



**Board of
Trustees
Special
Meeting**

**Date: May 28,
Time: 8:00am**

LAKE LIMERICK COUNTRY CLUB, INC.
E. 790 ST. ANDREWS DRIVE
SHELTON, WA 98584
(206) 426-3581
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BOARD OF TRUSTEES
SPECIAL BOARD MEETING
MAY 28, 1994

**LAKE LIMERICK COUNTRY CLUB, INC.
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
MAY 28, 1994**

President Betty Malloy Braget called the meeting to order at 8:00 a.m. Trustees attending: Scott Carey, Pat Feist, Helen Henning, John Hocker, Robert Johnson, Shirley Reichner, Dan Robinson, and Talitha Waldron. Trustee Sharon Haworth was excused.

ROLL CALL: Shirley Reichner

Consent Agenda Item 1. Terry O'Hara - Policies and Procedures Pro Shop Manager, Terry O'Hara presented Golf Course Policies and Procedures to the board.

Motion made by Tr. John Hocker, seconded by Tr. Helen Henning and carried by the board as follows:

To accept the Golf Course Polices and Procedures as submitted by Terry O'Hara.

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**LAKE LIMERICK GOLF COURSE  
POLICIES AND PROCEDURES**

**FORWARD**

It is assumed that all persons while on or around Lake Limerick golf course will conduct themselves as ladies and gentlemen.

The purpose of these statements is to establish rules and guidelines for conduct and make everyone's golfing experience a pleasurable one.

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GOLF MARSHALL

POLICY # 1

The golf marshall's job is to encourage golf etiquette, enforce the course rules and report violations to the golf professional.

LAKE LIMERICK GOLF COURSE OPERATIONS

POLICY # 2

Violation of a rule contained in this policy shall subject the person or persons to having their golfing privileges at Lake Limerick Golf Course curtailed and subject to disciplinary action.

The golf professional, pro shop manager and/or his assigned personnel shall have the responsibility to enforce all provisions of this document.

PROCEDURE:

- Verbal warning by golf professional or marshall, documented and dated.
- Written reprimand from the Board of Trustees.
- Suspension of golfing privileges.

POLICIES AND PROCEDURES
<Golf Course Rules>

1. All players must register with the pro shop.
2. No players shall begin play at any hole other than the hole designated by the pro shop.
3. Any player or group of players that fail to keep reasonable pace with the group in front of them, may be asked to pick up and move into position. If they still cannot keep up, they may be asked to leave the course.
4. In order to maintain the golf course in the best possible condition, all golfers shall:
 - a. Replace divots
 - b. Rake all tracks in bunkers
 - c. Repair ball marks on the greens
5. Players stopping after #9 lose their position and must wait for permission from the pro shop to continue #10.
6. All players must wear shoes and shirts while on the golf course.
7. No five somes will be allowed without the permission of the pro shop.
8. Excessive noise, throwing of clubs, use of profane language, harassment of employees and others, or any other conduct or offensive behavior, will not be permitted on the golf course or in the pro shop at any time, and may mean expulsion from the premises.
9. Knowledge, respect and use of the rules of golf will be expected at all times.
10. All carts, including pull carts shall, be kept off aprons around greens and away from tees and traps.
11. No more than two (2) persons shall be allowed to ride in a rental cart. All rental carts will be used properly in accordance with the rental agreement.

12. The golf professional has the right to refuse playing privileges, and/or pro shop services, to any one who violates the above stated rules, or the accepted rules of golf etiquette.

Trustee Scott Carey thanks Terry O'Hara and the sub-committee for their efforts on the Golf Policies.

Consent Agenda Item 2. Proposed Committee Guidelines

Motion made by Tr. Scott Carey, seconded by Tr. John Hocker and carried by the board as follows:

The Board approves the Committee Guidelines (Revised 5/27/94).

COMMITTEE GUIDELINES

Committees for the purposes of these guidelines are standing committees including Bingo/Gaming, Greens, Inn, Lake/Dam, Long Range Planning, Maintenance, Nominating, Security/Block Watch, and Youth and Parks. Other committees may be chartered and scheduled by the president. Architectural and Financial Advisory Committees have separate guidelines.

1. Each committee will have a chairperson appointed by the president with the approval of the board of trustees, will have a vice-chairperson appointed by the committee chairperson, and will meet at the same time, date, and location each month.

2. Each committee chairperson, assisted by his vice-chairperson and others as deemed appropriate, will prepare a statement of plans and goals for his committee for the ensuing year for review and approval of the board of trustees. That statement should include a schedule plan for budget preparation and other events controlled by the committee. It should also identify significant anticipated capital expenditures, and overall financial goals for the year. Agendas for monthly meetings should be structured to reflect requirements and events contained in the plans and goals. This statement is to be available to the board one week prior to the June board meeting.

3. Draft budgets for the club fiscal year will be prepared by each committee in coordination with the corporate treasurer for board review no later than one week prior to the July board of trustees meeting. The committee as a whole will establish budget guidelines, including estimated income and expenses and capital expenditure plans. The chairperson will appoint three or four committee members to sit on the budget committee (a sub-committee), to prepare draft budgets in detail, reflecting the budget guidelines established by the committee. Final budgets for submittal to the corporate treasurer will be reviewed by the

full committee and must be approved by a majority of the committee members.

