



**LAKE LIMERICK COUNTRY CLUB  
BOARD OF DIRECTORS  
Minutes  
9:00 AM July 15, 2017**

**1. ROLL CALL:**

**Present:** President Kelly Evans; Vice President Paul Wagner; Treasurer Mike Prather; Secretary Brian Smith; Directors Norm Bartoo, Dave Kohler, Roger Milliman (left at 11:27 AM), John Torkelson, Glen Zevenbergen; Water Committee Chair Don Bird (ex officio)

**2. APPROVAL OF MINUTES**

**Action:** Motion to Approve of minutes of June 17, 2017 made by Dave Kohler, seconded by Glen Zevenbergen, passed with no nays

**3. FINANCIAL REPORT**

Treasurer Mike Prather summarized the financial report. With three payrolls in one month (happens twice per year) June ended negative which was buffered by balances in the operating funds maintained to cover such circumstances. Board member questions concerning the Profit and Loss (P&L) statement were answered by Mike Prather and Community Association Manager (CAM) Deborah Wallace.

The CAM also updated the Board on progress in preparing the FY 2017-18 budget. The proposed "Greens" budget has been prepared by staff and sent to the Greens Committee. The CAM is in the midst of analyzing the Golf budget. The Cam toured the LLCC facilities with the Maintenance Manager to assess asset conditions to identify maintenance schedules, capital needs, and major repair expenditures. She has a "wish list" from the Inn Committee—the CAM reminded the Board that the priorities she has established for preparing the budget include Safety, Asset Preservation, and Increasing Efficiency/Profitability. Norm Bartoo asked if the CAM would propose a balanced budget, which was answered "Yes". The CAM is looking at recurring asset maintenance needs before looking at any "projects." The Board suggested that the budget needs to be the topic of a study session. Vern Duggan, Golf Committee chair reminded the Board that the standing committees were formed to provide input to the Board and staff and to work with the staff in identifying budget needs versus wants.

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

**4. ADDITIONS TO THE AGENDA**

There were no requests from the Board for items to be added to the agenda.

**5. GUESTS FROM THE FLOOR**

There were no requests to speak or for items to be added to the agenda.

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

President Kelly Evans requested that the Lake dam Committee motion concerning renewing a contract with long time LLCC advising limnologist Harry Gibbons be pulled and added to New Business.

The Board discussed the Architectural Committee motion concerning over winter trailer permits. The motion was left on the consent agenda.

The Board also discussed the Inn Committee motion requesting \$300 for brown leather to recover the seats on the barstools in the lounge including the color of the leather and alternatives like the hide of naugas. Glen Zevenbergen moved to change the request to \$500 which was seconded by Paul Wager and passed with no nays.

The board also discussed at length the Water Committee Motion (#2) concerning enforcing rules previously adopted by the water committee providing policies procedures to be followed up to and including shutting off water in the event of non-payment. Association staff desired clarification and explicit support of the Board before moving forward with water turnoffs. Dave Kohler moved that the first paragraph be amended to clarify paragraph 1 under Purpose *“for the purpose of this policy, customer means the lot owner and member of record”*, the level of additional fees be indicated as *“according to current policy”*, and that the Water Billing Rules and Regulations as amended include notation as to approval by the Board of Directors with an effective date of July 15, 2017, seconded by Glen Zevenbergen and passed with no nays.

**Action:** Motion to approve the amended Consent Agenda and Committee motions, minus the Lake Dam motion, and in particular, to approve the Architectural Committee minutes was made by Dave Kohler, seconded by Roger Milliman and passed with no nays.

**7. PRESIDENT’S REPORT:** Comments deferred to later.

**8. COMMUNITY ASSOCIATION MANAGER’S REPORT**

LLCC’s CPA has received balances for the 2014-15 tax year and has been asked to final and file the tax return. The office has implemented using Office 365 to allow for greater file sharing and collaboration. The computers used in the office have been cleaned to remove viruses, malware and dark web access left over from previous users. Leedia has been working to update the current website and Facebook account. As mentioned earlier the CAM is working on the proposed 2017-18 budget, particularly working with the Maintenance supervisor on asset management items. President Kelly Evans commended the CAM for her recommendation to contract with Hood Canal Telecommunications because of the technical assistance they have been able to provide in addition to basic services.

**9. OLD BUSINESS**

- a. **Negotiations with US Navy over RR R/W and LLCC Golf Course—**Glen Zevenbergen—The Greens Committee subcommittee working on this should

have an application for a 50-year easement ready to submit to the Navy after Board approval in the next two weeks.

