

1 **VIRTUALPRESENT AT FINANCE COMMITTEE PRESENTATION TO BOARD:**

2 Presented by Sec Tres Lisa Courneya, Chair of the Finance Committee started at 6:00 pm

3 **Board present:**

4 Bruce Upton- President
5 Shawna Wallace – Vice President, Violations Chair
6 Lisa Courneya – Sec Tres
7 Cliff McIntosh – Parks Chair
8 Butch Hulstrom – At large
9 Joe Duran – Safe Streets
10 James Madison – At Large

11 **Fin Committee Members present:**

12 Adam Gregorich
13 Melissa Alton

14 **Staff present:**

15 Michelle Wittmier – General Manager

17 **Homeowners present:**

18 April Janas
19 Caroline Benson
20 Eric Alton
21 Gina Greco
22 Jennifer Hornbuckle
23 Kim Scott
24 Paul Anderson
25 DA Bratvold
26 Linda Thompson
27 Ryan & Rachel Gilbert
28 Scott Carlston
29 Marsh McIntosh
30 Kim Newlove

32 **Unknown present:**

33 Adam Goldberg

35 Budget presentation concluded at 7:45pm

36 **CALL TO ORDER**

37 President Bruce Upton called the meeting to order at 7:52 pm.

38 **BOARD MEMBERS PRESENT**

39 Bruce Upton, Vice President
40 Shawna Wallace, Vice President, Violations Chair
41 Lisa Courneya, Secretary / Treasurer
42 Butch Hulstrom, Member at large
43 Joe Duran, Safe Streets Chair
44 James Madison, Member at large

46 **DETERMINATION OF QUORUM**

47 Six board members are present so there is Quorum.

49 **Motion** by Wallace (211013-01): to not excuse McIntosh's absence from the meeting.

50 Second: Madison

51 Voice Vote: Yea- Wallace, Duran, Madison

52 Nay – Hulstrom, Upton, Courneya

53 **Motion (211013-01)** failed.

54

55 **Motion** by Courneya (211013-02): To excuse McIntosh's absence due to work meeting
56 tonight.

57 Second: Hulstrom

58 Voice Vote: Yea- Hulstrom, Upton, Courneya

59 Nay- Madison, Duran, Wallace

60 **Motion (211013-02)** failed.

61 **STAFF PRESENT**

62 Michelle Wittmier-General Manager (GM)

63 **HOMEOWNERS PRESENT**

64 In addition to those already present from the Budget Presentation:

65 Leonard Owen

66

67 Unknown Present:

68 Todd

69 **ADOPT AGENDA**

70 **Motion** by Courneya (211013-03): To accept the 10/13/21 meeting agenda as published.

71 Second: Wallace

72 Discussion:

73 **Amendment Motion** by Wallace (211013-01A): That we add a 5 min discussion regarding a
74 third party to handle the voting for the annual meeting to the agenda.

75 Second: Madison

76 Voice Vote: Yea-Wallace, Madison, Duran

77 Nay- Hulstrom, Courneya

78 Abstain-Upton

79 Amendment **Motion** (211013-01A) passed

80

81 Amendment **Motion** by Wallace (211013-02A): To adopt a comment forum as a standing
82 agenda topic to an open comment period to allow for members to contribute during board
83 meetings and annual meetings, allowing for 20 min.

84 Second: Madison

85 Discussion ensued

86 **Amendment to Amended motion** to add this topic to agenda

87 Voice Vote: Yea- Wallace, Duran, Madison, Hulstrom, Upton

88 Abstain: Courneya

89 **Amended Motion** (211013-02A) Passed to add topic to agenda

90

91 Voice Vote on main **Motion** (211013-03A): Yea- Unanimous

92 **Motion (211013-03A)** passed without dissent as amended.

93 **APPROVAL OF MEETING MINUTES**

94

95 **MOTION** by Courneya (211013-04): To approve the 7/23/21 minutes.

