 two weeks.

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## 140 **NEW BUSINESS**

141 **Discussion of the Member Survey** was tabled to the next meeting.

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143 **Motion by Lisa Courneya:** Move that we move into Executive Session to discuss a legal matter.

144 Second Shawna Wallace

145 No discussion.

146 Voice Vote: Aye- Unanimous

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148 **Motion passed** to move into Executive Session

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150 **Motion by James Madison:** Move that we return from Executive Session to regular session.

151 Second Shawna Wallace

152 No discussion

153 Voice Vote: Aye- Unanimous

154 **Motion passed** to return to regular session

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156 The Board agreed to meet together at 6:40pm, Wednesday April 14<sup>th</sup> to discuss the proposed Board Code  
157 of Conduct.

158

WEST TAPPS MAINTENANCE COMPANY  
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159 **Motion by Lisa Courneya:** Move that we adjourn this meeting

160 Second Butch Hulstrom

161 Voice Vote: Yea – Unanimous

162 **Motion passed** to adjourn meeting

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164 Vice President Upton adjourned the meeting at 10:01pm.

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166 NEXT MEETING SCHEDULED WEDNESDAY April 14th, 2021 7:00PM

167

168 Respectfully Submitted:

Approved:

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170 *Michelle Wittmier* 4/14/2021

\_\_\_\_\_ 4/14/2021

171 Michelle Wittmier, General Manager

Lisa Courneya, Secretary/Treasurer