

WEST TAPPS MAINTENANCE COMPANY

Board of Trustees Meeting Agenda

May 12, 2021

7:00pm

- | | | | |
|----|-------|---|--------|
| 1 | I. | Call to Order | |
| 2 | II. | Roll Call – Establishment of Quorum | 5 min |
| 3 | | a. Board Members/Absentee Votes | |
| 4 | | b. Staff Present | |
| 5 | III. | Review and Acceptance of Minutes | 5 min |
| 6 | | a. Review Meeting Minutes for April 14, 2021 | |
| 7 | | b. Registration of Electronic Motions | |
| 8 | IV. | Adopt Agenda | |
| 9 | V. | Homeowner/Guest Present | |
| 10 | VI. | Committee Reports | 15 min |
| 11 | | a. Secretary/Treasurer Report | |
| 12 | | b. Office | |
| 13 | | c. Facilities | |
| 14 | | d. Architectural | |
| 15 | | e. Violations | |
| 16 | | f. Safe Streets | |
| 17 | | g. IT | |
| 18 | VII. | Unfinished Business | 15 min |
| 19 | | a. Fee/Fine Schedule-Nuisance Definitions | |
| 20 | | b. Bollards at Jenks | |
| 21 | | c. Jenks Tree Removal-Cottonwood and Cedar | |
| 22 | VIII. | New Business | 10 min |
| 23 | | a. Request for street light 33rd Street | |
| 24 | | b. Topics for the working meeting | |
| 25 | | Executive Session | |
| 26 | | Adjournment | |
| 27 | | Next regular Board Meeting: Wednesday, June 8, 2021 at 7:00pm | |

1 **CALL TO ORDER**

2 President Cliff McIntosh called the meeting to order at 7:05 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, Park Chair
9 Shawna Wallace, Violations Chair

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11 **BOARD MEMBERS VIA ZOOM**

12 Joe Duran, Safe Streets Chair

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

15 **STAFF PRESENT**

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

18
19 **Motion by Courneya:** Move to accept the April 14, 2021 meeting minutes as written.

20 Second: Upton

21 Amendments: Change date on line 63 to 4/25/21

22 Add Shawna's husband (Ian Wallace) to the attendance rooster ~~(could not verify-~~
23 ~~see documented list of attendees)~~ (Add Ian Wallace to the guests present per vote 7/28/21)

24 Edit line 121 to "three trees for each tree removed" *(confirmed reforestation*
25 *standards are 3 trees for each tree removed)*

26 Voice Vote: Yea: Mcintosh, Upton, Courneya, Hulstrom, Madison

27 Nay: Wallace

28 Abstain: Duran

29 **Motion passed** to accept the April 14, 2021 meeting minutes as amended.

30
31 **Electronic Motion to enter into the record**

32 **Motion by Courneya:** That we accept the proposal from Joseph H Vandal, CPA P.S. to conduct
33 the audits for years 2015-2020 as proposed. (8:34AM April 20, 2021)

34 Second: Wallace

35 Digital Vote: Yea: Unanimous (Final vote received 9:26PM, April 22, 2021)

36 **Motion passed** within the 72-hour time limit to utilize Vandal CPA firm for our 2015-2020 Audits.

37
38 **ADOPT AGENDA**

39 **Motion by Wallace:** Adopt Agenda as amended.

40 Second: Upton

41 Add to Unfinished Business:

42 Jenks Cedar tree project.

43 South Tapps forest project.

44 **Motion passed** to accept Agenda as amended without dissent.

45
46 **HOMEOWNERS and GUESTS PRESENT**

47 14 owners present for some portion of the meeting and 4 non-owners or unknown present via Zoom:

OWNERS	NON-OWNERS OR UNKNOWN
April Janas	Adam Goldberg
Adam Gregorich	Tara Foy

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES MEETING MINUTES
May 12, 2021 (Amended 7-28-21)
Main Office Meeting held at 7 pm

Ryan & Rachel Gilbert	Cody
Dayna Richards	Shayna Reuter
Andrew Driggers	Jan Marrison-Dundon
Melissa Alton	Caroline Benson (Yingling)
Gina Greco	Tim Carter
Lorain Maddox	Duane & Connie Bratvold

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SECRETARY- TREASURER REPORT

Secretary/Treasurer Courneya reviewed WTMC financial position. Profit and Loss Statement and Balance Sheet Year to Date 04/30/2021 attached to minutes in main file.

There was a discussion on various line items in the budget. No action taken.

Courneya presented a proposal received from BenTech our IT vendor outlining a proposed solution to the situation of individuals who find themselves locked in the parks after hours. Brief discussion followed. No action taken.

OFFICE REPORT

GM Wittmier reported:
Office very busy with new owners;
Key Cards and associated correspondence both paper and digital involved in this process;
Records exchange with the Auditors;
Seasonal ramp up for Event reservations at Jenks;

Wittmier presented a request from homeowner Henry Patrick to remove two (2) trees from his greenbelt without providing a Certified Arborists Report on the trees condition.

