



## LAKE LIMERICK COUNTRY CLUB

### BOARD OF DIRECTORS

#### AGENDA

November 18, 2017

9:00 AM

1. **PRESENT:** President Paul Wagner; Vice President Kelly Evans; Treasurer Mike Prather; Secretary Brian Smith; Directors Norm Bartoo, Dave Kohler, Roger Milliman, John Torkelson (teleconference), Phyl Antonsen (substituting for Don Bird)

**ABSENT:** Water Committee Chair Don Bird (ex officio)

**EXCUSED:** None

2. **APPROVAL OF MINUTES**

**Action:** *Motion to Approve of minutes of October 21, 2017, made by Dave Kohler, seconded by Roger Milliman and passed with no nays.*

3. **FINANCIAL REPORT**—Treasurer Mike Prather

Treasurer Mike Prather explained that the P&L statement reflects the new format, and some new columns will be added to reflect monthly budgeted amounts, variance with expenditures, and YTD actual expenditures and YTD budget. The column displaying % reflects the amount of the budgeted amount for any class expended to date and provides a rough indication of burn rate versus budgeted. The 2014-2015 taxes are to be filed Tuesday November 21, 2017, and 2015-2016 should be filed by the end of the year. At that time, we will be talking to our current bank and competitors to see where we can get the best terms for handling our business. We are making good progress paying off our loans and outstanding legal bills. The accounts receivables have been audited and cleaned up from what was in the old books. Operating cash levels are stabilizing with the new monthly billing cycles.

**Action:** *Motion to Approve Financial Report made by Kelly Evans, seconded by Norm Bartoo and passed with no nays.*

4. **ACTION TO FILL DIRECTOR VACANCY**

- a. **Applicant presentations**

LLCC members Sara Montalto and Penny Cory made short presentations to the Board concerning why they were applying to be considered for appointment to fill a Board vacancy, and explaining their relevant professional and community experience. Secretary Brian Smith read a statement from Sharon Hamilton who was unable to attend the meeting.

**b. Motion To Convene To Closed Session**

Motion to convene in closed session for the purpose of appointing a replacement Board member, made by Roger Milliman, seconded by Mike Prather and passed with no nays.

**c. Closed Session**

**d. Motion To Reconvene To Open Session** made by Kelly Evans, seconded by Norm Bartoo and passed with no nays

**e. Motion To Accept Motion Made In Closed Session**

Motion to Appoint Sharon Hamilton as a Board member replacing Glen Zevenbergen made by Roger Milliman, seconded by Mike Prather and passed with no nays .

**f. Announcement of New Director Sharon Hamilton**

**5. ADDITIONS TO THE AGENDA**

None

**6. GUESTS FROM THE FLOOR**

Requests to be added to the agenda

- a. Sheila Nokes, Inn Committee Chair, requested an item requesting \$300 to support the Christmas tree lighting event in December. Item added as New Business 11c.

**7. CONSENT AGENDA—Motions to Board from Committee Minutes**

Dave Kohler had questions concerning the Inn Committee motion and the Greens Committee motion regarding Dynamic Pricing.

**Action:** *Motion to Approve Consent Agenda and Committee motions striking Inn Committee motion 1 and Lake dam Committee motion 2, in particular the Architectural Committee Update made by Dave Kohler, seconded by Kelly Evans and passed with no nays*

**8. PRESIDENT'S REPORT- President Paul Wagner**

President Paul Wagner commended the Inn Committee volunteers for their efforts freshening up the Lounge (painting, new lighting). He reported that he and LLCC attorney Wilson-Hoss had talked to the Sheriff, who will meet again with LLCC to discuss how the Sheriff's Department can better patrol the community. He also discussed how LLCC has significantly reduced our standing bill with our attorney (by roughly 90%).

**9. COMMUNITY ASSOCIATION MANAGER'S REPORT-CAM Deborah Wallace**

Community Association Manager Wallace reported that she hopes to have a Statement of Work for renovating the deck on the Great Hall ready soon. The Maintenance supervisor has spoken to a structural engineer who reassured LLCC that putting a slight

slope on the deck for drainage will not require structural changes, which should reduce costs and make getting a permit easier. There was discussion concerning putting hog wire (welded wire) on the railing during the deck repair. Secretary Brian Smith reminded the CAM and Board that the Board did not approve hog wire previously when recommended by the Inn Committee, so this will need to be addressed in the Project Approval request CAM Wallace indicated staff was preparing.

Office staff has been very successful collecting past due member bills. Of the 10 members who were declared members not in good standing last month by the Board so that the water shutoff process could proceed, all but four have made payment arrangements to avoid water shutoff. Ten more members were presented to the Board for action.