4. The number of active members on any committee is not limited. Upon the approval of a committee chairperson by the board of trustees, that chairperson may establish the core committee by appointing a vice-chairperson, a recording secretary, and a financial secretary. Additional Lake Limerick Country Club members may qualify for active committee membership by attending three out of four consecutive committee meetings, or be appointed to the committee by its chairperson. Each committee member will be expected to sign and comply with the committee member application form provided. Applications shall be approved by the committee chair and filed in the club office.

Note: The greens committee chairperson may add the Lake Limerick Community Club golfing club presidents to the core committee.

5. Committee members missing three or more consecutive meetings may be dropped from the membership at the chair-person's discretion. Each chair-person will be responsible for the maintenance of a current list of active committee members, and such active members attending should be noted in the minutes. A copy of the active members list will be provided to the club office and will be available to all Lake Limerick Country Club members.

6. A committee chairperson may remove a member from a committee at any time, either temporarily suspended or permanently removed, for conduct that is obstructive to the operation of the committee or for failing to attend three consecutive meetings. Dissent is strongly encouraged, and is to be included in issue consideration. However, expression of points of view should not be allowed to go beyond a clear explanation into such disruptive actions as loud arguing, personal remarks, table pounding, threats, and so on. A member removed by a committee chairperson may ask for reinstatement, which may be denied, granted, or conditionally granted.

7. Each committee chairperson, with the cooperation and knowledge of the vice-chairperson, will be responsible to prepare and distribute to committee members an agenda for each meeting and will conduct each meeting in accordance with the agenda. The vice-chairperson will preside in the chairperson's absence.

8. Each committee chairperson will be responsible for the taking (or directing a committee member to take) minutes of each meeting to properly record discussions and actions taken or items agreed upon. Such minutes identified as "draft minutes - subject to full committee approval" should be made available to the office for reproduction within five calendar days of the committee meeting. Such draft minutes will be distributed to each trustee's folder and sufficient copies will be made so that each committee member can obtain a copy either from the office or from the chairperson. All committee minutes, draft or approved, are available to all club members on request.

9. Committee chairpersons are encouraged, and may be requested, to attend board of trustee meetings, and a record of such attendance will be noted in the board minutes.

10. Each chairperson is requested to prepare a statement for the newsletter, including a summary of the committee plans and goals statement, and an introduction to the community members of the chairperson himself. Each chairperson is also asked to prepare statements for each succeeding quarterly newsletter to include progress against the goals.

11. At the beginning of each meeting, following roll call, any attending non-committee member should be acknowledged and introduced. They should be encouraged to participate in the meeting when appropriate and may be added to the agenda. The committee minutes should note guest's attendance.

12. All committee members should strive to complete action items accepted in a reasonable time frame and to notify the chairperson of such action.

13. Committee members should obtain draft minutes prior to the next committee meeting, review them, and notify the chairperson of significant changes and updated status.

14. All committee meetings will be conducted in accordance with "Roberts' Rules of Order". Meetings must be conducted in an orderly manner, with comments and statements from voting members made as such member is recognized by the chairperson. Visitors to any committee meeting are asked to observe the same protocol.

Consent Agenda Item 3. Election of Trustee

Motion made by Tr. Tillie Waldron, seconded by Tr. Shirley Reichner:

To nominate Ted Mason to fill the Trustee vacancy.

Motion made by Tr. Scott Carey, seconded by Tr. Bob Johnson:

To nominate Evelyn Springer to fill the Trustee vacancy.

Motion made by Tr. Scott Carey, seconded by Tr. Dan Robinson and carried by the board as follows:

To close the nominations for the Trustee vacancy.

Ted Mason was elected by the Board of Trustees to fill Al Wilson's term to 1995.

Motion made by Tr. Dan Robinson, seconded by Tr. John Hocker and carried by the board as follows:

To add Harmon "Notice of Non-Compliance" Satisfaction to the Agenda.

Consent Agenda Item 4. "Notice of Non-Compliance" Satisfaction

Architectural chairperson Pat Feist said he and Ted Mason had gone to the property and Harmon's are in compliance with the guidelines.

Motion made by Tr. Scott Carey, seconded by Tr. Dan Robinson and carried by the board as follows:

The Notice of Non-Compliance for Harmon be Satisfied and duly recorded.

Motion made by Tr. Dan Robinson, seconded by Tr. John Hocker and carried by the board as follows:

To adjourn the meeting at 8:45 a.m.

Respectfully submitted
Shirley Reichner, Secretary

PROPOSED
COMMITTEE GUIDELINES 5-19-94
REVISED 5-27-94

COMMITTEES FOR THE PURPOSES OF THESE GUIDELINES ARE STANDING COMMITTEES INCLUDING BINGO/GAMING, GREENS, INN, LAKE/DAM, LONG RANGE PLANNING, MAINTENANCE, NOMINATING, SECURITY/BLOCK WATCH, AND YOUTH AND PARKS. OTHER COMMITTEES MAY BE CHARTERED AND SCHEDULED BY THE PRESIDENT. ARCHITECTURAL AND FINANCIAL ADVISORY COMMITTEES HAVE SEPARATE GUIDELINES.