Motion by Wallace: To allow Mr. Patrick to be able to remove the trees causing damage to his home that are in his owner green belt at his cost without an Arborist Report.

Second: Madison
Discussion followed.

Voice Vote: Yea: Duran and Wallace
Nay: Madison, Hulstrom, Upton, Courneya, McIntosh

Motion failed.

Motion by Courneya: Ask Mr. Patrick to provide WTMC with an arborists report before taking action on removing the trees.

Second: Upton.
Discussion covering various aspects of this decision followed.

Amendment by Duran: That WTMC provide the arborists report.
Second: Madison

Voice Vote on Amendment:
Yea: Madison, Duran, Wallace
Nay: Upton, Hulstrom, Courneya, McIntosh

Amendment failed.

Voice Vote on the Main Motion:
Yea: McIntosh, Hulstrom, Courneya, Upton
Nay: Duran
Abstain: Wallace, Madison

Motion passed that Mr. Patrick will need to provide an Arborists Report before removing the trees.

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FACILITIES REPORT

Facilities Manager David Gowans lost connection and was unable to reconnect to the meeting.
GM Wittmier provided a brief update on current FM activities:
Coordinating, interviewing, hiring and onboarding summer staff.
Have 7 employees on board with about 8 more position to fill
Water front preparation

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ARCHITECTURAL

GM Wittmier reported no new Architectural issues have come into the office.
Architectural Chair Upton gave a presentation on upgrading our streetlights and the cost/benefit associated with this should we undertake the project.
A discussion ensued. It was determined that we need additional information before we can make a decision on the issue. Item to return to Agenda when more information has been developed.

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VIOLATIONS

No items at this time.

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SAFE STREETS

Chair Duran had no updates.

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I.T.

GM Wittmier reported that we have been having some oddities with our office network that has required that our IT vendor BenTech reach in remotely and straighten things out. Currently, the network is doing well.

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UNFINISHED BUSINESS

Fee/Fine Schedule – Nuisance Definitions:

Secretary Courneya passed out information on a suggested format provided by our attorney to jump start the process of getting these items in place so the Board and Violations Committee has documents in hand to address the issues that are being brought to them by the membership for action.

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There was a very brief discussion. No action was taken. Due to its urgency, item to remain on the active Unfinished Business agenda.

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Bollards at Jenks:

Tabled

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Jenks Cedar Tree Project:

A discussion on the current status of the project outlined in the motion at the April 14th Board meeting occurred. The Board wants a scope of work and three bids on this project before any work is done. The Board clarified that they want this scope of work and three bids for all work being undertaken, including the work we have been having our preferred vendors provide for our normal projects.

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South Tapps Forest Project:

Motion by Duran: That we get three bids on how to clean up So Tapps by the next meeting, 6/9/21.

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Second: Wallace

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

140 Voice Vote: Yea: Wallace, Madison, Duran

141 Nay: Hulstrom, Upton, McIntosh, Courneya

142 **Motion failed**

143

144 **NEW BUSINESS**

145 **Streetlight for 33rd Street:**

146 The Board discussed the request to install a streetlight on the corner of 33rd St and West Tapps. It was noted
147 that there is a pole in place that can be utilized. Discussion about funding this project and who should be
148 liable for the installation fee and ongoing bill ensured. Madison indicated he would approach Pierce County
149 about funding this installation and paying the ongoing bill.

150 **Working Meeting Agenda:**

151 Wallace and Madison would like to discuss payroll and staffing options to do things differently than we are
152 currently.

153 It was determined that the issue of staffing and the parks would be the main topic at the working meeting.

154

155 **Motion by Courneya:** Move into executive session to discuss legal and violation issues.

156 Second: Upton

157 **Motion passed** without dissent to move into Executive Session at 9:09pm.

158

159 **Motion by Courneya:** to return to regular session.

160 Second: Upton

161 **Motion Passed** without dissent to return to regular session at 9:43pm

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163 GM Wittmier commented on the information in the Board packet on the replacement Fire Station #114 that will
164 be constructed on the two parcels to the north of WTMC and the email we received offering to attend one of
165 our meetings to provide more in-depth details about the project. The Board agreed they would like that to
166 happen.

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168 **Motion by Hulstrom:** To Adjourn meeting.

169 Second: Wallace

170 **Motion passed** without dissent.

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172 President McIntosh adjourned the meeting at 9:43pm.

