

1 **CALL TO ORDER**

2 President Cliff McIntosh called the meeting to order at 7:03 pm.

3 **BOARD MEMBERS PRESENT**

4 President, Cliff McIntosh
5 Bruce Upton, Vice President, Architectural Chair
6 Lisa Courneya, Secretary / Treasurer
7 Butch Hulstrom, Member at large
8 James Madison, Member at Large
9 Shawna Wallace, Member at Large
10

11 **BOARD MEMBERS VIA ZOOM**

12 Joe Duran, Safe Streets Chair
13

14 **ESTABLISHMENT OF QUORUM**

15 Secretary Courneya informed President McIntosh that board member quorum is present.

16 **STAFF PRESENT**

17 Michelle Wittmier-General Manager (GM)
18 David Gowans-Facilities Manager (FM)
19

20 **ACCEPTANCE OF MINUTES**

21 **Motion by Wallace:** Move to accept the March 24, 2021 meeting minutes as amended.
22 Second: Upton
23 Add comment on IT report: Question about Liability
24 Edit information in Facilities mangers report
25 **Motion passed** to accept the March 24, 2021 meeting minutes as amended without descent.
26

27 **ELECTRONIC MOTIONS**

28 There were no successful electronic motions to enter into the record.
29

30 **ADOPT AGENDA**

31 **Motion by Upton:** Adopt Agenda as amended.
32 Second: Courneya
33 Add Arborists Report on Jenks Cedar trees to Unfinished Business
34 Add an Executive Session at end of agenda.
35 **Motion passed** to accept Agenda as amended without dissent
36

37 **HOMEOWNERS PRESENT**

38 17 Homeowners and 2 unknown persons present via Zoom:

DA Bratvold	Eric & Melissa Alton	Ali Santman
April Janas	Adam Gregorich	Eric & Melissa Alton
Gina Greco	Jennifer Hornbuckle	Mark Mentil
Ryan & Rachel Gilbert	Karen & Patrick Hargus	Jax
Dayna Richards	Heather Martin	I phone
Ian Wallace		

39

40 **SECRETARY- TREASURER REPORT**

41 Secretary/Treasurer Lisa Courneya reviewed WTMC financial position. Profit and Loss Statement and
42 Balance Sheet as of 03/31/2021 attached to minutes in main file.

43

44 Reached out to four CAI member CPA firms for bid on our audit work. Have received 2 responses:
45 Huddleson at \$2800-\$3000 per year and Vandle at \$2075 per year. Am working on the final vetting
46 of these two CPAs; will put out via electronic motion request for final choice.

47

48 **OFFICE REPORT**

49 General Manager Michelle Wittmier report:

50

51 Jenks Park Reservations:

52 **Motion by Wallace:** Accept reservations for parties greater than 10 between Memorial Day through
53 Labor Day.

54 **Motion amended:** Reservations are contingent upon the Pierce County COVID-19 Regulations and
55 we stay in Phase 3. If we fall back to phase 2, all reservations (10 or more) will be cancelled.

56 Second: Upton

57 Voice Vote: Yah- Duran, Upton, Madison, Wallace Nah- Hulstrom and Courneya

58 **Motion passed** to book party reservations at Jenks park contingent on the Covid-19 phase we are in
59 at the date of the intended event.

