

1 **CALL TO ORDER**

2 President Bruce Upton called the meeting to order at 7:05 pm.

3 **BOARD MEMBERS PRESENT**

- 4 Bruce Upton, Vice President, Architectural Chair
- 5 Lisa Courneya, Secretary / Treasurer
- 6 Butch Hulstrom, Member at large
- 7 Joe Duran, Safe Streets Chair
- 8 James Madison, Member at large
- 9 Shawna Wallace, Violations Chair

10 **DETERMINATION OF QUORUM**

11 Six of seven board members are present so there is Quorum.

12 **MOTION** by Wallace (210728-01): Unless Cliff shows up in the next 5 minutes, his absence is unexcused.

13 Second: Duran

14 Voice Vote: Yea: Madison, Wallace, Duran

15 Nay: Hulstrom, Courneya

16 Abstain: Upton

17 **MOTION** (210728-01) FAILED to not excuse Cliff from meeting.

18 **STAFF PRESENT**

19 Michelle Wittmier-General Manager (GM)

20 **GUESTS PRESENT**

21 J. David Huhs, Nicholas Reynolds

22 **MOTION** by Courneya (210728-02): Move into Executive Session for Legal Counsel.

23 Second: Madison

24 **MOTION** (210728-02) CARRIED without dissent

25 Move into Executive Session at 7:10pm

26 **Motion** by Wallace(210728-03): Move out of Executive Session

27 Second: Hulstrom

28 **MOTION** (210728-03) CARRIED without dissent

29 Returned to Regular session at 8:15pm.

30 Letter from President: President Upton read the 'Letter from President' see attached.

31 **HOMEOWNERS PRESENT**

Adam Gregorich	Linda Thompson	Jonathan Pebworth
Andrew Driggers	Ali Santman	April Janas
Eric Alton	Ryan & Rachel Gilbert	Leonard Owen
Ian Wallace	Duane Bratvold	
Unknown:	Kasey's Pad	Galaxy S10

32 **ADOPT AGENDA**

33 Continuation of 07/14/21 Meeting Agenda

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43 **APPROVAL OF MEETING MINUTES**

44 Courneya presented 5/12/21 amended meeting minutes and revised 6/23/21 meeting minutes.

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46 **MOTION** by Wallace (210728-04): To add Ian Wallace to 5/12/21 meeting minutes.

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48 Second: Duran

49 Voice Vote: Yea: Wallace, Madison, Duran, Upton, Hulstrom

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51 Nay: Courneya,
52 MOTION (210728-04) PASSED to add Ian Wallace as a guest present at the 5/12/21 meeting.

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55 **MOTION** by Duran (210728-05): To push meeting minutes off to the next meeting to give us 3
56 days for review for both 5/12/21 and 6/23/21 including the revision to add Ian Wallace to guest
57 list.

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59 Voice Vote: Yea: Duran, Wallace, Hulstrom

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61 Nay: Courneya, Upton, Madison

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63 MOTION (210728-05) FAILED.

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66 **SECRETARY- TREASURER REPORT**

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Courneya reported:

- In process of putting together the finance committee.
- Financials were presented and reviewed.
- Chase Bank credit card machine has now been installed and working. Remaining accounts at Key Bank will be closed.
- Auditor update; they are working on all of the audits. An update status has been requested, will update the board when we have more information.

74 **OFFICE REPORT**

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Wittmier reported:

- In process of preparing summer late statements to homeowners and notices to homeowners to respond or liens will be pursued.
- Working on locating a meeting place outside of the office including churches (maybe), schools (no, until after school starts), library (not available for public) and Holiday Inn (\$300 per night). Still continuing to research options.
- Is working with our IT tech to solve network and IT issues. May have to look at purchasing a new phone system, as the office phones are about 15 years old.
- Presented another homeowner's concerns about an on-going problem with boats tying off at Banker's Spit preventing park goer's access to water.
- Presented a homeowner request (for board review) on status of cleaning up of debris from windstorm on 175th.
- Presented a homeowner complaint of illegal fireworks causing tree to catch fire and threatening the health and safety of their family.
- Another complaint regarding homeowner burning during a burn ban and throwing M80's into the fire as well as drinking and recklessly driving a jet ski close to their dock.

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- A homeowner reported kids jumping the park fence after dark and issue was reported it to the Sheriff's office. Hulstrom also witnessed kids jumping the fence near the cabana at Jenks.
 - Staffing will begin to decrease due to school starting.