1. EACH COMMITTEE WILL HAVE A CHAIRPERSON APPOINTED BY THE PRESIDENT WITH THE APPROVAL OF THE BOARD OF TRUSTEES, WILL HAVE A VICE-CHAIRPERSON APPOINTED BY THE COMMITTEE CHAIRPERSON, AND WILL MEET AT THE SAME TIME, DATE, AND LOCATION EACH MONTH.
2. EACH COMMITTEE CHAIRPERSON, ASSISTED BY HIS VICE-CHAIR AND OTHERS AS DEEMED APPROPRIATE, WILL PREPARE A STATEMENT OF PLANS AND GOALS FOR HIS COMMITTEE FOR THE ENSUING YEAR FOR REVIEW AND APPROVAL OF THE BOARD OF TRUSTEES. THE STATEMENT SHOULD INCLUDE A SCHEDULE PLAN FOR BUDGET PREPARATION AND OTHER EVENTS CONTROLLED BY THE COMMITTEE. IT SHOULD ALSO IDENTIFY SIGNIFICANT ANTICIPATED CAPITAL EXPENDITURES, AND OVERALL FINANCIAL GOALS FOR THE YEAR. AGENDAS FOR MONTHLY MEETINGS SHOULD BE STRUCTURED TO REFLECT REQUIREMENTS AND EVENTS CONTAINED IN THE PLANS AND GOALS. THIS STATEMENT IS TO BE AVAILABLE TO THE BOARD ONE WEEK PRIOR TO THE JUNE BOARD MEETING.
3. DETAIL BUDGETS FOR THE CLUB FISCAL YEAR WILL BE PREPARED BY EACH COMMITTEE IN COORDINATION WITH THE CORPORATE TREASURER FOR BOARD REVIEW AND APPROVAL NO LATER THAN JULY 15, 1994. THE COMMITTEE AS A WHOLE WILL ESTABLISH BUDGET GUIDELINES INCLUDING ESTIMATED INCOME AND EXPENSES AND CAPITAL EXPENDITURE PLANS. THE CHAIRPERSON, VICE-CHAIR, AND OTHERS AS REQUIRED WILL PREPARE DRAFT BUDGETS IN DETAIL REFLECTING THE BUDGET GUIDELINES ESTABLISHED BY THE COMMITTEE. THE DRAFT WILL

BE RETURNED TO THE FULL COMMITTEE FOR APPROVAL IN THEIR JULY, 1994 MEETINGS. FINAL BUDGETS FOR SUBMITTAL TO THE CORPORATE TREASURER WILL BE REVIEWED BY THE FULL COMMITTEE AND MUST BE APPROVED BY A MAJORITY OF THE COMMITTEE MEMBERS.

REVISIONS TO PARAGRAPH 3: 5-27-94

1ST LINE: 1ST WORD, DELETE DETAIL AND ADD DRAFT

3RD LINE: ~~7TH & 8TH WORD~~; DELETE AND APPROVED

4TH LINE: 3RD, 4TH, & 5TH WORDS; DELETE JULY 15, 1994, AND ADD ONE WEEK PRIOR TO THE JULY BOARD OF TRUSTEES MEETING.

7TH LINE: 2ND THRU 6TH WORD; DELETE VICE-CHAIR AND OTHERS AS REQUIRED, AND ADD WILL APPOINT 3 OR 4 COMMITTEE MEMBERS TO SIT ON THE BUDGET COMMITTEE (A SUB-COMMITTEE).

9TH LINE: 6TH THRU 8TH WORD; DELETE THE DRAFT WILL

10TH LINE: DELETE ENTIRELY

11TH LINE 1ST THRU 3RD WORD; DELETE JULY 1994 MEETING

THE REVISED PARAGRAPH READS AS FOLLOWS:

3. DRAFT BUDGETS FOR THE CLUB FISCAL YEAR WILL BE PREPARED BY EACH COMMITTEE IN COORDINATION WITH THE CORPORATE TREASURER FOR BOARD REVIEW NO LATER THAN ONE WEEK PRIOR TO THE JULY BOARD OF TRUSTEES MEETING. THE COMMITTEE AS A WHOLE WILL ESTABLISH BUDGET GUIDELINES INCLUDING ESTIMATED INCOME AND EXPENSES AND CAPITAL EXPENDITURE PLANS. THE CHAIRPERSON WILL APPOINT 3 OR 4 COMMITTEE MEMBERS TO SIT ON THE BUDGET COMMITTEE (A SUB-COMMITTEE) TO PREPARE DRAFT BUDGETS IN DETAIL REFLECTING THE BUDGET GUIDELINES ESTABLISHED BY THE COMMITTEE. FINAL BUDGETS FOR SUBMITTAL TO THE CORPORATE TREASURER WILL BE REVIEWED BY THE FULL COMMITTEE AND

MUST BE APPROVED BY A MAJORITY OF THE COMMITTEE MEMBERS.

4. ACTIVE MEMBERS ON ANY COMMITTEE ARE LIMITED TO TWELVE INCLUDING THE CHAIRPERSON. UPON THE APPROVAL OF A COMMITTEE CHAIRPERSON BY THE BOARD OF TRUSTEES, THAT CHAIRPERSON MAY ESTABLISH THE CORE COMMITTEE BY APPOINTING A VICE CHAIR, A RECORDING SECRETARY, A FINANCIAL SECRETARY, AND UP TO 4 COMMITTEE MEMBERS AT LARGE. THE FOUR ADDITIONAL COMMITTEE POSITIONS WILL BE FILLED BY A MAJORITY VOTE OF THE CORE COMMITTEE. PERSONS DESIRING TO BE COMMITTEE MEMBERS MAY ASK TO HAVE THEIR NAMES ENTERED ON THE LIST FOR THAT COMMITTEE.