96 Second: Hulstrom

97 Voice Vote: Yea- Madison, Hulstrom, Courneya, Upton

98 Nay- Wallace

99 Abstained - Duran

100 **MOTION (210818-04)** Passed.

101

102 **Motion** by Courneya (211013-05): To approve the 8/18/21 minutes.

103 Second: Hulstrom

104 Discussion: No member raised any specific questions.

105 Voice Vote: Yea- Hulstrom, Upton, Courneya

106 Nay- Wallace, Madison

107 Abstained- Duran

108 **Motion (211013-05)** failed.

109

110 **Motion** by Courneya (211013-06): To approve the 9/15/21 minutes.

111 Second: Hulstrom

112 Discussion: No member raised any specific questions.

113 Voice Vote: Yea -Upton, Hulstrom, Courneya

114 Nay- Madison, Wallace

115 Abstained- Duran

116 **Motion (211013-06)** failed.

117

118 **SECRETARY- TREASURER REPORT**

119 Courneya lead the discussion on the budget.

120 **Motion** by Wallace (211013-07): Change the Facilities Manager from salaried to hourly at
121 \$35.00 per hour, with a detailed time sheet.

122 Second: Madison

123 Discussion ensued around various aspects of the position.

124 Voice Vote: Yea-Madison, Duran, Wallace

125 Nay- Hulstrom, Upton, Courneya

126 **Motion (211013-07)** failed.

127

128 **Motion** by Duran (211013-08): Eliminate the CAI Broad Training line item of \$1,000.00 from
129 the budget.

130 Second - None

131 **Motion (211013-08)** is dead, lack of second

132

133 **Motion** by Duran (211013-09): Reduce the streetlight line item from \$17,687.16 to \$16,000.

134 Second: Madison

135 Amendment by Duran (211013-03A): Carry the 2021 budget figure of \$16,844.90 straight
136 across to the 2022 budget.

137 Second: Madison

138 Discussion ensued confirming the recent bill showing the reduction of approx. \$43.00 for 3
139 lights that the City of BL has assumed.

140 Amended Motion (211013-09A)

141 Voice Vote: Yea-Unanimous

142 **Motion (211013-09A)** passed without dissent.

143

144 **Motion** by Madison (211013-10): That we reduce the administrative hours by 50%.

145 Second: Wallace

146 Discussion ensued.

147 Voice Vote: Yea- Duran, Madison, Wallace

148 Nay- Hulstrom, Upton, Courneya

149 **Motion (211013-10)** failed

150

151 **Motion** by Duran (211013-11): That we do not include the Employer Burden amount with the
152 wage section on the budget report.

153 Second: Wallace

154 Discussion pro and con ensued.

155 Voice Vote: Yea- Unanimous

156 **Motion (211013-11)** passed without dissent.

157
158
159 **Motion** by Madison (211013-12): That we add a Year-to-Date column to the Budget report
160 Second: Wallace
161 Discussion-none
162 Voice Vote: Yea- Madison, Wallace, Duran, Hulstrom, Upton
163 Abstain: Courneya
164 **Motion (211013-12)** passed

165
166 **Motion** by Wallace (211013-13): That we reduce the General Managers position to 30 hours
167 per week and the Clerk position to 25 hours per week and make them hourly positions.
168 Second: Madison
169 Discussion ensued on the current paradigm verse the suggested change.
170 Voice Vote: Yea- Wallace, Madison, Duran
171 Nay- Upton, Hulstrom, Courneya
172 **Motion (211013-13)** failed.

173
174 **Motion** by Hulstrom (211013-14): That we accept the proposed Budget as modified.
175 Second: Courneya
176 Discussion – none.
177 Voice Vote: Yea- Hulstrom, Upton, Courneya
178 Nay- Duran, Madison, Wallace
179 **Motion (211013-14)** failed.

