



LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

Minutes

June 17, 2017

1. ROLL CALL:

Present: President Kelly Evans; Vice President Paul Wagner; Treasurer Mike Prather; Secretary Brian Smith; Directors Dave Kohler, Roger Milliman, John Torkelson, Glen Zevenbergen; Water Committee Chair Don Bird (ex officio)

Excused: Director Norm Bartoo

2. APPROVAL OF MINUTES

Action: Motion to Approve of minutes of May 20, 2017 with amendment to last month's Water Committee consent agenda item 3—the amount of the one time forgiveness for a water bill should be \$134 instead of \$111-- made by Dave Kohler, seconded by Glen Zevenbergen, passed with no nays.

3. FINANCIAL REPORT

Treasurer Mike Prather passed out reports indicating that our finances are improving, and the monthly dues billing is stabilizing. President Kelly Evans emphasized that a stable cash flow does not mean we have a lot of money to spend. As we begin the budget process he is asking all departments to submit their needs and desires and the Board will prioritize. He reminded everyone we need to be prudent and prioritize expenditures. Treasurer Mike Prather described the approach being taken in the new budget to handle capital projects, properly scoped and approved by the Board, and operating expenses.

Action: Motion to Approve Financial Report made by Glen Zevenbergen, seconded by Dave Kohler, passed with no nays.

4. ADDITIONS TO THE AGENDA

- a. Need a motion to update and revise signatories to the Edward Jones accounts (Treasurer Mike Prather). Added to New Business item n.
- b. Discussion of signage and marketing (Roger Milliman). Added as New Business item o.

5. GUESTS FROM THE FLOOR

Requests to be added to the agenda

- a. Salary structures for hourly employees—new employees are being hired at same salary as long time employees. President Kelly Evans responded that this is being discussed and being looked at by the Community Association Manager.

6. CONSENT AGENDA—Motions to Board from Committee Minutes

Items were discussed and in some cases pulled from the consent agenda for additional action, as indicated on the attached amended consent agenda. The remaining items from the committees were approved.

Action: Motion to Approve Consent Agenda and Committee motions, in particular the Architectural Committee minutes, made by Dave Kohler, seconded by Glen Zevenbergen, passed with no nays.

7. **PRESIDENT'S REPORT:** President Kelly Evans had made several comments at the beginning of the meeting and had nothing further to report.

8. **COMMUNITY ASSOCIATION MANAGER'S (CAM) REPORT**

a. The CAM, Deborah Wallace, reported that she would like to reactivate the "official" Lake Limerick Country Club Facebook page, labelled as "official. She believes this could be a good way to communicate with the membership and advertise.

Action: Motion to authorize the CAM to reactivate the official LLCC Facebook page made by Glen Zevenbergen, seconded by Mike Prather, passed with no nays.

b. CAM Deborah Wallace reported that she is starting the budget process for FY 2018 with the following schedule: June-collecting data; July—draft budget; August—final draft budget; September—Board adoption of budget for membership approval. Right now she is more concerned about content than format in working with the committees. For LLCC departments, the priorities are Safety, Preservation of Assets, Security, Tools to Increase Performance, and Developing Profit Centers. Proposals will then be split into capital outlay or maintenance categories. Vice President Paul Wagner said he would like to see the seasonal nature of our income and activities reflected in the budget.

c. "Bit Defender" has been deployed on work stations providing security and allowing some IT support functions to be performed in-house.

d. Dave Kohler asked if the Point of Sale (POS) system is fully deployed. Answer: in café and pro shop, still to be installed in the Lounge and Café. Dave Kohler asked if the Golf "credit on books" is going to be an accounting problem if included in the POS. Answer: according to the CPA, not a problem. Dave Kohler asked if the 2014-15 tax returns were finished. Answer: The return for that year is about as complete as possible and the accountant will need to go forward with the corporate return. The return for 2015-2016 cannot be prepared until 2014-15 is completed.

Action: Paul Wagner moved that the Golf Credits on Books be reestablished in the POS, and that a policy be developed for dealing with accounts inactive for three years, seconded by Dave Kohler, passed with no nays.

