

# Member Orientation

West Tapps Maintenance Company

# Agenda

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# About WTMC

## We are...

West Tapps Maintenance Company was founded on August 1<sup>st</sup>, 1963. It is comprised of 14 subdivisions with approximately 1525 single family homes and apartment units each being billed an annual assessment. We have three year-round part-time employees\* and additional seasonal park attendants. Our primary job is maintaining our parks and greenbelts for the enjoyment of our members.

\*facilities coordinator position is currently open

# We aren't...

a typical HOA who cares mostly about what color your house is, how green your lawn is, where you park your boat or if your garbage can is visible on the side of your house.



# Board of Trustees and Officers



**Aaron Kolar**

President



**Kit Bourn**

Vice President



**Adam Gregorich**

Treasurer



**Kit Bourn**

Secretary

**Members at Large:**

**Kim Scott**

**Brad Boushey**

**Candice Krasovec**

**Lorian Maddox**

**The board holds monthly meetings the second Wednesday of each month and a workshop the final Wednesday of most months. The annual meeting is in November.**

**Expect to spend between 6 and 30 hours a month depending on your board and committee role(s). Don't have that amount of time to commit? Consider a committee role!**

# Committees

- Finance – The Finance Committee is one of two committees called for in our by-laws. It is a group of members who work with the treasurer to draft a budget for the following year and present it to the Board of Trustees for initial approval. Once the board approves it is sent to the entire membership for approval. This committee usually starts meeting in June of each year.
- Nomination - The Nomination Committee is the other required committee per our by-laws. They meet in late summer to interview and screen members interested in running for the Board of Trustees and recommend new candidates to be placed on the ballot.
- Architecture\Control Committee – Per our CCRs, the Architecture\Control Committee is responsible for approving new structures including homes, fences, sheds, and changes to existing ones. It also processes variance applications and makes recommendations for approvals to the board. It is also responsible for defining nuisances.
- Violations - The Violations Committee is responsible for determining if violations have occurred and what penalties should be assessed per our Violations Policy. The singular goal of enforcement is to get members to follow the rules, not punish them.
- Events - The Events Committee is the committee tasked with planning special events for the community. Food trucks, a neighborhood garage sale, the annual Easter egg hunt, fishing derby, movie night or ?
- Parks - The Parks Committee looks for ways to improve the parks to benefit the community and brings them to the board for consideration.
- Policy - The Policy Committee was created to recommend policies for the Board of Trustees to adopt.

# Governing Documents

These are the documents created when the HOA was founded. The by-laws have been amended over time. The by-laws and CCRs can be modified, it just takes a high percentage of members to vote to approve.

These can all be found on our website:  
[www.westtappshoa.com](http://www.westtappshoa.com)

7/29/20XX



## Articles of Incorporation

Legally documenting our creation



## By-Laws

Written rules to manage our HOA



## Lakeridge CCRs

Rules governing Lakeridge subdivisions



## Ranchettes CCRs

Rules governing Ranchette subdivisions

# Other Important Documents



BPM – Board Policy  
Manual



Code of Conduct



Policies & Rules



State Law (RCWs)



# Parks

## Carl Jenks

- Tennis & Pickleball Courts
- Volleyball
- Boat Launch
- Swim Area
- Cabana
- Playground
- BBQs
- Picnic Tables

## Ballfield

- Minimal Maintenance

## Bankers Spit

- Off Leash Dog Park
- Beachfront Coves
- Walking Trail
- Picnic Tables

## Lakeridge

- Playground (coming soon)
- Swim Area
- BBQ
- Picnic Tables

# Greenbelts

There are over 32 acres of WTMC owned and maintained greenbelts. The board is working on a plan to get caught up with maintenance over several years. We are prioritizing greenbelts where we can finish work previously started, and focusing on the 190<sup>th</sup> greenbelt due to the number of drain fields we allowed owners to put there years ago. Increased funding will be needed over the next several years.

Additionally, some owners have portions of their property that are owner-maintained greenbelts. They need permission from WTMC before doing work in these areas or removing trees.

# Streetlights and Roads

- WTMC owns and is responsible for the maintenance (paving, vegetation removal, etc.) on the following streets: 170th Ave E, 175th Ave Ct. E, 178th Ave E, 179th Ave Ct. E, 181st Ave E, 183rd Ave E, and 185th Ave Ct. E. Members who live on 178th Ave E pay an annual maintenance fee.
- We have repaved four of the roads over the last year and chip sealed the remaining three.
- The reserve study funds the maintenance and eventual replacement of WTMC owned roads.
- WTMC owns and is responsible for the billing on 87 streetlights. We are replacing the bulbs with LEDs which will result in significant annual savings. The work should be completed summer of 2023.
- There is a small budget to add additional streetlights if members request them.

# Budget and Reserve Study

The Board of Trustees has a fiduciary duty to act in the best interests of our members. This means making prudent decisions when it comes to collecting and spending homeowner funds.



## Budget

- Budget draft is assembled annually by members (committee), modified or ratified by the board and then voted on by membership
- Currently approximately \$630,000
- Largest expenses are payroll, reserve contribution, greenbelts and landscaping maintenance.
- Everyone needs to be treated the same when it comes to assessments and collections.



## Reserve Study

- Reserve study is required by state law
- Reserve study lets us know the estimated remaining life of our assets (things like roads, docks, etc.) and provides a maintenance timeline and a stable plan on how to fund their repair or replacement without needing a special assessment. NOTE: A Capital Assessment is different. It funds new asset or amenity.
- Should be updated a minimum of every three years.

# Current and Future Challenges

## Current Challenges

- Upgrading technology to be more efficient – too many paper records
- Lack of Member Involvement – minimal interest in committees or meetings.
- Lack of policies and procedures – we are building the car during the race
- Lack of institutional knowledge – what was done when and why?
- Assets in poor condition – doing a lot of expensive repairs and replacing
- Identifying labor model that works best for us
- You will never please everyone, and there is no pleasing some people.

## 1 Year Projects

- Drainage fix at Jenks
- Jenks park plan
- Hire part time facilities role
- Continue to define policies
- Long term maintenance plan
- Greenbelt plan

## Multi-Year Projects

- Office building with new restrooms at Jenks
- Restrooms at Lakeridge
- Sprinklers at Lakeridge
- Replace water lines and sprinklers at Jenks
- Digitize old records\minutes, build knowledge base
- Ballfield plan
- Update By-laws

# Summary

West Tapps Maintenance Company (your neighbors!) needs people like you to get involved to make our community a better place. If a board position isn't right for you then consider joining a committee or look for other ways to volunteer.

Thanks for your time and consideration.

**Thank you**

Any  
Questions?