- b. Kimber Construction collection**—Kelly Evans—President Kelly Evans reported he has a meeting scheduled with a Tacoma attorney to discuss this matter.
- c. Dam Operations Manual update**—Kelly Evans—President Kelly Evans reported that Roger Milliman has volunteered to provide a set of fresh eyes in looking at versions developed by Staff and the Lake Dam Committee. Roger Milliman has December 2016 and February 2017 versions but still needs a January version reviewed by dam engineer Ken Martig.
- d. New Website update**—Dave Kohler—The ad hoc workgroup is reviewing proposals submitted from 3, and possibly a fourth, vendors and should be in position to recommend award of a contract to one within the next 2 weeks. The work group will submit a recommended vendor to the Executive Committee, who after review will send it out to the Board for electronic approval vote.
- e. Golf Cart Path repaving project**—Kelly Evans/Paul Wagner  
Vice President Paul Wagner explained the background of this project in relation to the Golf Assessment that was passed several years ago; its evolution from a chip seal to an asphalt repaving; and its relationship to a project to improve drainage at one of the Golf course holes. The Greens Committee presented additional information about the bids solicited and provided by several contractors. Lake Limerick Member Gene Reese who worked with Seattle DOT for thirty years discussed the relative merits of asphalt paving versus chip seals, and explained the limitations of applying either on golf paths such as Lake Limericks. He would recommend the asphalt paving. President Kelly Evans outlined the funding issues, since this project is proposed for about 4 times the original estimate in the Golf Assessment. The CAM reported there is about \$121K remaining in the assessment funds.  
**Action:** Glen Zevenbergen moved that the Greens Committee and staff negotiate a contract with PaveX LLC for paving the golf paths for Board approval for an amount not to exceed \$121,000 including tax, seconded by Dave Kohler, passed with no nays.
- f. September 2017 Study Session/Retreat**—Kelly Evans—will be September 8, 2017 at the PUD 3 building. There is no cost for the building. LLCC will provide meals for the working lunch.
- g. Security**--President Kelly Evans explained that LLCC is not providing real security, like Sheriff's deputies. We provide someone who can identify and report problems. LLCC Member Penny Cory suggested that LLCC formally sponsor a "Neighborhood Watch" program. Board member Glen Zevenbergen suggested

that the “Security” car sign should read “Neighborhood Watch” to reduce expectations that we are providing security services with police powers.

- h. Procurement Policy**—Mike Prather—Treasurer Mike Prather reported that he is working on a draft with the CAM and hopes to have it to the Board in the next 2 weeks.

- i. Adoption of LLCC Golf Course Policies Manual**

Staff presented the draft Golf Course Policies manual, which placed most pricing information in an attachment that could be readily changed annually to reflect Board decisions on golf rates.

**Action:** Dave Kohler moved to adopt LLCC Golf Course Policies Manual striking Addenda 5 and 6; adding draft chapter 13 to Addendum 3; and adding “*subject to annual review and approval by the LLCC Board of Directors*” to Addendum 3; seconded by Glen Zevenbergen and passed with no nays.

## 10. NEW BUSINESS

- a. Future Water Rate structure**—Don Bird—Water Committee Chair Don Bird explained that he has analyzed costs. It currently cost LLCC about \$5/1,000 gallons to provide water, and we currently charge \$27/10,000 gallons—less than our production cost. The system does a little better than break even due to members who pay basic service fees but consume little of no water. The system must face the eventual need to replace aging mainlines, and ensure adequate fire flows in all areas (this has not yet been a problem). The Water Committee is looking at the rate structure and plans to present any recommended changes to the Board in the future. Any rate changes could be timed to coincide with budget adoption.
- b. Motion from Lake Dam Committee to accept the contract from Lake Advocates to provide weed control consulting and this years’ treatment services (pulled from the consent agenda).** The proposed contract for \$30,946 would need to come from this year’s operating funds since the money budgeted to pay for these services this year was used to pay for LAST year’s lake management services. The CAM suggested that it might be possible to get a grant from Mason County to pay for weed treatment, and that for this amount of money our procurement policy would suggest getting other bids. Dave Kohler questioned whether a grant if available could be applied for and awarded in time for weed treatment in July and August. Glen Zevenbergen suggested that even if a grant could not be obtained in time this year, the CAM should continue to get more information. Secretary Brian Smith reminded the Board that the procurement policy provided for justifying sole source contracts; that the proposed contractor is a recognized expert in his field and has over 3 decades of experience with Lake Limerick; the targeted minimal treatment approach has yielded good results in

the past; no other reputable contractor is likely to be much cheaper; with another firm or a University you are going to work with whomever they chose to assign; and in his new company the proposed contractor is picking his clients based on their interest in managing their lakes well. The Board and CAM discussed various sources of funds to support a contract.