9. **OLD BUSINESS**

a. **Negotiations with US Navy over RR R/W and LLCC Golf Course—Glen Zevenbergen** Glen Zevenbergen has re-established contact with the Navy. There is currently no rush for final resolution. Golf cart paths are not a problem,

and the Navy would be open to renegotiating opening the “gully”—issue was with the Railroad.

b. Kimber Construction collection—Kelly Evans

President Kelly Evans has contacted two attorneys re: seeking restitution from Kimber on a contingency basis.

c. Dam Operations Manual update—Kelly Evans

Still pending. Dave Kohler recommended sending back to Lake Dam Committee to resolve the issue. President Kelly Evans concurred.

d. New Website update—Dave Kohler

Not yet out to bid as authorized by the Executive Committee. Still seeking a third potential contractor for bidding purposes.

10. NEW BUSINESS

a. Lake Limerick Daze—status report—Kelly Evans

President Kelly Evans asked Penny to Chair Lake Limerick Daze, and she agreed to. Robbi Alberts has produced a flyer for her email distribution list. MaryAnn Wagner is Parade Chair. Howard and Nan Cornehl were selected by the Inn Committee to be parade marshals. President Kelly Evans proposed having a float for the Board of Directors. All directors who will be here indicated willingness to ride.

b. Lake Limerick Water Quality—Brian Smith/Dave Kohler

Brian Smith reported that in response to social media posts concerning blue green algae, he took a water sample and sent it to LLCC’s limnologist. The report came back that although there are blue green algae in the lake, it is currently at 1/10th the concentration at which time further testing and action should be taken. This is common after a wet year washes nutrients into the lake and we get some sunshine. The report listed indicators that would warrant further follow up with the Department of Ecology.

c. Proposal for Golf Cart Shed--John Torkelson

The proposal for a golf cart shed beside the Pro Shop/Café was approved by the Architectural and Greens Committees. John Torkelson proposed Golf Pro Ron Stull as the project manager. Shed would cost about \$2,000 and house 5 carts. John Torkelson will prepare a Project approval request.

Action: Glen Zevenbergen moved approval subject to a Project approval request being submitted by Wednesday. John Torkelson seconded, passed with no nays.

d. Proposal for repairing deck off the Great Hall—John Torkelson

John Torkelson has reviewed the load diagrams for the deck, and believes he knows how to get the appropriate slope for water runoff to make a surface treatment like GACO last. He believes it will take 6-8 weeks to get a county building permit. LLCC Maintenance and the CAM volunteered to prepare a Project Approval request and solicit more bids since John Torkelson won’t and

the Inn Committee didn't. Audience members spoke against using volunteers to redo the deck to save money. John Torkelson also proposed replacing the wall between the \$10,000 glass windows/doors in the great hall overlooking the lake with fully opening glass sliding doors. Paul Wagner pointed out that there is no money for such improvements.

e. Restaurant and Café staffing, scheduling, cost control, management, proposal for managing food and beverage services—Paul Wagner

Paul Wagner reported that the Inn experienced good revenues in May. Quality is up. Operations at the Café can still improve. Paul Wagner suggested moving to a Food and Beverage Manager. The position would oversee and mentor staff in the Café and Inn restaurant. This position could better manage costs in the winter, generate revenue by taking on catering activities in the holiday season, and coordinate staff and product between the food operations.

f. Study Sessions/Retreat dates and times—Kelly Evans

Some Board members have suggested that the amount of time lately required for Board meetings, committee meetings, town hall meetings, study sessions and Executive Committee meetings is defeating the reasons they bought at Lake Limerick in the first place. President Kelly Evans has suggested that we not have study sessions in July and August and that we have a retreat the 2nd Saturday in September. There will be an Executive Committee meeting July 8. President Kelly Evans would appreciate receiving suggestions for retreat agenda topics.

g. Code of Conduct for Board Members

President Kelly Evans requests that all Board members review the Code of Conduct adopted in 2016 that is in their binders.

h. Overwintering trailer permits

Discussion but no resolution. Architecture Committee has suggested eliminating the overwinter permits, and will probably be the source of a recommended policy.

i. Budget Plan format—Mike Prather

Discussed earlier in the CAM report.

j. Town Hall Meetings format and schedule—Kelly Evans

Several Board members have suggested using an informal format for some Town Hall meetings where members can drop in to talk to Board members about issues, and partake of 25-cent hot dogs and sodas. The first informal drop in meeting will be at 2PM on July 15, at which time the local school district superintendent will talk about proposal for a new high school in the Lake Limerick vicinity. All Board members are welcome but not required to attend.

k. Rental policies—VRBO/Airbnb, renters use of facilities, social memberships, etc.