CAM Wallace also reported that the Association had installed two new PUD streetlights in dark areas where there have been crime reports, and staff was addressing tree issues in the greenbelts.

**Action:** *Dave Koehler moved to find members 03-256; 04-003; 05-132; 04-085; 04-109; 05-070; 04-125; 04-097; 03-479; 05-119 to be members not in good standing due to failure to pay water bills with the intent the documented process to shut off could proceed, Mike Prather seconded and the motion passed with no nays.*

## **10. OLD BUSINESS**

### **a. New Website update—Dave Kohler**

Secretary Brian Smith (a member of Dave Kohler's Website working group) reported that we are close to going live on the new website. He explained some of the new features, and that when the new site goes live, it will still be a work in progress. If visitors find problems or have suggestions, they should let us know. The idea is to get the ability to get new information out timely to LLCC members and to that end we do not want to let the perfect be the enemy of the good. Dave Kohler will get a link to the test site out to the Board next week.

### **b. Update on Mitigation Site re-vegetation—Mike Prather**

Mike Prather explained the status of the mitigation site. In discussions with WDFW, the Squaxin Tribe and Mason County, Mike thinks the replanting costs can be reduced greatly from the \$50,000 bid staff had received. He is talking to a riverine geomorphologist concerning placing woody material in the stream, which seems to be the major interest of WDFW and the Tribe.

**c. Winter Trailer permits-Exceptions and Town Meeting**

President Paul Wagner indicated he would like to schedule a town meeting to settle this issue once and for all, likely in May 2018. Dave Kohler reiterated the intent that only member's own trailers can be overwintered on a member's lot.

**Action:** *Dave Kohler made a motion to grant exception to LLCC rule prohibiting keeping travel trailers and RVs on camping lots over the winter for the owners of lots 03-38; 01-039; 2R-023; 01-60; 03-227; 03-379; 2R-012; 01-52; seconded by Kelly Evans and passed with no nays.*

**d. Revising the Architectural Committee Resolution—Brian Smith, CAM Deborah Wallace**

Secretary Brian Smith had previously sent a revised Architecture Committee resolution to the Board for their consideration. Last month the Board authorized the Executive Committee to act as the Architecture committee. Currently staff is receiving complaints and applications for permits and doing the preliminary work with Board member oversight. The proposed Committee revision would create a similar role for staff in the initial response to complaints and applications, up to and including sending out letters where complaints have been visually verified. The Committee would weigh in when members disregarded letters asking the violation of LLCC rules be remedied, or when there were disputes about a complaint. CAM Wallace reported that other HOAs have community compliance committees led by a compliance officer. She is getting more information about how these committees are structured (for example Beards Cove). These committees are separate from building and architecture approval committees. CAM Wallace reported that she has had three LLCC members volunteer to serve on a compliance committee. She thinks that volunteers can do the work, with staff just putting out letters and doing some monitoring. President Wagner pointed out that those other HOAs have spent a lot of money on attorneys and updating their bylaws. CAM Wallace also pointed out that other HOAs have fines that can range up to \$500/day. Dave Kohler supported the idea of a hybrid approach with an increased staff role and member engagement in defining community standards.

This means there are at least three models to consider—the existing Committee, the hybrid approach with staff actively supporting the committee, and model with separate permitting and permitting functions (recommended by LLCC attorney Wilson-Hoss). Secretary Smith will continue to work with CAM Wallace but also needs more Board member input.

## **11. NEW BUSINESS**

### **a. FY2017-2018 Projects—What, how when?**

Secretary Brian Smith put this item on the agenda because there are several lists of proposed projects generated by staff and committees which the Board needs to prioritize and program. The staff lists do not include all suggestions from the committees. CAM Wallace explained some of the items from the maintenance Supervisor's list. Dave Kohler encouraged better engagement of the committees in reviewing and vetting staff proposals. Secretary Smith suggested a sub-committee of the Board with committee participation could start analyzing the list of projects to rank projects. Roger Milliman suggested discussing policy regarding this topic in closed session in that it involves staff issues.

### **b. Olde Lyme Park site visit**

Twenty-five LLCC residents including members, Board members, Committee members and staff participated in a Lake Dam Committee visit to Olde Lyme Park. The purpose was to identify improvements that could be made to better use this resource. The committee received many good ideas, which it will now start developing into an improvement plan. The Committee will repeat the process at the beginning of its December meeting at Lake Leprechaun.

### **c. Request from Sheila Nokes, Inn Committee chair, for \$300 for the Christmas Tree lighting event**

President Paul Wagner pointed out that the money is already in the budget to cover this event.

