

**WEST TAPPS MAINTENANCE COMPANY**

**Board of Trustees Meeting Agenda**

~~June 09, 2021~~—RESCHEDULED TO June 23, 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 May 12, 2021  |        |
| 7  |       | b. Registration of Electronic Motions   |        |
| 8  | IV.   | Adopt Agenda  |        |
| 9  | V.    | Homeowner/Guest Present   | 5 min  |
| 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   | 25 min |
| 19 |       | a. Night closure of parks-(Madison) Update on Security Company                              |        |
| 20 |       | b. Park hours   |        |
| 21 |       | c. Status-Third Bid for Jenks Tree Project-Removal of Cottonwood and Cedar                  |        |
| 22 |       | d. Solution for Park access gates   |        |
| 23 |       | e. (Madison) Status of the funding from Pierce County for the 33 <sup>rd</sup> Street Light |        |
| 24 |       | installation  |        |
| 25 |       | f. Meeting with Fire Station #114-Details of the Fire Station Building Project              |        |
| 26 | VIII. | New Business  | 10 min |
| 27 |       | Executive Session   |        |
| 28 |       | Adjournment   |        |
| 29 |       | Next regular scheduled Board Meeting: Wednesday, July 14, 2021 at 7:00pm                    |        |

1  
2 **East Pierce Fire and Rescue Presentation:**  
3

4 Prior to convening the Board meeting, East Pierce Fire and Rescue provided a presentation on the  
5 replacement of Station 114 located on the corner of West Tapps and Sumner Tapps Highway.  
6 Passing of the 2018 Capital Facilities, Vehicles and Equipment Bond, has allowed for the  
7 construction of new facilities.

8  
9 **Agenda Item VII, F**

10 Presentation of Drawings for the new Fire Station:

11 East Pierce Fire Chief, Jon Parkinson and East Pierce Fire and Rescue, Project Manager, Phil  
12 Herrera presented the background and rough rendering drawings of Station 114 and expressed  
13 sincere appreciation to the community for supporting the 2018 Bond which provides funds for new  
14 facilities, vehicles and equipment.

15 Information provided included:

16 Anticipated timeline for the construction of EPFR Station 114:

- 17 • Conceptual Design begins in July 2021
- 18 • Permitting to begin in October, 2021
- 19 • Station 114 staff will move to Station 115 for approx. 13 months while Station 114 is being  
20 constructed.
- 21 • It is anticipated that operations from Station 115 will add 2-3 minutes to response time.
- 22 • Start construction in March/April of 2022 with the anticipation of re-opening Station 114  
23 March/April of 2023.

24  
25 Chief Parkinson and Project Manager Herrera gave details of the facility and staffing of the new  
26 station and answered questions on the project including how emergency coverage will be  
27 handled within our community during the construction period. Chief Parkinson mentioned that  
28 the current facility was built in 1969 or 1972. He will provide updates on the progress of the  
29 project and appreciates the community for the support of the 2018 Capital Facilities, Vehicles  
30 and Equipment Bond.  
31

32 **CALL TO ORDER**

33 Vice President Bruce Upton called the meeting to order at 7:19 pm.

34 **BOARD MEMBERS PRESENT**

35 Bruce Upton, Vice President, Architectural Chair  
36 Lisa Courneya, Secretary / Treasurer  
37 Butch Hulstrom, Member at large  
38 Joe Duran, Safe Streets Chair  
39 James Madison, Member at Large  
40 Shawna Wallace, Violations Chair

41  
42 (This item occurred later in the meeting, placed here in the minutes for continuity of the formal  
43 record of meeting).

44 **Motion by Courneya:** That we excuse Cliff McIntosh absence from this meeting due to business  
45 and family conflicts.

46 Second: Hulstrom

47 Discussion on this process followed.

48 Voice Vote: Yea: Hulstrom, Courneya, Madison

49 Nay: none

50 Abstain: Duran, Wallace

51 **Motion passed** to excuse Cliff McIntosh absence from this meeting.