Item continued to next meeting. IN the meantime the CAM will draw up a draft paper.

I. Security

The Cam suggests a reinvigorated Neighborhood Watch program and installing security infrastructure.

m. Procurement Policy—Mike Prather

In progress. Mike Prather is working of a draft procurement policy first proposed by John Torkelson and edited by Brian Smith.

n. Edward Jones signatories motion—Mike Prather

Action: Mike Prather moved revising the signatories on the Edward Jones accounts authorized to disburse funds to reflect the Board of Director s Officer changes after the last election to be President Kenneth Evans, Vice President Paul Wagner, Treasurer Mike Prather, Secretary Brian Smith and CAM Deborah Wallace. Seconded by Dave Kohler and passed with no nays

o. Signage and marketing---Roger Milliman

Discussion deferred to appointment of a subcommittee.

11. OTHER BUSINESS

12. CORRESPONDENCE

13. ANNOUNCEMENTS AND UPCOMING EVENTS

- a. June 16-18 Father's Day Steak Dinner Specials
- b. July 1 Lake Limerick Daze
- c. July 8 Lake Dam Committee Meeting
- d. July 8 Board Executive Committee 8AM
- e. July 15 Informal Drop-in Town Hall Meeting
- f. July 26 Ladies Golf Guest Day
- g. July 29 Community Garage Sale
- h. August 5 St. Andrews Open
- i. August 29 Aeration of Greens
- j. September 2 End of Summer Bash
- k. September 7 Men's Golf Banquet
- l. September 9 Lake Dam Committee Meeting
- m. September 9 Board of Directors Retreat
- n. September 12 Magpie Social
- o. September 27 Ladies' Golf Year End Lunch

14. MOTION TO CONVENE TO CLOSED SESSION--None

15. CLOSED SESSION--None

16. MOTION TO RECONVENE TO OPEN SESSION--None

17. MOTION TO ACCEPT ALL MOTIONS MADE IN CLOSED SESSION--None

18. MOTION TO ADJOURN

Motion to adjourn made by Glen Zevenbergen, seconded by Mike Prather, and passed with no nays at 12:52PM.

**Respectfully submitted by Brian J. Smith, AICP
Secretary, Lake Limerick Country Club Board of Directors**

**Lake Limerick Country Club Board of Directors
CONSENT AGENDA
June 17, 2017**

The Board approves the actions of the Architectural Committee on individual permits, complaints and other business matters as presented in their June 2017 meeting minutes.

The following are motions to the Board of Directors from the indicated committees as presented in their minutes from their June 2017 meetings.

Architectural Committee

- ~~1. Rhonda Mayner made a motion, seconded by Howard Cornehl to request the Board remove member in good standing status including water from Troy Thompson (Div 4 Lot 49, 261 E Balbriggan) and Angela Lopeman (Div 4 Lot 4, 171 E Barnsby). Motion Passed~~
- ~~2. Architecture Committee request that the Board look at the application from Dennis & Connie Johnson Div 2 Lot 171 address of 321 E Road of Tralee. Concerns from the Architecture Committee were that there is a separate bonus room and drainage to the golf course.~~

Greens Committee

- ~~1. Lance Levine suggested we SCHEDULE CART PATH PAVING ON AUGUST 28, 29, 30 & 31st (with the company PAVE X at a cost of \$116,000 bid proposal, which funding was previously approved with the golf assessment). Contingent on Navy approval for paving of #3, 8 & 9 cart paths. Ann Johnson made the motion (as stated above) and Ed Irvin 2nd. Motion PASSED with no nays.~~
- ~~3. Lance Levin moved to: ADD THE FOLLOWING TWO AMENDMENTS TO THE DRAFT "GOLF COURSE POLICIES MANUAL": Local Rules and Etiquette~~
 - ~~a. 2.11 Golfers are not allowed to enter onto posted private property.~~
 - ~~b. 14. Cart Shed Rental Agreement~~
 - ~~i. Proposing a change in the first paragraph: second to the last sentence which states as follows: "This is an annual fee and no part is pro-ratable or refundable under any circumstances, unless the premises become unstable for the purposes intended herein."~~
 - ~~ii. The proposed change is as follows:~~

