

1 **CALL TO ORDER**

2 President Upton called the meeting to order at 7:02 pm.

3 **BOARD MEMBERS PRESENT**

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

10
11 **Motion** by Wallace (210915-01): to Excuse McIntosh from meeting due to work.
12 Second: Courneya
13 Voice Vote: Yea-Upton, Hulstrom, Courneya, Madison, Wallace
14 Abstain: Duran
15 **Motion** (210915-01) passed to excuse McIntosh

16
17 **DETERMINATION OF QUORUM**

18 Courneya informed Upton that six board members are present so there is Quorum.

19 **STAFF PRESENT**

20 Michelle Wittmier-General Manager (GM)

21 **GUESTS PRESENT**

22 N/A

23
24 **MOTION** by Hulstrom (210915-02): to move into executive session for legal counsel.
25 Second: Wallace
26 **MOTION** (210915-02) passed without dissent at 7:04pm.

27
28 Guest present for executive session: Brian Telegin-Legal Counsel

29
30 **MOTION** by Wallace (210915-03): to move from executive session and into regular session.
31 Second: Duran
32 Voice Vote: passed without dissent at 7:37pm.
33 **Motion** (210915-03) passed.

34
35 **HOMEOWNERS PRESENT**

36

Adam Gregorich	Rachel Gilbert	Non-Owner present
Andrew Diggers	Bratvold	Shawna Reutter
Dayna Richards	Melissa Alton	
Jennifer Hornbuckle		
Linda Thompson		
Ryan Gilbert		

37
38 **ADOPT AGENDA**

39 **MOTION** by Courneya (210915-04): to adopt Agenda as written.
40 Second: Wallace
41 Voice Vote: Yea-Upton, Courneya, Hulstrom, Wallace, Duran

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES - MEETING MINUTES
September 15, 2021
Main Office Meeting at 7:00 pm

42 Nay-Madison
43 **MOTION** (210915-04) passed
44
45 **MOTION** by Courneya (210915-05): to adjourn the meeting
46 Second: Hulstrom
47 Voice Vote: Yea-Courneya, Hulstrom
48 Nay-Upton, Wallace, Madison
49 Abstain-Duran
50 **MOTION** (210915-05) failed
51
52 **MOTION** by Duran (210915-06): to move directly to unfinished business
53 Second: Wallace
54 Voice Vote: Yea-Upton, Wallace, Madison, Duran, Hulstrom
55 Nay- Courneya
56 **MOTION** (210915-06) passed to move directly to unfinished business

57 **APPROVAL OF MEETING MINUTES**
58 N/A

59 **SECRETARY- TREASURER REPORT**
60 N/A

61 **OFFICE REPORT**
62 N/A

63 **FACILITIES REPORT**
64 N/A

65 **ARCHITECTURAL**
66 N/A

67 **VIOLATIONS**
68 N/A

69 **SAFE STREETS**
70 N/A

71 **I.T.**
72 N/A

73 **UNFINISHED BUSINESS**
74 1. Fire abatement/hazard trees: N/A
75 **MOTION** by Duran (210915-07): to adjourn
76 Second: Wallace
77 Voice Vote: Yea-Wallace, Duran
78 Nay-Courneya, Upton, Hulstrom
79 **Motion** (210915-07) failed
80
81 **MOTION** by Courneya (210915-08): to have attorney, Telegin, reply with short response to
82 Hearing Examiner decision on Seattle Boat request for reconsideration.
83 Second: Hulstrom

WEST TAPPS MAINTENANCE COMPANY
BOARD OF TRUSTEES - MEETING MINUTES
September 15, 2021
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84 Voice Vote: Yea-Upton, Hulstrom, Courneya
85 Nay-Wallace, Duran
86 **MOTION** (210915-08) passed to have attorney, Telegin, reply with short response to Hearing
87 Examiner decision on Seattle Boat request for reconsideration.
88

89 **NEW BUSINESS**

90 N/A

91

92 **MOTION** by Wallace (210915-09) to adjourn

93 Second: Hulstrom

94 Voice Vote: Yea-Hulstrom, Wallace, Courneya, Upton

95 Nay-Duran

96 **Motion** (210916-09) passed to adjourn

97

98 President Upton adjourned the meeting at 8:55pm

99

100 NEXT MEETING SCHEDULED WEDNESDAY October 13th, 2021 7:00PM

101

102 Respectfully Submitted:

Approved:

103

104 *Michelle Wittmier* 9/15/2021

_____ 9/15/2021

105 Michelle Wittmier, General Manager

Lisa Courneya, Secretary/Treasurer

WTMC
Balance Sheet
 As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
CHASE ALLOCATED FUNDS 5873	30,832.00
CHASE HIDDEN VIEW RF 9635	134,126.67
CHASE MAIN 5579	181,355.89
CHASE MM ACCNT - SAVINGS 9650	518,656.88
CHASE PAYROLL ACCNT 6889	5,379.32
CHASE PETTY CASH 5857	565.06
KB Chking Main Intrst 9075	-879.43
KB Chking PayPal Acct-6393	235.66
Total Checking/Savings	870,474.05
Accounts Receivable	
11000 · Accounts Receivable	499.85
Total Accounts Receivable	499.85
Total Current Assets	870,973.90
TOTAL ASSETS	870,973.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · PAYROLL LIABILITIES	
24007 · Federal Withholding	624.01
24120 · Social Security-Employer	224.09
24121 · Social Security-Employee	-364.73
24122 · Labor and Industries-Employer	1,208.45
24123 · Labor and Industries-Employee	1,132.68
24124 · Medicare-Employer	-40.53
24125 · Medicare-Employee	-85.31
24220 · FUTA	464.89
24221 · SUTA	497.87
24222 · WA Admin Fund	52.62
24000 · PAYROLL LIABILITIES - Other	2,986.19
Total 24000 · PAYROLL LIABILITIES	6,700.23
Total Other Current Liabilities	6,700.23
Total Current Liabilities	6,700.23
Total Liabilities	6,700.23
Equity	
30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	163,986.22
Net Income	211,637.19
Total Equity	864,273.67
TOTAL LIABILITIES & EQUITY	870,973.90

WTMC
Profit & Loss YTD Comparison
August 2021

	Aug 21	Jan - Aug 21
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	7,197.24	62,168.68
70002 · Prev Bal Cap Assess	68.01	977.84
70003 · Oper Assess Current YR	19,154.56	500,389.62
70005 · Key Card Fees	225.00	1,900.00
70007 · Penalty Income Parcels	0.00	0.41
70008 · Lien Fees chrgd	0.00	531.02
70009 · Escrow Fee	1,215.00	8,640.00
70010 · Prev Bal HV Road Fund	0.00	350.00
70011 · HV Road Fund	0.00	5,500.00
70012 · Other	0.00	50.00
70013 · Park Event Fees	300.00	775.00
70014 · Prepaid Assessments	396.59	1,135.59
70017 · Interest Income Bank	23.73	90.28
Total 70000 · INCOME	<u>28,580.13</u>	<u>582,508.44</u>
Total Income	<u>28,580.13</u>	<u>582,508.44</u>
Gross Profit	28,580.13	582,508.44
Expense		
1000 · PAYROLL EXPENSES	39,456.38	188,972.76
2000 · UTILITIES	2,908.69	26,118.52
3000 · MAINTENANCE	3,003.89	17,800.91
4000 · SPECIAL EVENTS	0.00	500.00
5000 · FEES	3,821.22	27,352.95
6000 · SUPPLIES	1,393.95	11,969.85
7000 · Other OPERATING EXPENSES	10,899.78	25,226.74
8000 · Accumulated Reserves		
8021 · Allocated Funds Projects	0.00	1,022.66
8022 · Discretionary Allocated		
8022D · Forests / Greenbelts	0.00	10,180.82
8022F · I.T. Allocated Funds	180.00	2,264.58
8022J · REC COURTS / FIELD / EQUIPMENT	0.00	152.45
8022K · ROAD FUND	456.12	5,648.55
8022 · Discretionary Allocated - Other	151.38	43,751.12
Total 8022 · Discretionary Allocated	<u>787.50</u>	<u>61,977.52</u>
Total 8000 · Accumulated Reserves	787.50	63,000.18
9000 · IT Expenses		
9100 · Telephone Office	-198.24	2,123.47
9103 · Computer and Internet Expenses	370.00	2,974.99
9200 · Telephone Prks	-352.87	4,830.88
Total 9000 · IT Expenses	<u>-181.11</u>	<u>9,929.34</u>
Total Expense	<u>62,090.30</u>	<u>370,871.25</u>
Net Ordinary Income	<u>-33,510.17</u>	<u>211,637.19</u>
Net Income	<u><u>-33,510.17</u></u>	<u><u>211,637.19</u></u>