173

174 NEXT MEETING SCHEDULED WEDNESDAY JUNE 9TH, 2021 7:00PM

175

176 Respectfully Submitted:

Approved:

177

178 Michelle Wittmier 5/15/2021

6/23/2021

179 Michelle Wittmier, General Manager

Lisa Courneya, Secretary/Treasurer

WTMC
Balance Sheet
As of April 30, 2021

	<u>Apr 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
CHASE ALLOCATED FUNDS 5873	30,832.00
CHASE HIDDEN VIEW RF 9635	134,122.21
CHASE MAIN 5579	564,566.71
CHASE MM ACCNT - SAVINGS 9650	143,529.95
CHASE PAYROLL ACCNT 6889	5,533.29
CHASE PETTY CASH 5857	742.65
KB Chking Main Intrst 9075	34,125.25
KB Chking PayPal Acct-6393	15,207.61
KB Chking Payroll Acct-6195	1,000.00
Total Checking/Savings	<u>929,659.67</u>
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	<u>499.85</u>
Total Current Assets	<u>930,159.52</u>
TOTAL ASSETS	<u><u>930,159.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	3,708.69
Total Liabilities	<u>3,708.69</u>
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	162,596.98
Net Income	275,203.59
Total Equity	<u>926,450.83</u>
TOTAL LIABILITIES & EQUITY	<u><u>930,159.52</u></u>

WTMC
Profit & Loss YTD Comparison
 April 2021

	Apr 21
Total 5111 · Software License & Subscripts	16.50
Total 5000 · FEES	4,143.81
6000 · SUPPLIES	
6101 · Postage and Delivery	80.00
6103 · Office Supplies	70.44
6211 · Supplies Park	956.41
6212 · Hardware Equipment Parks	345.18
Total 6000 · SUPPLIES	1,452.03
7000 · Other OPERATING EXPENSES	
7102 · Insurance Exp Liability	0.00
7105 · Mileage	
7105A · Mileage - admin	0.00
Total 7105 · Mileage	0.00
7109 · Contingency Ex	0.00
7117 · Reconciliation Discrepancies	0.00
7211 · Insurance Auto	0.00
Total 7000 · Other OPERATING EXPENSES	0.00
8000 · Accumulated Reserves	
8022 · Discretionary Allocated	
8022D · Forests / Greenbelts	0.00
8022F · I.T. Allocated Funds	0.00
8022K · ROAD FUND	
8022KI · Hidden View Road	508.22
8022KII · Combined Roads	169.44
Total 8022K · ROAD FUND	677.66
8022 · Discretionary Allocated - Other	24,244.16
Total 8022 · Discretionary Allocated	24,921.82
Total 8000 · Accumulated Reserves	24,921.82
9000 · IT Expenses	
9100 · Telephone Office	244.18
9103 · Computer and Internet Expenses	
9103A · Network Contractor	460.00
9103 · Computer and Internet Expenses - Other	0.00
Total 9103 · Computer and Internet Expenses	460.00
9200 · Telephone Prks	581.03
Total 9000 · IT Expenses	1,285.21
Total Expense	51,556.32
Net Ordinary Income	50,616.12
Net Income	50,616.12

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WTMC
Profit & Loss YTD Comparison
April 2021

	Jan - Apr 21
Ordinary Income/Expense	
Income	
70000 · INCOME	
70001 · Prev Bal Op Assess	37,875.30
70002 · Prev Bal Cap Assess	749.64
70003 · Oper Assess Current YR	407,620.40
70005 · Key Card Fees	600.00
70007 · Penalty Income Parcels	0.41
70008 · Lien Fees chrgd	531.02
70009 · Escrow Fee	3,375.00
70010 · Prev Bal HV Road Fund	350.00
70011 · HV Road Fund	4,490.00
70012 · Other	50.00
70014 · Prepaid Assessments	153.81
70017 · Interest Income Bank	28.31
	455,823.89
Total 70000 · INCOME	455,823.89
Total Income	455,823.89
Gross Profit	455,823.89
Expense	
1000 · PAYROLL EXPENSES	61,715.96
2000 · UTILITIES	
2103 · Rent - office	4,040.00
2104 · Streetlights	5,055.73
2201 · Water Prks	690.04
2202 · Garbage Prks	1,388.74
2207 · Electrical - Prks	166.19
2208 · Porta Potties	1,080.12
	12,420.82
Total 2000 · UTILITIES	12,420.82
3000 · MAINTENANCE	
3104 · Equip Mnt Adm	1,322.53
3202 · Arborist	680.00
3204 · Equip Mnt Parks	169.41
3211 · Landscaping and Groundskeeping	2,164.15
3216 · Co Truck Expense	
3216B · Ford Truck Expense	40.00
3216 · Co Truck Expense - Other	536.18
	576.18
Total 3216 · Co Truck Expense	576.18
Total 3000 · MAINTENANCE	4,912.27
5000 · FEES	
5102 · Annual Audit Fee	470.00
5103 · Attorney	16,136.66
5104 · Bank Charges	
5104A · Bank Acctn Chrges	84.70
5104B · Crd Card Chrges	1,324.45
5104 · Bank Charges - Other	296.80
	1,705.95
Total 5104 · Bank Charges	1,705.95
5106 · Lien Fees	
5106A · Lien Release	310.50
	310.50
Total 5106 · Lien Fees	310.50
5107 · PO Box Rent	350.00
5110 · Taxes - Property	98.76
5111 · Software License & Subscripts	
5111A · QB Payroll Lic Fee	710.45
5111B · Subscriptions- Software	236.50
	946.95