~~"This is intended to be an Annual Fee; the first year only is pro-ratable provided that the lessor agrees to rent the cart shed for the remainder of the current year as well as the following year. Refunds will not be allowed after payment for the current term or future terms. Those that wish to pro-rate the first year are bound to pay for the following year when payment is due, unless the premises become unstable for the purposes~~

intended herein.”

~~Ed Irvin 2nd; Motion PASSED with no nays.~~

Inn Committee

Motions to the Board of Directors from the Inn Committee; note that an amended version of the Inn Committee minutes which included motion 7 was not available to all Board members and was not originally included in the consent agenda, but motion 7 was added verbally at the meeting:

1. Sharon Hadsall moved the comments cards be available by asking your server as well as being printed at the bottom of the menus. Second to the motion was made by Deana Query. Motions passed with no nays.
- ~~2. A motion was made to arrange for a company, such as Blue Rhino, to provide propane service for the BBQ and heaters on the patio. Motion passed with no nays.~~
- ~~3. Motion was made by Bona McDonald to purchase Resin Wicker Furniture (4 piece seating arrangement) for use outside in summer and in restaurant in the winter to replace 3 tables already approved by the Magpies. Asking the Magpies to purchase the Furniture arrangement instead. Motion seconded by Dorothy Powter. Motion passed with no nays.~~
- ~~4. Motion was made by Deana Query to replace railing on upper deck reusing original wood and replace horizontal slats with galvanized Hog Wire. A second was made by Sheila Nokes. Motion passed with no nays.~~
5. Motion was made by Sharon Hadsall to nominate Howard and Nan Cornehl as Grand Marshalls of this year's Lake Limerick Daze parade. Second by Mary Ann Wagner. Motion carried with no nays.
6. Motion was made by Sharon Hadsall to start the Inn Committee Meeting at 9:30am beginning with the July meeting. Second made by Deana Query. Motion carried with no nays.
- ~~7. Motion was made by Sue Bird to approve up to \$2,000 for an Architectural Feasibility Study for the Restaurant and Lounge that would address the issue of crowding in the Lounge. Study would include assessments of the best use of space, access to restrooms, extent of "required vs. desired" construction, impact on traffic patterns, and, in general, provide options for consideration by LLCC. Second by Bona McDonald. Motions passed with no nays,~~

Lake Dam Committee

1. Motion #1: I move that the Board be requested to make, or cause to be made, all repairs necessary to open the Old Lyme Park restrooms as soon as possible, and not later than June 28th. Motion made by Brian Smith and seconded by Bob Moore. Motion is approved.

The Lake Dam Committee was also asked to look into ways to reduce the Canada Goose population.

Water Committee

1. A motion was made by Mark Franklin, seconded by Gary Lentz and passed with no nays as follows: To remove Sheila and Mark from and add Deborah Wallace, Don Bird and Phyllis Antonsen to OCCU, Key Bank and Edward Jones accounts authorizations.
2. A motion was made by Mark Franklin, seconded by Brandon Koch and passed with no nays as follows: To approve of the LLCC Water Financial Report for May as presented.
3. A motion was made by Pat Paradise, seconded by Gary Lentz and passed with no nays as follows: To review and propose a new salary package for Steve Wheaton

Committee Motions pulled from the Consent Agenda with direction for follow up action where appropriate.