REVISIONS TO PARAGRAPH 4. 5-27-94

LINE 1: PRIOR TO WORD 1, ADD THE NUMBER OF
AFTER WORD 6, ADD NOT
WORD 8, DELETE TO

LINE 2: WORDS 1 THRU 4, DELETE TWELVE INCLUDING THE
CHAIRPERSON

LINE 5: AFTER WORD 8, ADD FINANCIAL SECRETARY

LINES 6 THRU 10: DELETE ENTIRELY AND REPLACE WITH THE FOLLOWING: ADDITIONAL LLCC MEMBERS MAY QUALIFY FOR ACTIVE COMMITTEE MEMBERSHIP BY ATTENDING THREE OUT OF FOUR CONSECUTIVE COMMITTEE MEETINGS, OR BE APPOINTED BY THE ITS CHAIRPERSON. EACH COMMITTEE MEMBER WILL BE EXPECTED TO SIGN AND COMPLY WITH THE COMMITTEE MEMBER APPLICATION FORM PROVIDED. APPLICATIONS SHALL BE APPROVED BY THE COMMITTEE CHAIRPERSON AND FILED IN THE CLUB OFFICE.

LINE 11: NEW LINE: NOTE: THE GREENS COMMITTEE CHAIRPERSON MAY ADD THE LLCC GOLFING CLUB PRESIDENTS TO THE CORE COMMITTEE.

THE REVISED PARAGRAPH READS AS FOLLOWS:

12. ALL COMMITTEE MEMBERS SHOULD STRIVE TO COMPLETE ACTION ITEMS ACCEPTED IN A REASONABLE TIME FRAME AND TO NOTIFY THE CHAIRPERSON OF SUCH ACTION.

13. COMMITTEE MEMBERS SHOULD OBTAIN DRAFT MINUTES PRIOR TO THE NEXT COMMITTEE MEETING, REVIEW THEM, AND NOTIFY THE CHAIRPERSON OF SIGNIFICANT CHANGES AND UPDATED STATUS.

14. ALL COMMITTEE MEETINGS WILL BE CONDUCTED IN ACCORDANCE WITH "ROBERTS' RULES OF ORDER". MEETINGS MUST BE CONDUCTED IN AN ORDERLY MANNER, WITH COMMENTS AND STATEMENTS FROM VOTING MEMBERS MADE AS SUCH MEMBER IS RECOGNIZED BY THE CHAIRPERSON. VISITORS TO ANY COMMITTEE MEETING ARE ASKED TO OBSERVE THE SAME PROTOCOL.

AGENDA
BOARD OF TRUSTEES - L.L.C.C.
SPECIAL MEETING
MAY 28, 1994
8:00 A.M.

1. ROLL CALL

2. ITEMS FROM CONSENT AGENDA:
 1. Terry O'Hara: Golf Course Policies and Procedures
 2. Proposed Committee Guidelines
 3. Election of Trustee
 4. Board of Trustees Permission to Add Unscheduled Item to Agenda (reference - Special Meeting Rules)
Harmon "Notice of Non-Compliance" Satisfaction
 - 5.
 - 6.

3. ADJOURN

Guests

May 28, 94

John F. Nystrom
Clara B. Robinson
Ruth E. Hacker
Anna Johnson
Vern Kadsal
Hank W. Osborne
Bob Budget
Jed L. Mason
John Villa

John Carey
Grim Enger
ROMANO D. CANTER
HELEN J. CANTER
Lo Carter
Edmund Berglund
Bilund & Berglund
Lou Nielsen
Nanthy Jalusha
Helen Woodruff
Clyde Combs
Rich Johnson
Frank Pelk

Bill King
Ken Scherting
Carl Nilsen
Betty Dean
Marilyn Feist
Jeannine Olsen
Euse Kemp
Dollie Lupp

~~Esma Simeon-Johnson~~
Lia R. Carey
Nan Stricklin
Tom Trautmann
Jane King
Auss Myers
Tony Paradise
Christe Lalle
Jack King
John Stricklin
Viking Myers
Ed Collins
Aloha Collins
Donald Peterson

AGENDA
BOARD OF TRUSTEES - L.L.C.C.
MAY 21, 1994
9:00 A.M.