180
181 **Motion** by Duran (211013-15): That we skip usual Committee Reports.
182 Second: Wallace
183 Discussion -none.
184 Voice Vote: Yea – Madison, Wallace, Hulstrom, Upton, Duran
185 Abstain: Courneya
186 **Motion (211013-15)** passed

187 **OFFICE REPORT**

188 Tabled via motion- No report

189 **FACILITIES REPORT**

190 Tabled via motion- No Report

191 **ARCHITECTURAL**

192 Tabled via motion- No Report

193 **VIOLATIONS**

194 Tabled via motion- No Report

195 **SAFE STREETS**

196 Tabled via motion- No Report

197 **I.T.**

198 Tabled via motion- No Report

199 **UNFINISHED BUSINESS**

200
201 **Membership to Community Association Institute (CAI) for Board Training**
202 Adam Gregorich, member of the 2021 Finance Committee, gave an overview of the idea of
203 the Board joining the organization and to have WTMC provide this initial Board Leader
204 Development Workshop to the Board members both sitting and all newly elected Board
205 members to attend the 4.5-hour online Board Leader Development Workshop. Membership is
206 \$299 and the workshop w/ membership is \$100.00 per board member.
207

208 **Motion** by Courneya (211013-17): Move that WTMC rejoin the CAI and require all current and
209 new members go through the initial Board Leader Development Workshop.

210 Second: Hulstrom

211 Discussion followed with a variety of opinions on the pros and cons of taking this step.

212 Voice Vote: Yea – Unanimous

213 **Motion (211013-17)** passed without dissent

214

215 **Nominations for open Board Positions.**

216 Courneya presented the information responses from the newsletter noting that in addition to
217 the 4 sitting members up for election, all of whom are running again, we have seven additional
218 member names that have been put forward that would like to run for a seat on the Board.

219 That will give us eleven (11) individuals running for the four (4) chairs up for election at this
220 years annual meeting. The next steps will be for the Nominating Committee to obtain a brief
221 BIO paragraph from each of the candidates for inclusion in the Annual Meeting Mailer.

222

223 **Motion** by Duran (211013-16): take another vote and put Shawna in charge of the Nominating
224 Committee.

225 Second: Wallace

226 Discussion – none

227 Voice Vote: Yea- Hulstrom, Upton, Wallace, Duran, Madison

228 Abstained: Courneya

229 **Motion (211013-16)** passed

230

231 **Greenbelts / Forests**

232

233 **Jenks Park Update**

234 Bruce Upton gave an update on the removal of the two trees authorized by the Board motion
235 and spoke to the three additional trees that became evident that were failing and needed to be
236 removed.

237 **Motion by Hulstrom** (211013-18): That we have the additional three trees, the two leaning
238 alders and the tall hemlock on the edge of the hill removed.

239 Second: Courneya

240 Discussion – none.

241 Voice Vote: Yea- Unanimous

242 **Motion (211013-18)** passed without dissent

243

244 **Forest Plans**

245 **Motion** by Madison (211013-19): That WTMC evaluate further work on the hillside water
246 runoff at Jenks Park.

247 Second: Wallace

248 Discussion – various aspects, including a potential rain garden, of the situation were raised
249 and the question of who would do this task were covered.

250 **Amendment** by Duran (211013-04A): That James Madison as a lead, but not the only person
251 to handle this.

252 Second: Wallace

253 Discussion – none.

254 Voice Vote: Yea- Unanimous

255 **Amendment** (211013-04A) passed without dissent

256 Voice Vote on the main **motion** (211013-19A): Yea- Unanimous

257 **Motion (211013-19A)** passed without dissent.

258 **NEW BUSINESS**

259 **Motion** by Wallace (211013-20): That WTMC move the 2021 Annual Meeting to Saturday
260 December 11th, 2021
261 Second: Duran.

262
263 Discussion ensued around issue of Bylaws, manners of voting and costs associated with
264 those issues.

265
266 PRIOR TO VOTING ON THIS MOTION THERE WAS A **POWER OUTAGE** AND THE VIRTUAL
267 MEETING CRASHED AT 10:10PM.