60

61 **FACILITIES REPORT**

62 Facilities Manager David Gowans report:

63 Tennis courts will be cleaned by 4-25-21

64 Ladders and swim rope will be put in place

65 We have published ad for hiring park attendants (Indeed)

66 Focus on on water fronts to have parks ready by Memorial Day

67 Forest clean-up still in progress, but the main focus will be the parks to be ready for summer.

68 Suggested water access for Bankers and Lakeridge.

69

70 **ARCHITECTURAL**

71 GM Wittmier reported one person is building his dream home and is following the C&R's.

72 **VIOLATIONS**

73 No items at this time

74 **SAFE STREETS**

75 Joe Duran report:

76 Request for map with outlined streets

77 Information regarding content was requested of Joe, for the Safe Street page on the WTMC website

78 Recommended a website to view the crime rate and current reports

79 www.piercecountycrime.org

80

81 **I.T.**

82 Wittmier reported:

83 On a site visit with the gate maintenance company to the Lakeridge Park gate, the gate was adjusted.
84 The technician provided information; in the event of a power outage, the gate automatically opens.
85 Additionally, he said that the DKS software gate activity printout listing Key Card attempts did not
86 reflect information provided by a homeowner regarding a lock in. Many attempts to replicate the
87 reported issue were unsuccessful, several different cards including a test by the fire department using
88 their access cards, all attempts registered on the DKS activity report. No further action was taken at
89 this time, further investigation to follow.

90 **UNFINISHED BUSINESS**

91 **WTMC Truck Repair:**

92 **Motion by Courneya:** Accept the bid from Car Smart to do the repair on the Truck for \$4000.00
93 with 3-year warranty.

94 Second: Upton

95 **Motion passed** for the repair of the truck by Car Smart without dissent

96

97 **Park Hours:**

98 **Motion by Wallace:** Expand summer (Memorial Day to Labor Day) hours to 5am-10pm

99 Second: Duran

100 **Motion amended - Duran:** Table action on the motion until a committee can be formed to bring
101 back financial impact information and enforcement needs.

102 **Amended motion passed** without dissent

103

104 **Park Staff:**

105 **Motion by Courneya:** To have David continue staffing as we have done in the previous years
106 and readdress when the committee has completed work on the expansion of park hours.

107 Second: Upton

108 **Motion was rescinded.**

109

110 **178th Road resurfacing:**

111 Tabled until we can gather more information from homeowners who have reached out. We will
112 send an email out to the homeowners.

113

114 **Jenks Cedar Tree's:** Arborist's report

115 **Motion by Duran:** Follow three of the arborist recommendations as follows:

116 Remove two trees (one cottonwood and one cedar)

117 Top the three cedars with dead tops

118 Clear the invasive growth on the ground (potentially using goats).

119 Second: Wallace

120 **Motion Amendment-Courneya:** to add three trees for each tree removed per reforestation
121 standards.

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING MINUTES
April 14, 2021

Main Office Meeting held at 7 pm

122 Vote: Yay's –Wallace, Upton, McIntosh, Hulstrom, Courneya; Opposed: Duran

123 **Amendment passes**

124

125 Main Motion to follow the arborist recommendation (stated above) including the amendment.

126 **Main motion passed** without dissent

127

128 **Down Tree in Park:** Tabled for further information from EPA

129

130 **Banker's Spit gate project:**

131 **Motion by Courneya:** To obtain bids for a power/electrical drop and building to Banker's Spit
132 Park to house (similar to Lakeridge) the electronics to run the gate.

133 Second: Upton

134 Voice Vote: Yay's-McIntosh, Courneya, Hulstrom, Wallace, Madison, Upton; Abstain -Duran

135 **Motion passed** to obtain bids for a power drop and building to Banker's Spit without dissent

136

137 **Motion by Courneya:** Move into executive session

138 Second: Upton

139 **Motion passed** to move into Executive Session.

140

141 **Motion by Wallace:** to exit executive session

142 Second: Courneya

143 **Motion passed** without dissent

144

145 **Motion by Courneya:** WTMC to provide services as requested to Emerald Hill's Elem.

146 Second: Upton

147 **Motion passed** without descent

148

149 **Motion to Madison:** To adjourn meeting.