1. ROLL CALL
 2. APPROVAL OF MINUTES - April 16, 1994
 3. AGENDA ADDITIONS -
 - A. WELCOME TO NEWLY ELECTED TRUSTEES
 - B. THANKS TO SCOTT CAREY
 - C. THANKS TO RUSS MYERS
 - D. RESIGNATION OF TRUSTEE
 - F. MASON COUNTY SHERIFF - PRESENTATION
 - G. LAKE LIMERICK DAZE - DICK SIROKMAN
 - H. LAKE-DAM REPORT - SPECIAL, DAN ROBINSON
 - I. COMMITTEE CHAIRPERSONS NOMINATIONS
 - J. COMMITTEE GUIDELINE PROPOSAL
 - K. ANNOUNCEMENT: 5/24/94, 6:30 P.M. MEETING WITH NEWLY APPROVED CHAIR-PEOPLE
 4. FINANCIAL REPORT - John Hocker
 5. CONSENT AGENDA:
 - A. GREENS COMMITTEE
 - B. LAKE - DAM COMMITTEE
 - C. MAINTENANCE COMMITTEE
 - D. NOMINATING COMMITTEE
 - E. ARCHITECTURAL COMMITTEE
 - F. COMMUNITY SUPPORT
 - G. LONG RANGE PLANNING COMMITTEE
 - H. INN COMMITTEE
 - I. WATER COMMITTEE
 - J. FINANCIAL ADVISORY
 - K. YOUTH (LLCC PARKS)
- ITEMS FROM CONSENT AGENDA:
1. Architectural - Pat Feist
 2. Youth, - Tillie Waldron
 - 3.
 - 4.
 - 5.
 - 6.
6. EXECUTIVE COMMITTEE:
 - A. Minutes
 - B. Ladies' Club Guest Day - Recommendation
 - C. Architectural Representative - Selection postponed
 - D. Bid by Ace Paving Accepted
 7. OLD BUSINESS:
 - A. Smoking during board meetings
 - B. Date change for employee picnic, from 8/16 to 8/23
 - C. Dog Problem

8. NEW BUSINESS:
 - A. Election of new trustee to fill open position
 - B. Appointment of Scott to Financial Advisory - approval requested
 - C. Summer Flyers
 - D. Pro-Shop Completion & Grand Opening
9. COMMENTS FROM MEMBERSHIP
10. CORRESPONDENCE
11. ADJOURN

LAKE LIMERICK COUNTRY CLUB, INC.
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BOARD OF TRUSTEES
MINUTES OF
MAY 21, 1994

6-1-94 in
folders

LAKE LIMERICK COUNTRY CLUB, INC.
BOARD OF TRUSTEES
MAY 21, 1994

The meeting was called to order by President Betty Malloy Braget at 9:00 a.m. Trustees attending: Scott Carey, Bob Johnson, Talitha Waldron, John Hocker, Helen Henning, Dan Robinson, Shirley Reichner, Pat Feist, and Sharon Haworth.

ROLL CALL: Shirley Reichner

AGENDA ADDITION:

- A. Welcome Newly Elected Trustees.
New Trustees, Helen Henning, Dan Robinson, and Shirley Reichner were welcomed by President Betty Malloy-Braget.
- B. Thanks to Scott Carey.
Past President Scott Carey was thanked for all his help.
- C. Thanks to Russ Myers.
Retiring Architectural Representative, Russ Myers was thanked for his many years of dedicated service.
- D. Resignation of Trustee.
Trustee Al Wilson submitted a letter of resignation to the board.
- E. Special Board Meeting.
President Betty Malloy Braget called for a Special Meeting on May 28, 1994 at 8:00 a.m. for the purpose of filling the vacancy created by the resignation of Al Wilson.
- F. Mason County Sheriff
Deputy, T.R. Rankin was introduced by Wally Barker. The Deputy presented a program on neighborhood watch and crime prevention. Wally Barker has started the Block Watch in his neighborhood.

The Deputy gave the following safety tips:

- Lock houses (even if visiting neighbors)
- Install dead bolts
- Lock all windows
- Call the Sheriff's Dept. if there are daytime suspicious actions by unknown persons
- Take pictures of valuables and I.D. them with driver's license number

G. Dick Sirokman passed out a schedule for Lake Limerick Daze.

Motion made by Tr. Tillie Waldron, seconded by Tr. Scott Carey and carried by the board as follows:

To approve minutes of April 16, 1994 as presented.

H. Lake-Dam Report by Trustee Dan Robinson.

Dan reviewed the letter from the Department of Ecology regarding the low level outlet conduit, and their recommendations for repairs at the Lake Limerick Dam. Martig Engineering submitted a proposal for engineering services for the Lake Limerick Dam drain valve & pipeline repair.

Lake Limerick has already incurred over \$9,000.00 in expenses to date on the emergency project. After Martig Engineering completes their studies, we will begin the repair work.

Motion made by Tr. Scott Carey, seconded by Tr. Shirley Reichner and carried by the board as follows:

To accept the Martig Engineering proposal, not to exceed \$5,000.00, for the engineering study on the Lake Limerick Dam drain valve & pipeline repair.

FINANCIAL REPORT:

- a. Treasurer John Hocker has been familiarizing himself with the Lake Limerick bookkeeping systems.
- b. He has had meetings with the accountant, Don Gardner, and the Edward D. Jones officer.
- c. The current interest rate at Edward D. Jones is 2.7% to 2.8% on the Lake/Dam and Capital Reserves. The Treasurer would like to present for approval, a way and means to increase the interest rate by 59%. If we continue to keep the asset reserves in the upper level, the calculated interest would be \$5,700.00/year. This could be done by three or four segments maturing at the appropriate times, using past history as the cash flow.
- d. Financial reports will be simplified with a cap sheet, in addition to the regular reports.
- e. The April financials were reviewed by Treasurer John Hocker. The asset reserves have changed from last year, some by design and some unexpected. The Pro Shop building has one final payment to the contractor. The backhoe payment was \$7,500.00. Our payroll runs around \$5,000.00/week so we need to maintain a reasonable figure in our cash flow. The following departments were reviewed in depth: golf, lounge, restaurant. There was a discussion by the members on these departments. President Betty Malloy Braget stated there is a projected loss of \$46,000.00 in the lounge and restaurant. The goal is to address losses.
- f. The President of Private Clubs has offered to speak to the board and/or members.
- g. Next month the Treasurer will present a cash flow report in addition to the financials.