## **12. OTHER BUSINESS**

Penny Corey stated her understanding that the Board had a policy of no nepotism in hiring staff stemming back to issues last year. The Board agreed to discuss her specific issue during closed session.

Phyl Antonsen requested the status of the employee party. President Paul Wagner reiterated that the Board has always been responsible for the employee Christmas Party. It is scheduled for December 19, 2017.

Nan Cornehl asked the status of an Architectural complaint.

## **13. CORRESPONDENCE**

None

## **14. ANNOUNCEMENTS AND UPCOMING EVENTS**

- a.** November 18 Thanksgiving Dinner
- b.** November 28 Decorate the Inn
- c.** December 3 Tree Lighting

- d. December 9 Tom and Jerry Party
- e. December 16 Christmas Dinner
- f. December 31 New Year's Eve
- g. New Year's Day
- h. Inn/Café closed for cleaning and Maintenance

January 2-10, 2018

**15. MOTION TO CONVENE TO CLOSED SESSION**

Roger Milliman made a motion to convene to closed session to discuss legal and personnel issues, which was seconded by Dave Kohler and passed with no nays.

**16. CLOSED SESSION**

**17. MOTION TO RECONVENE TO OPEN SESSION**

Mike Prather made a motion to reconvene in open session, which was seconded by Roger Milliman and passed with no nays.

**18. MOTION TO ACCEPT ALL MOTIONS MADE IN CLOSED SESSION**

No motions were made in closed session.

**19. MOTION TO ADJOURN**

Roger Milliman made a motion to adjourn, which was seconded by Kelly Evans and passed with no nays.

**Lake Limerick Country Club Board of Directors  
CONSENT AGENDA  
September 16, 2017**

**The Board approves the specific actions of the Architectural Committee on individual permits, complaints and other business matters as presented in their meeting minutes.**

**The following are motions to the Board of Directors from the indicated committees as presented in their minutes from their most recent meetings.**

**Architectural Committee**

No special motions. Specific administrative actions are listed in the November 2017 list of actions for Board approval.

**Greens Committee**

1. Jerry Nokes made the motion to give Golf Pro, Ron Stull, the authority to create a Dynamic Pricing Program for outsiders to Lake Limerick Golf Course in an attempt to maximize the revenue from our golf operations. Motion was seconded by Ann Johnson and approved with no nays.

**Inn Committee**

- ~~1. Penny Cory made a motion to present to the board to keep café open 2 days depending on if winter schedule is in place. Seconded by Nancy Milliman. Passed 12 yay, one nay.~~

**Lake Dam Committee**

1. Motion #1: I move that Lake Dam order the bimini top from Quality Marine Supply not to exceed \$425 includes ordering the quick release pins. Red in color. Model SKU: 54663UB-29 and to have it installed by March 2018. Motion made by Lou Jackson and seconded by Debbie Moore. Motion passed.
- ~~2. Motion #2: I move that we accept the Dam Operations and Maintenance Manual edited by Brian Smith, 2/17 as amended by L/D Committee Motion made by Linda Smith and seconded by Dan Barnett. Motion carried with 2 abstained.~~

**Water Committee**

1. A motion was made by Brandon Koch, seconded by Gary Lentz and passed with no nays as follows: To approve a onetime forgiveness for Christine and Steve Giradin's excess water bill for the October 2017 billing of their property at 251 E Clonakilty in the amount of \$134.

**Committee Motions pulled from the Consent Agenda**

**Inn Committee**

1. Penny Cory made a motion to present to the board to keep café open 2 days depending on if winter schedule is in place. Seconded by Nancy Milliman.  
Passed 12 yay, one nay.

**Lake Dam Committee**

1. Motion #2: I move that we accept the Dam Operations and Maintenance Manual edited by Brian Smith, 2/17 as amended by L/D Committee Motion made by Linda Smith and seconded by Dan Barnett. Motion carried with two abstained.



## **SIGN IN SHEET**

### **Lake Limerick Board of Directors Meeting**

**Date: November 18, 2017**

<b>NAME</b>	<b>Division</b>	<b>Lot</b>
Karen Kohler	1	41
Howard Cornehl	2	259
Nan Cornehl	2	259
Dorothy Powter	1	45
Mark Franklin	5	36
Sam Franklin	5	36
Nan Stricklin	2	36
Linda Smith	1	17
Penny Cory	3	144
Sheila Nokes	2	150
Jerry Nokes	2	150
Bonnie Morrow	2	113
Sara Montalto	1	64
Vern Duggan	1	187
Phyl Antonsen	3	111
Brenda Patnoe	1	45