98 **FACILITIES REPORT**

99 No Report

100 **ARCHITECTURAL**

101 No new items.

102 **VIOLATIONS**

103 Wallace spoke about her documents provided today to the Board.

104 **SAFE STREETS**

105 Duran reported:

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- Crime stats for Unincorporated Pierce County. Three crimes were reported in the WTMC community in June.
 - Continuing to put a program together. Experimenting with communications in local neighborhood. Anyone interested in helping can send an email to gm@westtappshoa.com.

111 **I.T.**

112 Covered in the Office Report

113 **UNFINISHED BUSINESS**

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1. Mr. Henry arborist report: Mr. Henry said he has an arborist report, but has not provided it to WTMC.
 2. Fire/Hazard Areas-Delegating former Facilities Manager responsibilities to address the fire hazard areas as specified in the routine maintenance and known tree issues (Lists provided by former Facilities Manager on 6/18/21)

120 MOTION by Duran (210728-07): That we begin exploring one or two companies that would
121 give us a one year to long range plan to mitigate all of our green belt issues.

122 Second: Wallace

123 AMENDMENT by Wallace (210728-07-1): In addition to getting proposals for this project, that
124 we offer a budget of around \$20-30K per year.

125 Second: Duran

126 AMENDMENT MOTION (210728-07-1) rescinded

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128 AMENDMENT by Wallace (210728-07-2): To allocate up to \$1000.00 (per bid x3) to obtain 3
129 bids for a forest management plan.

130 Second: Duran

131 AMENDMENT (210728-07-2) CARRIED without dissent.

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133 Voice Vote on Main Motion:

134 AMENDED MOTION (210728-07-2) CARRIED without dissent

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136 MOTION by Courneya (210728-08): Allocate \$3000.00 out of the Park Payroll fund for forestry
137 plan bids.

138 Second: Wallace

139 MOTION (210728-08) CARRIED without dissent

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES - MEETING MINUTES
July 28, 2021
Main Office Meeting at 7:00 pm

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141 MOTION by Duran: Appoint James as the initiator of these above motions to make sure that
142 nothing falls through the crack and he gets them done as soon as possible.
143 There was no second.
144 James recused himself.

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146 MOTION BY Hulstrom (210728-09): To pursue hiring a Facilities Manager as soon as possible.
147 Second: Courneya
148 Voice Vote: Yea: Hulstrom, Upton, Courneya, Wallace, Madison
149 Nay: none
150 Abstain: Duran
151 MOTION (210728-09) PASSED
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153 3. Jenks Park Tree Project:
154 MOTION by Wallace (210728-10): Money be allocated from the Park Payroll fund for the Jenks
155 Tree Project. (\$12,803.00)
156 Second: Madison
157 Voice Vote: Yea: Upton, Hulstrom, Wallace, Madison, Duran
158 Nay: Courneya
159 MOTION (210728-10) PASSED
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161 MOTION by Duran (210728-11): That we enlist the date to get the contractors started and get
162 them on the calendar.
163 Second: Wallace
164 Voice Vote: Yea: Duran
165 Nay: Courneya, Upton
166 Abstain: Hulstrom, Wallace Madison
167 MOTION (210728-11) FAILED
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169 4. Hidden View Road Project:
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171 Motion by Courneya(210728-12): to table the project
172 Second: Madison
173 Voice Vote: Yea: Upton, Courneya, Hulstrom, Madison
174 Nay: none
175 Abstain: Wallace, Duran
176 MOTION (210728-12) PASSED

177 **NEW BUSINESS**

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179 1. Proxy recording at Annual Meeting:
180
181 MOTION by Wallace: Move to name herself as head of nominating committee.
182 Second: Duran
183 Voice Vote: Yea: Wallace, James, Duran
184 Nay: none
185 Abstain: Hulstrom, Courneya, Upton
186 MOTION (210728-13) FAILED
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188 MOTION by Wallace (210728-14): Move that the board secretary perform the duty of taking
189 and recording meeting minutes as specified in Article 7 section 3 of Bylaws and that they are
190 prepared and distributed to the directors within 3 business days of said meeting.
191 Second: Duran
192 Voice Vote: Yea: Duran, Wallace, Madison
193 Nay: Hulstrom, Courneya, Upton