I. Committee Chairpersons Nominations.

There are two new committees, Bingo/Gaming, and Security/Block Watch. Youth Committee was expanded to Youth/Parks.

Financial Advisory Committee: one person drops off every year, and a replacement is recommended to the board of trustees by the president. Scott Carey is recommended.

Motion was made by Tr. John Hocker, seconded by Tr. Sharon Haworth and carried by the board as follows:

Abstains: Tr. Scott Carey

To accept the recommendation of President Betty Malloy Braget to add Scott Carey to the Financial Advisory Committee.

President Betty Malloy Braget read the list of nominations for Chairpersons.

Motion was made by Tr. Tillie Waldron, seconded by Tr. Dan Robinson:

To accept the recommendations of President Betty Malloy Braget for Committee Chairpersons:

Architectural Committee	Pat Feist (Temporary)
Lake/Dam Committee	Carolyn Soehnlein
Maintenance Committee	Dan Robinson
Inn Committee	Bergie Berglund
Long Range Planning	Scott Carey/Max Dean Co-Chairpersons
Community Support	Clara Robinson
Election Committee	Jane King
Greens Committee	Carl Nielsen
Security/Block Watch	Wally Barker
Youth & (Parks)	Tillie Waldron
Bingo/Gaming	Shirley Reichner
Nominating Committee	Helen Woodruff, (appointed members: Val Pelk, Frank Pelk and Grace Nystrom)

Motion was made by Tr. John Hocker, seconded by Tr. Shirley Reichner:

To amend the motion to read: To accept the recommendations of President Betty Malloy Braget for Committee Chairpersons with the exception of Greens Committee Chair-person. (No decision)

Motion was made by Tr. Pat Feist, seconded by Tr. Sharon Haworth and carried by the board as follows:

To amend the motion to read: To accept the recommendations of President Betty Malloy Braget for Committee Chairpersons with the exception of Greens Committee Chair-person and Inn Committee Chair-person.

A discussion followed regarding the two Committee Chair-persons by the members present.

Motion was made by Tr. John Hocker, seconded by Tr. Tillie Waldron and carried by the board as follows:

Ayes: Shirley Reichner, John Hocker, Tillie Waldron, Helen Henning, Dan Robinson
Nays: Sharon Haworth, Pat Feist, Scott Carey
Abstain: Bob Johnson

To accept the recommendations of President Betty Malloy Braget for Inn Committee and Chairperson of Bergie Berglund.

Motion was made by Tr. Scott Carey, seconded by Tr. Dan Robinson and carried by the board as follows:

Ayes: Shirley Reichner, John Hocker, Tillie Waldron, Helen Henning, Dan Robinson
Nays: Sharon Haworth, Pat Feist, Scott Carey, Bob Johnson

To accept the recommendations of President Betty Malloy Braget for Greens Committee Chairperson of Carl Nielsen.

RECESS: 12:00 p.m.

RECONVENE: 12:15 p.m.

J. Committee Guideline Proposal.

President Betty Malloy Braget recommends that each of the Division Chair-persons be given a notebook with the procedures and they be responsible for their budgets.

K. Announcement: May 24, 94, 6:30 p.m. meeting with newly approved chair-people.

Motion was made by Tr. Pat Feist, seconded by Tr. Sharon Haworth and carried by the board as follows:

To accept the Consent Agenda as submitted.

Consent Agenda Item 1. Architectural
Chair-person Pat Feist requested the assistance of the board of trustees in recruiting Architectural Committee members for the different divisions, specifically Div. one and Div. three. He would like to see each division represented by an Architectural Vice Chair-person. The Architectural Committee will set up guidelines for these new positions. It is also important for the Architectural Committee volunteers to follow up on application permits.

Motion was made by Tr. Dan Robinson, seconded by Tr. Helen Henning and carried by the board as follows:

To accept the recommendation of the Architectural Committee and set up Vice-Chair-persons for each

Division: and the board assist in recruiting Architectural Committee members from Division 1 and Division 3.

EXECUTIVE COMMITTEE:

B. Ladies' Golf Club Guest Day - recommendation

Motion was made by Tr. Scott Carey seconded by Tr. Bob Johnson and carried by the board as follows:

The board accepts the Green's Committee recommendation for a permanent one day, a year, "Guest Day" for the Ladies' Golf Club. The club members are allowed to bring one or two guests that are not required to pay a daily.

Consent Agenda Item 2. Youth Committee

Chair-person Tillie Waldron reported that some of the logs at Log Toy Beach need replacing and other playground equipment needs fixing.

Chair-person Dan Robinson will take the issue to the maintenance department.

Tr. Scott Carey will see what he can do about the replacement logs.

Old Lyme Park still needs work.

A member inquired about the status of the basketball hoop at Log Toy Beach.

EXECUTIVE COMMITTEE: continued

A. Minutes - The Executive Committee will be giving the board minutes of their meetings. The Executive Sessions, which are closed, will not have published minutes.

C. Architectural Representative - Selection postponed.

D. Bid by Ace Paving Accepted for \$7,718.00 - They have been approved for the paving at the Pro Shop.

OLD BUSINESS:

A. Smoking during board meetings -

Motion made by Tr. Scott Carey, seconded by Tr. Sharon Haworth and carried by the board as follows:

The board meetings will be totally non-smoking.