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**STAFF PRESENT**

Michelle Wittmier-General Manager (GM)

Christopher Anderson- Park Manager (PM)

**Park Manager Update**

VP Upton requested that our new Park Manager introduce himself to the Board and give us an update of where we are thus far this year. Park Manager, Christopher Anderson, introduced himself to the Board and provided an overview of what is happening in the parks and where we are with the parks as well as information on the current staffing level and projects. The regular schedule of the Jenks Park garbage pick up was delayed to 6/24/21 due to the fact that the garbage truck broke down.

**Motion by Courneya:** Move to accept the May 12, 2021 meeting minutes as published  
Second: Upton

VP Upton asked if there were any additions or corrections to the minutes.

Wallace requested the following revisions:

- correction to Line 19: Courneya made the motion not Wallace (*correction made*)
- addition to Line ~~23~~ 24 add the word "indigenous" (*No change-Courneya motion did not include "indigenous"*)
- addition to Line ~~69-70~~ 72 add the words "at his expense" (*correction to add "at his cost" as stated in the original motion*)
- addition to line 72, Wallace supported the motion because the homeowner provided sufficient documentation proving the trees are a safety hazard and have caused property damage. (*No change – 'Yea' vote provides support of motion*)

The vote on these minutes was tabled to the next meeting to provide time for the Secretary Treasurer to review notes on these requested corrections and additions.

There were no Electronic Motion to enter into the record

**ADOPT AGENDA**

**Motion by Wallace:** Adopt Agenda

Second: Courneya

Discussion followed on what items are listed under Unfinished Business on the current month's agenda vs the ongoing list of action items to be addressed. It was suggested to rename the "Strategic Plan" to "Unfinished Action Item List" and that this document should be included as part of the monthly mailing to the Board.

Voice Vote: Yea: Unanimous

**Motion passed** to accept Agenda.

**HOMEOWNERS and GUESTS PRESENT**

9 owners present for some portion of the meeting and 2 non-owners

OWNERS	Connie & Duane Bratvold		GUESTS
Joe and Sue Kish	Melissa Alton		Jon Parkinson-EPFR
Andrew Driggers	Arthur White		Phil Herrera-EPFR
Ryan Gilbert			
Dayna Richards			

Note: Some owners may not have signed-in on the attendance list.

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**SECRETARY- TREASURER REPORT**

Sec/Treas Courneya; reported that our Zoom contract has expired and with Covid-19 restrictions easing and the state opening up, the meetings will return to in person events.

Committee report was interrupted by a motion which was intrupted by members challenge of Bylaws, citing Robert's Rules of Order.

*Note: A few homeowners present stated/citing references to Roberts Rules and our own By-Laws that it was not allowed that the President vote on motions and we had to have an uneven number of Board members voting at the meeting.*

*President pro-tem, Upton agreed to abstain from voting on motions for this meeting pending verification from our legal counsel of the validity of these assertions.*

**Motion by Wallace:** To have monthly meetings take place at a consistant and reliable location with Zoom option for up to \$250.00 a month, for up to 50 participants.

Vice President, Upton noted that we would not entertain Motions during the Committee Reports section of the agenda work. Moving the motion to Unfinished Business.

Sec/Treas Courneya continued her report informing the Board that she had received an email from Cliff McIntosh, stating that he is stepping down from the President chair as of last night, 6/22/2021, citing work and family demands didn't allow him adequate time to fulfill duties as president at this time. He will remain on the Board of Directors.

**OFFICE REPORT**

General Manager, Wittmier reported:

Our Clerk of 13 years, Linda, retired on 6/11/2021.

Our new Clerk, Destiny, started working for us on June 1<sup>st</sup>. She is a recent Graduate of PLU with a degree in Business and HR with a minor in Soc. She is adjusting very well.