Architectural Committee

1. Rhonda Mayner made a motion, seconded by Howard Cornehl to request the Board remove member in good standing status including water from Troy Thompson (Div 4 Lot 49, 261 E Balbriggan) and Angela Lopeman (Div 4 Lot 4, 171 E Barnsby). Motion Passed. **After discussion, the Architectural Committee was asked to pursue additional legal action to force compliance with the Declaration of Restrictions.**
2. Architecture Committee request that the Board look at the application from Dennis & Connie Johnson Div 2 Lot 171 address of 321 E Road of Tralee. Concerns from the Architecture Committee were that there is a separate bonus room and drainage to the golf course . **Subsequent investigation has found drainage not to be an issue. The Committee was asked to have the applicant clarify their intended use, and to provide the application clarification that the auxiliary building cannot be used as a rental unit.**

Greens Committee

1. Lance Levine suggested we SCHEDULE CART-PATH PAVING ON AUGUST 28, 29, 30 & 31st (with the company PAVE-X at a cost of \$116,000 bid proposal, which funding was previously approved with the golf assessment). Contingent on Navy approval for paving of #3, 8 &9 cart paths. Ann Johnson made the motion (as stated above) and Ed Irvin 2nd. Motion PASSED with no nays. **After discussion, the Greens Committee and staff were requested to prepare a Project Approval request for this project as required by Board resolution 2017-01 passed in January 2017. The Committee and staff were also requested to solicit additional bids or explain more fully what bids had already been received, and justify why they were unacceptable. The ability for the funds remaining in the special assessment to fully fund the remaining cart path and water feature projects was also discussed.**

2. Lance Levin moved to: ADD THE FOLLOWING TWO AMENDMENTS TO THE DRAFT "GOLF COURSE POLICIES MANUAL": Local Rules and Etiquette
 - a. 2.11 Golfers are not allowed to enter onto posted private property.
 - b. 14. Cart Shed Rental Agreement
 - i. Proposing a change in the first paragraph: second to the last sentence which states as follows: "This is an annual fee and no part is pro-ratable or refundable under any circumstances, unless the premises become unstable for the purposes intended herein."
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"This is intended to be an Annual Fee; the first year only is pro-ratable provided that the lessor agrees to rent the cart shed for the remainder of the current year as well as the following year. Refunds will not be allowed after payment for the current term or future terms. Those that wish to pro-rate the first year are bound to pay for the following year when payment is due, unless the premises become unstable for the purposes intended herein."
Ed Irvin 2nd; Motion PASSED with no nays. **Since the Golf Course Policies Manual has not been officially adopted yet by the Board, the Greens Committee and staff were directed to make the changes in the draft manual. There was also discussion about how "credit books" were being handled.**

Inn Committee

Motions to the Board of Directors from the Inn Committee:

2. A motion was made to arrange for a company, such as Blue Rhino, to provide propane service for the BBQ and heaters on the patio. Motion passed with no nays. **Discussion centered on the cost of such services—usually about \$49 to purchase the first full 5 gallon propane tank (about \$10-\$20 over alternative costs for an empty tank and gas) and about \$23/exchange tank (versus about \$12 to fill a tank). On the other hand there is the labor cost involved in staff getting tanks filled, versus just exchanging them locally. Deferred to the Community Association Manager to determine the most cost effective strategy.**
3. Motion was made by Bona McDonald to purchase Resin Wicker Furniture (4 piece seating arrangement) for use outside in summer and in restaurant in the winter to replace 3 tables already approved by the Magpies. Asking the Magpies to purchase the Furniture arrangement instead. Motion seconded by Dorothy Powter. Motion passed with no nays. **Motion was made with the understanding the Magpies club would pay for the furniture. The Magpies subsequently voted not to pay for the furniture.**

4. Motion was made by Deana Query to replace railing on upper deck reusing original wood and replace horizontal slats with galvanized Hog Wire. A second was made by Sheila Nokes. Motion passed with no nays. **After discussion, referred back to the Inn Committee for a Project Approval request per Board resolution 2017-01.**
7. Motion was made by Sue Bird to approve up to \$2,000 for an Architectural Feasibility Study for the Restaurant and Lounge that would address the issue of crowding in the Lounge. Study would include assessments of the best use of space, access to restrooms, extent of “required vs. desired” construction, impact on traffic patterns, and, in general, provide options for consideration by LLCC. Second by Bona McDonald. Motions passed with no nays. **Referred back to the Inn Committee for a Project Approval request per Board Resolution 2017-01. There was also discussion of the need for a longer-range vision or plan for the Inn Restaurant and Lounge prior to approving alterations piecemeal.**