B. Date change for employee picnic, from 8/16/94 to 8/23/94.

C. Dog Problem - A letter has been passed out to the board with the respective complaints by members. Clara Robinson has written an article for the June Newsletter.

NEW BUSINESS:

B. Election of new trustee to fill open position will be done at the May 28, 1994 board of trustees meeting.

C. Summer Flyers - The mailing and printing costs will be checked by John Hocker and Ruth Redburn.

D. Pro-Shop completion & Grand Opening - The Grand Opening date will be announced at a later date.

Wally Barker gave his presentation of the Neighborhood Watch Program. The board suggested he present his sign schedules to the Architectural Committee for further review on placement, size, etc.

COMMENTS FROM MEMBERS: None

CORRESPONDENCE: Letter

Secretary Shirley Reichner read a letter from Eileen O'Leary requesting her golf annual she paid for 1994/1995 be switched to 1995/1996 since she was only able to play four times this year, due to health reasons.

Trustee Scott Carey recommended the President should be able to make this decision.

Motion made by Tr. Shirley Reichner, seconded by all Trs. and carried by the board as follows:

To adjourn the meeting at 1:30 p.m.

Respectfully submitted,
Shirley Reichner, Secretary

Preliminary Minutes, not approved by the Board of Trustees. For review only.

Guest list

May 21, 94

Bob Sunderson
Ruth Hocker
Lyn Carey
Bobbie Lipp
Mary E. Sunderson
Marilyn Feist
Carolyn Soehlein
Jane King
Jack King
Wally Barker
Dorothy T. R. Rankin
Dick Sirokman
ESTHER SPRINGER-JOHANNESSEN
Evelyn Sprenger
Chris Jopmann
R. Hank
Bob Barger
KENNEDY J. CARTER
Dan Carter
M. J. King
Jerry Hogue
Jerry Soehlein
Ted Mason
Hub W. Osborne
Arne Olsen
Russ Myers
Dick Johnson
Vern Hedball

Jim Engen
Betty Engen
Barbara Metrolin
Betty Dean
Marian Nolan

Board of Directors
Lake Limerick Country Club
E. St. Andrews Drive
Shelton, WA 98584

It is with regret that I must resign my position on the Board of Directors of Lake Limerick Country Club effective immediately. Due to personal circumstances I am unable to complete my elected term.

I have enjoyed working with you and being an active participant in the decision-making process. We've accomplished a lot over the past few years with improvements to the Inn facilities, the septic system, building the new Pro Shop, and maintaining a wide range of activities for the membership. I have been happy to be a part of it and wish you continued success in the future.

Sincerely yours,

Alan C. Wilson

Alan C. Wilson

5/18/94

MEMO

DATE May 17, 1994
TO Board of Trustees
FROM Betty Malloy-Braget
SUBJECT Special Board of Trustees
..... Meeting - Executive Session

The Board of Trustees will convene for an Executive Session on May 21, 1994 at 8:30 A.M.

This meeting is being called to address a sensitive board matter.

Immediately thereafter, or at 9:00 A.M., which ever is latest we will adjourn and the regular monthly Board of Trustees meeting will be held.

Thank you.

Betty Malloy-Braget
President

*Betty
mailed to Board
5-17-94*

LAKE LIMERICK COUNTRY CLUB, INC.
E. 790 ST. ANDREWS DRIVE
SHELTON, WA 98584
(206) 426-3581
FAX (206) 426-8922

EXECUTIVE COMMITTEE
BOARD OF TRUSTEES
MINUTES OF
MAY 14, 1994

LAKE LIMERICK COUNTRY CLUB, INC.
EXECUTIVE COMMITTEE
BOARD OF TRUSTEES
MAY 14 1994

The meeting was called to order by President Betty Malloy Braget at 11:05. Trustees attending: John Hocker, Dan Robinson, Shirley Reichner, Jerry Soehnlein and Kirk Osborne.

The Water Department Representative will alternate between Jerry Soehnlein and Kirk Osborne. Guests present were: Bob Braget, Evelyn Springer and Bob Johnson.

Betty announced an agenda will be made for the Executive Committee meeting and minutes will be taken.

Two bids for the paving at the new pro Shop were received, one for \$13,000.00 and one for \$7,160.00 (972 sq. yards). Jerry Soehnlein recommended we accept the low bid of \$7,160.00 to Ace Paving. The committee agreed and Betty will advise Max Dean to have Ace Paving start as soon as possible.

John reported he had a meeting with our accountant, Don Gardner. John and Don want to have a P & L (quick look) statement along with the official financial statement, to give members a better idea on how the moneys are being spent. Jerry has an old computer from the water department that can be used. Shirley also has one she will donate once her records have been switched to her new one.

A letter was received from Betty Dean regarding Ladies Guest Day. She asked if we would reinstate that on that day the guests did not have to pay green fees. Discussion was held. Jerry moved we accept Betty's request, seconded by John, all were in favor.

Betty acknowledged that two representative from the water committee would be attending the executive committee meeting. A decision was made by the executive committee that although two representatives could attend only one vote would be allowed. If a closed executive session is called, only one water board representative will attend that closed session.