David finished his work as Facilities Manager for us on 6/18/2021, as you are aware, for health reasons. Wittmier is working directly with Christopher, our Park Manager to get the season up and running. The office is very busy with new owners, key cards, event scheduling, payments and escrows. She is continuing to provide data and answer questions of the auditor for our 2015-2020 Audits.

**FACILITIES REPORT**

Wittmier will forward the final report from the Facilities Manager to the Board.

**ARCHITECTURAL**

Chair, Upton reported no new Architectural issues.

**VIOLATIONS**

Chair, Wallace reported she has nothing to offer, but has reviewed the documents that were being used by Violations Committee.

148

149 **SAFE STREETS**

150 Chair, Duran gave an update on criminal statistics for April and May in the WTMC area. Indicated that he  
151 will be working with Andrew Driggers to more fully launch a Safe Streets type program customized to our  
152 unique community.  
153

154 **I.T.**

155 GM Wittmier reported that we have been having troubles with the vehicle gate at Jenks due to the fact  
156 that on Monday 6/12/21 there were numerous incidents of individuals riding the gate and forcing its  
157 mechanism while it was cycling. Although we were able to bring the gate back into working order, our  
158 GM is working on getting our Gate Vendor out to do a thorough cleaning and service.

159 Clarification on the abilities of cameras in Jenks Park, although they do have the capacity to record, they  
160 are solar powered, recording shortens the charge and their usefulness as a tool to see into the park if  
161 they are set to record. Recording storage space is limited. For these reasons, they are set for observation  
162 only, they are not recording, but used as a situational awareness tool only.  
163

164 **UNFINISHED BUSINESS**

165 With President McIntosh stepping down from the President Chair, VP Upton will assume the  
166 responsibilities as President pro-tem. A discussion of 'who' on the Board can vote and under what  
167 circumstance the President can vote ensued. (*See note on line 95*)  
168

169 **Park Hours:**

171 **Motion by Wallace:** Move that Jenks Park be open from 7:00am to 9:30pm for summer hours through  
172 9/8/2021.

173 Second: Duran

174 Discussion followed highlighting the pros, cons and consequences of having the gate unlocked after  
175 sunset hours. Wallace offered to look into additional lighting at Jenks Park boat launch. *NOTE: No*  
176 *security company updates nor financial impact data provided per 4-14-21 meeting minutes.*

177 Voice Vote: Yea: Wallace, Madison, Duran

178 Nay: Courneya, Hulstrom

179 **Motion passed** to keep Jenks Park unlocked between 7:00am and 9:30pm through 9/8/2021.  
180 Michelle will contact liability insurance company to find out if park hours after dark will affect our rates.

181

182 **Office Procedures:**

183 **Motion by Wallace:** Employee hours and schedules are documented on a spreadsheet/report that  
184 can be viewed by all Board members.

185 Second: Madison

186 Discussion followed covering aspects of present and suggested ways of tracking staff hours worked  
187 and work schedules for park employees in 15-minute increments.

188 Voice Vote: Yea: Wallace, Duran, Madison

189 Nay: Courneya, Hulstrom

190 **Motion passed** to document employee hours and schedules on a spreadsheet viewable by the  
191 Board.

192

193 **Motion by Wallace:** All complaints or concerns regarding or received from any member or  
194 employee regarding parks, employees, members or policies, be documented into an electronic file or  
195 the like, spreadsheet/report, and is accessible to all Board members and management.

196 Second: Duran

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING MINUTES  
June 23, 2021 (Revised 7-14-21)  
Main Office Meeting held at 7 pm

197 Voice Vote: Yea: Wallace, Duran, Madison  
198 Nay: Courneya  
199 Abstain: Hulstrom

200 **Motion passed** to document all complaints or concerns regarding or received from any member or  
201 employee regarding park, employees, members or policies, be documented into an electronic file  
202 spreadsheet/report, accessible to all Board members and management.  
203

204 **Motion by Wallace:** To have monthly meetings take place at a consistent and reliable location with  
205 Zoom option for up to \$250 a month, for up to 50 participants.