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES - MEETING MINUTES
July 28, 2021
Main Office Meeting at 7:00 pm

194
195 MOTION (210728-14) FAILED
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197 MOTION by Hulstrom (210728-15): to adjourn the meeting.
198 Second: Courneya
199 Voice Vote: Yea: Hulstrom, Courneya, Upton
200 Nay: Madison, Wallace, Duran
201 MOTION (2107285-15) FAILED (Madison to move food truck topic to the agenda)
202
203 MOTION by Madison (210728-16): To discuss a potential food truck event at Jenks Park on
204 August 12, 2021 to see how it goes.
205 Second: Wallace
206 Voice Vote: Yea: Madison, Duran, Wallace, Hulstrom
207 Nay: none
208 Abstain: Courneya, Upton
209 MOTION (210728-16) PASSED
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211 MOTION by Wallace (210728-17): to adjourn
212 Second: Madison
213 MOTION (210728-17) carried without dissent
214
215 President Upton adjourned the meeting at 10:40pm
216
217 NEXT MEETING SCHEDULED WEDNESDAY August 11th, 2021 7:00PM
218
219 Respectfully Submitted: Approved:
220
221 Michelle Wittmier 08/09/2021 _____ 8/11/2021
222 Michelle Wittmier, General Manager Lisa Courneya, Secretary/Treasurer

WTMC
Balance Sheet
 As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
CHASE ALLOCATED FUNDS 5873	30,832.00
CHASE HIDDEN VIEW RF 9835	134,124.42
CHASE MAIN 5579	188,284.44
CHASE MM ACCNT - SAVINGS 9650	504,669.67
CHASE PAYROLL ACCNT 6889	16,586.17
CHASE PETTY CASH 5857	314.05
KB Chking Main Intrst 9075	50,593.39
KB Chking PayPal Accnt-6393	12,022.82
Total Checking/Savings	937,426.96
Accounts Receivable	
11000 - Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	937,926.81
TOTAL ASSETS	937,926.81
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	85.24
24123 - Labor and Industries-Employee	726.23
24124 - Medicare-Employer	-22.41
24125 - Medicare-Employee	-67.19
24220 - FUTA	161.98
24221 - SUTA	228.36
24222 - WA Admin Fund	43.03
24000 - PAYROLL LIABILITIES - Other	2,831.79
Total 24000 - PAYROLL LIABILITIES	4,686.16
Total Other Current Liabilities	4,686.16
Total Current Liabilities	4,686.16
Total Liabilities	4,686.16
Equity	
30000 - Opening Balance Equity	488,650.26
32000 - Retained Earnings	162,596.98
Net Income	281,993.41
Total Equity	933,240.65
TOTAL LIABILITIES & EQUITY	937,926.81

WTMC
Profit & Loss YTD Comparison
June 2021

	Jun 21	Jan - Jun 21
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	2,539.87	47,329.20
70002 · Prev Bal Cap Assess	0.00	915.18
70003 · Oper Assess Current YR	21,390.53	467,794.01
70005 · Key Card Fees	250.00	1,150.00
70007 · Penalty Income Parcels	0.00	0.41
70008 · Lien Fees chrgd	0.00	531.02
70009 · Escrow Fee	1,350.00	6,210.00
70010 · Prev Bal HV Road Fund	0.00	350.00
70011 · HV Road Fund	300.00	5,400.00
70012 · Other	0.00	50.00
70013 · Park Event Fees	225.00	275.00
70014 · Prepaid Assessments	51.25	739.00
70017 · Interest Income Bank	9.96	44.01
Total 70000 · INCOME	26,116.61	530,787.83
Total Income	26,116.61	530,787.83
Gross Profit	26,116.61	530,787.83
Expense		
1000 · PAYROLL EXPENSES	22,426.78	98,213.99
2000 · UTILITIES	3,516.14	19,439.93
3000 · MAINTENANCE	6,427.96	11,340.23
5000 · FEES	4,758.60	27,234.01
6000 · SUPPLIES	1,057.79	9,390.41
7000 · Other OPERATING EXPENSES	442.49	14,099.83
8000 · Accumulated Reserves	4,428.48	59,998.57
9000 · IT Expenses	822.25	9,077.45
Total Expense	43,880.49	248,794.42
Net Ordinary Income	-17,763.88	281,993.41
Net Income	-17,763.88	281,993.41