**Action:** Dave Kohler moved that Staff and the Lake Dam Committee negotiate a contract with Lake Advocates for lake management services for an amount not to exceed \$31K that provides treatment this year and defers consulting services where possible to next fiscal year, Glen Zevenbergen seconded, and the motion passed with no nays.

**11. OTHER BUSINESS**—Vice President Paul Wagner announced that LLCC has five lots listed for sale with the MLS, and may have an offer for one our vacant lots not currently listed.

**12. CORRESPONDENCE**

**13. ANNOUNCEMENTS AND UPCOMING EVENTS**

- a. July 26 Ladies Golf Guest Day
- b. July 29 Community Garage Sale
- c. August 5 St. Andrews Open
- d. August 29 Aeration of Greens
- e. September 2 End of Summer Bash
- f. September 7 Men's Golf Banquet
- g. September 9 Lake Dam Committee Meeting
- h. September 12 Magpie Social
- i. 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-** Glen Zevenbergen moved to adjourn the meeting at 12:35 PM, Mike Prather seconded, motion passed with no nays.

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

**Lake Limerick Country Club Board of Directors  
CONSENT AGENDA  
July 15, 2017**

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

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

**Architectural Committee**

1. Samantha Franklin made a motion, Rhonda Mayner seconded to eliminate winter trailer permits. Go back to guidelines common to all divisions section 3 – Trailers, campers and tents will be allowed by owner/members between April 1 and November 15 in any given year. They will also be allowed at other times if the required building permits (Club and Mason County) have been obtained and a permanent building is actually under construction. Travel trailers, campers and tents are permitted on weekends or other short periods between November 16 and April 1 provided they are removed after each brief use. Motion passed.
2. Samantha Franklin made a motion, Rhonda Mayner seconded to provide the board with a copy of the revised Architecture guidelines for eventual approval. Motion passed.

**Greens Committee**

1. No motions to the Board in July.

**Inn Committee**

1. A motion to spend no more than ~~\$300.00~~ **\$500** to purchase leather to cover the Bar Stools in the bar was made by Nan Stricklin and a second by Marty Williams. Motion passed with no nays.  
**[By motion during Board discussion the amount was changed to \$500]**

**Lake Dam Committee**

- ~~1. I move that LLCC accept the contract date June 1 through September 30, 2017 with Lake Advocates regarding the consulting services for the amount of \$18,946 and additional \$12,000 subcontracted weed applicator to treat and manage both lakes for the 2017 treatment period. The total would be \$30,946. Motion made by Linda Smith and seconded by Debra Moore. Motion carried.~~

### Water Committee

1. A motion was made by Brandon Koch, seconded by Pat Paradise and passed with no nays as follows: To approve of the Financial Report for the month of June 2017 as presented.
2. A motion was made by Brandon Koch, seconded by Mark Franklin and passed with no nays as follows: The LLCC Water Committee moves that LLCC enforce the existing policies and procedures up to and including shutting off water service of those properties that the policies and procedures warrant.

**[During Board discussion Dave Kohler moved that the first paragraph be amended to clarify paragraph 1 under Purpose “for the purpose of this policy, customer means the lot owner and member of record”, the level of additional fees be indicated as “according to current policy”, and that the Water Billing Rules and Regulations as amended include notation as to approval by the Board of Directors with an effective date of July 15, 2017, seconded by Glen Zevenbergen and passed with no nays.]**

3. A motion was made by Pat Paradise, seconded by Brandon Koch and passed with no nays as follows: To approve the one time forgiveness for Gerald Bergsma's water account related to his property at Division 3 Lot 134 in the amount of \$486.82.

### Committee Motions pulled from the Consent Agenda

#### Lake Dam Committee

1. I move that LLCC accept the contract date June 1 through September 30, 2017 with Lake Advocates regarding the consulting services for the amount of \$18,946 and additional \$12,000 subcontracted weed applicator to treat and manage both lakes for the 2017 treatment period. The total would be \$30,946. Motion made by Linda Smith and seconded by Debra Moore. Motion carried.

**This motion was put on the agenda under New Business as item 10b and acted upon there.**