206 Second: Duran

207 Voice Vote: Yea: Wallace, Duran

208 Nay: Courneya, Hulstrom

209 Abstain: Madison

210 Motion ends in tie – President pro-tem, Upton, votes as tie breaker – voice vote: Nay

211 **Motion failed.**  
212

213 **Jenks Tree Project:**

214 Bid from Rainier Tree service was discussed including the scope of work it addressed. Also noted  
215 was a verbal bid from Tip Top Tree Service.  
216

217 **Motion by Duran:** Move that Duran follow up on “apples-to-apples” bids by next meeting with three  
218 of those that we can vote on, working with Madison and Wittmier.

219 Second: Wallace

220 Voice Vote: Yea: Unanimous

221 **Motion passed** for Duran to work with Madison and Wittmier on obtaining three “apples-to-apples”  
222 bids with the same scope of work for this project. *(For reference: per scope of work as directed in the*  
223 *4-14-21 Meeting Minutes)*  
224

225 **Park access gates:**

226 Tabled.  
227

228 **Street Light on 33<sup>rd</sup> Street**

229 Tabled.  
230

231 **NEW BUSINESS**

232 Add selection of a President to the next meeting agenda.

233 Request to add Annual Meeting voting procedures to next meeting agenda.  
234

235 **Motion by Hulstrom:** Move into executive session to discuss legal issues.

236 Second: Courneya

237 Voice Vote: Yea: Hulstrom, Courneya, Madison, Duran

238 Abstain: Wallace

239 **Motion passed** to move into Executive Session at 9:20pm.  
240

241 **Motion by Courneya:** to return to regular session

242 Second: Wallace

243 **Motion Passed** without dissent to return to regular session at 9:46pm  
244

245 **Motion by Wallace:** Send the ‘Order to Pay’ (substituting partial parcel number for the name for  
246 privacy) for parcel number: 4XXXXX-0740.

247 Second: Hulstrom

WEST TAPPS MAINTENANCE COMPANY  
BOARD OF TRUSTEES MEETING MINUTES  
June 23, 2021 (Revised 7-14-21)  
Main Office Meeting held at 7 pm

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Voice Vote: Yea: Unanimous

**Motion passed** to send the 'Order to Pay' for parcel number: 4XXXXX-0740.

**Motion by Courneya:** To follow our attorney's recommended steps for collection as indicated in his email dated May 18, 2021 regarding the case of parcel number: 5XXXXX-0140.

Second: Wallace

Voice Vote: Yea: Unanimous

**Motion passed** to follow steps as recommended by our attorney for collections of parcel number: 5XXXXX-0140

**Motion by Duran:** To Adjourn meeting.

Second: Wallace

**Motion passed** without dissent

President pro-tem, Upton adjourned the meeting at 9:53pm.

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

Respectfully Submitted:

Approved:

Michelle Wittmier 6/23/2021  
Michelle Wittmier, General Manager

\_\_\_\_\_  
7/14/2021  
Lisa Courneya, Secretary/Treasurer

**WTMC**  
**Profit & Loss YTD Comparison**  
 May 2021

	<u>May 21</u>	<u>Jan - May 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>70000 · INCOME</b>		
70001 · Prev Bal Op Assess	6,914.03	44,789.33
70002 · Prev Bal Cap Assess	165.54	915.18
70003 · Oper Assess Current YR	38,783.08	446,403.48
70005 · Key Card Fees	300.00	900.00
70007 · Penalty Income Parcels	0.00	0.41
70008 · Lien Fees chrgd	0.00	531.02
70009 · Escrow Fee	1,485.00	4,860.00
70010 · Prev Bal HV Road Fund	0.00	350.00
70011 · HV Road Fund	610.00	5,100.00
70012 · Other	0.00	50.00
70013 · Park Event Fees	50.00	50.00
70014 · Prepaid Assessments	533.94	687.75
70017 · Interest Income Bank	5.74	34.05
<b>Total 70000 · INCOME</b>	<u>48,847.33</u>	<u>504,671.22</u>
<b>Total Income</b>	<u>48,847.33</u>	<u>504,671.22</u>
<b>Gross Profit</b>	48,847.33	504,671.22
<b>Expense</b>		
<b>1000 · PAYROLL EXPENSES</b>	14,071.25	75,787.21
<b>2000 · UTILITIES</b>	3,502.97	15,923.79
<b>3000 · MAINTENANCE</b>	0.00	4,912.27
<b>5000 · FEES</b>	2,456.59	22,475.41
<b>6000 · SUPPLIES</b>	2,088.32	8,332.62
<b>7000 · Other OPERATING EXPENSES</b>	369.18	13,657.34
<b>8000 · Accumulated Reserves</b>		
8022 · Discretionary Allocated	294.49	55,570.09
<b>Total 8000 · Accumulated Reserves</b>	294.49	55,570.09
<b>9000 · IT Expenses</b>	1,510.83	8,255.20
<b>Total Expense</b>	<u>24,293.63</u>	<u>204,913.93</u>
<b>Net Ordinary Income</b>	<u>24,553.70</u>	<u>299,757.29</u>
<b>Net Income</b>	<u><u>24,553.70</u></u>	<u><u>299,757.29</u></u>



WTMC  
Balance Sheet  
As of May 31, 2021

	<u>May 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
CHASE ALLOCATED FUNDS 5873	30,832.00
CHASE HIDDEN VIEW RF 9635	134,123.22
CHASE MAIN 5579	582,896.55
CHASE MM ACCNT - SAVINGS 9650	143,534.33
CHASE PAYROLL ACCNT 6889	4,502.13
CHASE PETTY CASH 5857	265.69
KB Chking Main Intrst 9075	45,250.14
KB Chking PayPal Acct-6393	13,022.86
<b>Total Checking/Savings</b>	<u>954,426.92</u>
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	499.85
<b>Total Accounts Receivable</b>	<u>499.85</u>
<b>Total Current Assets</b>	<u>954,926.77</u>
<b>TOTAL ASSETS</b>	<u><b>954,926.77</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
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	-183.10
24123 · Labor and Industries-Employee	607.56
24124 · Medicare-Employer	-22.41
24125 · Medicare-Employee	-67.19
24220 · FUTA	108.80
24221 · SUTA	155.35
24222 · WA Admin Fund	36.99
24000 · PAYROLL LIABILITIES - Other	2,587.11
<b>Total 24000 · PAYROLL LIABILITIES</b>	<u>3,922.24</u>
<b>Total Other Current Liabilities</b>	<u>3,922.24</u>
<b>Total Current Liabilities</b>	<u>3,922.24</u>
<b>Total Liabilities</b>	3,922.24
<b>Equity</b>	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	162,596.98
Net Income	299,757.29
<b>Total Equity</b>	<u>951,004.53</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>954,926.77</b></u>

3:06 PM

06/08/21

Accrual Basis

**WTMC LTDC Trust**  
**Balance Sheet**  
As of May 31, 2021

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	<u>May 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Brokerage Key Invtmnt x49904	433,319.88
WTMC LTDC Trust MM Sav 6300	<u>45,809.02</u>
<b>Total Checking/Savings</b>	<u>479,128.90</u>
<b>Total Current Assets</b>	<u>479,128.90</u>
<b>TOTAL ASSETS</b>	<b><u>479,128.90</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	475,640.83
Retained Earnings	3,396.49
Net Income	<u>91.58</u>
<b>Total Equity</b>	<u>479,128.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>479,128.90</u></b>

3:06 PM

06/08/21

Accrual Basis

**WTMC LTDC Trust**  
**Profit & Loss**  
January through May 2021

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	<u>Jan - May 21</u>
<b>Income</b>	
Increase in Brokerage acct	89.69
Interest Income - Bank	<u>1.89</u>
<b>Total Income</b>	91.58
<b>Expense</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>91.58</u></u>