268
269 NEXT REGULAR MEETING SCHEDULED WEDNESDAY November 10th, 2021 7:00PM

270
271 Respectfully Submitted:

Approved:

272
273 *Michelle Wittmier* 10/13/2021
274 Michelle Wittmier, General Manager

10/13/2021
Lisa Courneya, Secretary/Treasurer

WTMC
Balance Sheet
As of September 30, 2021

Sep 30, 21

ASSETS

Current Assets

Checking/Savings

CHASE ALLOCATED FUNDS 5873	30,832.00
CHASE HIDDEN VIEW RF 9635	134,127.76
CHASE MAIN 5579	158,340.92
CHASE MM ACCNT - SAVINGS 9650	518,680.04
CHASE PAYROLL ACCNT 6889	6,089.88
CHASE PETTY CASH 5857	285.20
KB Chking Main Intrst 9075	0.00

Total Checking/Savings 848,355.80

Accounts Receivable

11000 · Accounts Receivable	499.85
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Total Accounts Receivable 499.85

Total Current Assets 848,855.65

TOTAL ASSETS 848,855.65

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	1,552.74
24123 · Labor and Industries-Employee	1,280.72
24124 · Medicare-Employer	-40.53
24125 · Medicare-Employee	-85.31
24220 · FUTA	523.28
24221 · SUTA	576.37
24222 · WA Admin Fund	58.93
24000 · PAYROLL LIABILITIES - Other	3,062.22

Total 24000 · PAYROLL LIABILITIES 7,411.79

Total Other Current Liabilities 7,411.79

Total Current Liabilities 7,411.79

Total Liabilities 7,411.79

Equity

30000 · Opening Balance Equity	488,650.26
32000 · Retained Earnings	163,986.22
Net Income	188,807.38

Total Equity 841,443.86

TOTAL LIABILITIES & EQUITY 848,855.65

WTMC
Profit & Loss YTD Comparison
September 2021

	Sep 21	Jan - Sep 21
Ordinary Income/Expense		
Income		
70000 · INCOME		
70001 · Prev Bal Op Assess	9,964.40	72,133.08
70002 · Prev Bal Cap Assess	306.03	1,283.87
70003 · Oper Assess Current YR	6,121.90	506,511.52
70005 · Key Card Fees	250.00	2,150.00
70006 · Late Fees	373.00	373.00
70007 · Penalty Income Parcels	0.00	0.41
70008 · Lien Fees chrgd	273.00	804.02
70009 · Escrow Fee	1,083.00	9,723.00
70010 · Prev Bal HV Road Fund	0.00	350.00
70011 · HV Road Fund	0.00	5,500.00
70012 · Other	152.00	202.00
70013 · Park Event Fees	50.00	825.00
70014 · Prepaid Assessments	100.00	1,235.59
70017 · Interest Income Bank	22.25	112.53
Total 70000 · INCOME	18,695.58	601,204.02
Total Income	18,695.58	601,204.02
Gross Profit	18,695.58	601,204.02
Expense		
1000 · PAYROLL EXPENSES	24,116.75	213,089.51
2000 · UTILITIES	6,180.55	32,299.07
3000 · MAINTENANCE	2,211.39	20,012.30
4000 · SPECIAL EVENTS	0.00	500.00
5000 · FEES	1,829.16	29,182.11
6000 · SUPPLIES	931.92	12,901.77
7000 · Other OPERATING EXPENSES	2,514.93	27,741.67
8000 · Accumulated Reserves	1,874.00	64,874.18
9000 · IT Expenses		
9100 · Telephone Office	289.06	2,412.53
9103 · Computer and Internet Expenses	951.39	3,926.38
9200 · Telephone Prks	626.24	5,457.12
Total 9000 · IT Expenses	1,866.69	11,796.03
Total Expense	41,525.39	412,396.64
Net Ordinary Income	-22,829.81	188,807.38
Net Income	-22,829.81	188,807.38