150 Second: Courneya

151 **Motion passed** without dissent

152

153 President McIntosh adjourned the meeting at 9:30pm.

154

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

156

157 Respectfully Submitted:

158

Approved:

159 Michelle Wittmier 4/14/2021

160 Michelle Wittmier, General Manager

_____ 4/14/2021

Lisa Courneya, Secretary/Treasurer

WTMC
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
CHASE ALLOCATED FUNDS 5873	30,832.00
CHASE HIDDEN VIEW RF 9635	134,121.12
CHASE MAIN 5579	337,244.49
CHASE MM ACCNT - SAVINGS 9650	143,525.26
CHASE PAYROLL ACCNT 6889	6,723.39
CHASE PETTY CASH 5857	455.67
KB Chking Main Intrst 9075	208,204.59
KB Chking PayPal Acct-6393	17,594.29
KB Chking Payroll Acct-6195	1,000.00
Total Checking/Savings	<u>879,700.81</u>
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	<u>499.85</u>
Total Current Assets	<u>880,200.66</u>
TOTAL ASSETS	<u>880,200.66</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · PAYROLL LIABILITIES	
24007 · Federal Withholding	685.01
24120 · Social Security-Employer	301.47
24121 · Social Security-Employee	-287.35
24122 · Labor and Industries-Employer	39.78
24123 · Labor and Industries-Employee	690.60
24124 · Medicare-Employer	-22.41
24125 · Medicare-Employee	-67.19
24220 · FUTA	229.20
24221 · SUTA	347.46
24222 · WA Admin Fund	42.52
24000 · PAYROLL LIABILITIES - Other	2,766.86
Total 24000 · PAYROLL LIABILITIES	<u>4,725.95</u>
Total Other Current Liabilities	<u>4,725.95</u>
Total Current Liabilities	<u>4,725.95</u>
Total Liabilities	4,725.95

2:59 AM
04/14/21
Cash Basis

WTMC
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	162,596.98
Net Income	<u>224,227.47</u>
Total Equity	<u>875,474.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>880,200.66</u></u>

WTMC
Profit & Loss YTD Comparison
April 2021

	Apr 21	Jan - Apr 21
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	5,362.97	37,875.30
70002 · Prev Bal Cap Assess	58.56	749.64
70003 · Oper Assess Current YR	94,125.12	407,620.40
70005 · Key Card Fees	275.00	600.00
70007 · Penalty Income Parcels	0.00	0.41
70008 · Lien Fees chrgd	265.51	531.02
70009 · Escrow Fee	945.00	3,375.00
70010 · Prev Bal HV Road Fund	50.00	350.00
70011 · HV Road Fund	975.00	4,490.00
70012 · Other	0.00	50.00
70014 · Prepaid Assessments	108.94	153.81
70017 · Interest Income Bank	6.34	28.31
Total 70000 · INCOME	102,172.44	455,823.89
Total Income	102,172.44	455,823.89
Gross Profit	102,172.44	455,823.89
Expense		
1000 · PAYROLL EXPENSES	13,742.55	61,715.96
2000 · UTILITIES	2,955.90	12,420.82
3000 · MAINTENANCE	3,055.00	4,912.27
5000 · FEES	4,143.81	20,018.82
6000 · SUPPLIES	1,452.03	6,244.30
7000 · Other OPERATING EXPENSES	0.00	13,288.16
8000 · Accumulated Reserves		
8022 · Discretionary Allocated		
8022D · Forests / Greenbelts	0.00	9,880.85
8022F · I.T. Allocated Funds	0.00	1,725.75
8022K · ROAD FUND		
8022KI · Hidden View Road	508.22	3,863.02
8022KII · Combined Roads	169.44	1,329.41
Total 8022K · ROAD FUND	677.66	5,192.43
8022 · Discretionary Allocated - Other	24,244.16	38,476.57
Total 8022 · Discretionary Allocated	24,921.82	55,275.60
Total 8000 · Accumulated Reserves	24,921.82	55,275.60

3:15 PM
05/15/21
Cash Basis

WTMC
Profit & Loss YTD Comparison
April 2021

	<u>Apr 21</u>	<u>Jan - Apr 21</u>
9000 · IT Expenses	1,285.21	6,744.37
Total Expense	51,556.32	180,620.30
Net Ordinary Income	50,616.12	275,203.59
Net Income	<u>50,616.12</u>	<u>275,203.59</u>