Meeting adjourned at 11:27 a.m.
Respectfully submitted,
Shirley Reichner, Secretary

Executive session reconvened 12:38 p.m.
Betty produced a letter from a member asking permission to have a private party at Log Toy Beach on June 10, 1994. Due to the fact that the beaches are open to all members at all times the request was denied. Betty will send a letter to the member.

Meeting adjourned at 12:40 p.m.
Preliminary minutes, not approved by the Executive Board of Trustees. For review only.

NEW BOARD MEMBER WORKSHOP

WILL BE HELD

Saturday

May 14, 1994

@

8:00 A.M.

In the Board Room

CC:

Pat Feist

Dan Robinson

Shirley Reichner

Helen Henning

Scott Carey

Betty Malloy-Braget

LAKE LIMERICK DAZE - Dick Sirokman, Chair-person

Lake Limerick Daze has been scheduled for July 1st and 2nd. This year the Lake Limerick Teenage Pageant will be added to the list of events.

June 18, 1994 Miss Teenage Pageant 7:00 P.M.
July 1, 1994 Lake Limerick Daze Dance 8:30 P.M.
July 2, 1994 Grand Opening of new Pro-shop All Day

10:00 A.M.

L.L. Daze Parade;.....Wally Barker, Chair-person
Magpies Snack Shack;.....Marilyn Feist, President
Putting Contest;.....Ladies Golf Club, Barbara Metrokin
Hole-in-One Contest;.....Men's Golf Club, Wally Barker

10:30 A.M.

Childrens Games & Prizes;..~~Sharon Haworth~~, Chair-person
Children's Prizes Donated by John L Scott Real Estate

JULIE JONES

12:00 P.M.

Beerfest;.....Jack King, Tap Chair-person

1:00 P.M.

Boat Parade;.....Bill Buff, Chair-person

2:00 P.M.

Paddle Boat Races;.....Bill Buff, Chair-person

3:00 P.M.

Ski Tournament;.....Randy Hominda, Chair-person

MAY ADD HORSE SHOES

NEIGHBORHOOD WATCH -- Wally Barker

May 12, 1994

Wally Barker was delegated by Betty Bragot to look into the costs of identifying Lake Limerick as a NEIGHBORHOOD WATCH community. John Hocker volunteered to assist .

This date, Wally and John got together, reviewed the street locations within the five divisions and using Deputy Sheriff Rankin's guidelines wish to present the following:

Each of the 5 divisions would have one Neighborhood Watch commander or lead person and an assistant. The object of the lead and assistant is to acquaint the home owners, within that division, with the procedures of reporting unusual activity(s), and coordinating a watch system, i.e. people on vacation, vacant homes, or owner gone for the week-end.

Unusual sightings are reported directly to - 427-9671 Mason County Sheriff dispatch - "Request to BEEP - T.R.Rankin".

Mr. Rankin or another officer will be dispatched to LLCC.

Reportedly, another means of deterring theft is through the use of signs.

1. A small sticker, 1"x3" with Sheriff 427-9671--placed on phones.
2. Total of 54 Aluminum signs with the neighborhood watch insignia.
 - 14 - 24x36 signs at the primary intersections throughout LLCC.
 - 20 - 12x18 signs at pertinent feeder roads.
 - 20 - 12x12 signs at LLCC facilities, i.e. Inn, Maintenance, Pro-Shop, etc..
 - 3 - 4x8 - 3/8" CDX Plywood (large sign backing)
 - 20 - 4x4 x7" Treated posts

\$850.00 Cost (This does not include the installation costs)

Sheriff Rankin will present his version of an effective NEIGHBORHOOD WATCH program at the Board of Trustee meeting, May 21, 1994.

Proposed Committee Guidelines

Foreword

The attached Committee Guidelines are intended to supersede the previous "Committee Rules" in their entirety. They reflect the recommendations of a number of LLCC members with significant Committee experience and are part of the response to demands from the Community to make the operation of the Club more time-efficient and cost-effective. It is intended that The Board of Trustees and all Committee chairpersons continue to encourage all members to participate in the operation of our club by attending and contributing to all open meetings. At the same time, it is crucial to the conduct of Club business that Committee meetings be properly organized and conducted to make the best use of all Committee members' time. To achieve that goal, these guidelines have been prepared.

The provisions of these guidelines, as approved by the Board of Trustees, afford a consistent set of rules applicable to Committee membership and conduct. The Board, the Committee Chairpersons, Committee members, and LLCC members at large will have a clear understanding of the workings of committees, and the expectations associated with committee membership.

These rules for committees call for a major improvement in communication between each committee and the Board of Trustees as well as the general membership. This enhanced communication will include not only schedule plans for committee-controlled activity, but also cost-based planning and execution. The rules will also afford some control on the committee size and membership by the Chairperson and will encourage each Chairperson to appoint a recording secretary to expedite availability of meeting minutes. The Chair will also be encouraged to appoint a financial secretary to assist with and provide status reports on budget establishment and cost status.

In all, these guidelines are expected to be a useful tool for committee chairpersons and members alike to understand committee participation and to apply consistent control and conduct of committee meetings.

PROPOSED
COMMITTEE GUIDELINES

5-19-94

COMMITTEES FOR THE PURPOSES OF THESE GUIDELINES ARE STANDING COMMITTEES INCLUDING BINGO/GAMING, GREENS, INN, LAKE/DAM, LONG RANGE PLANNING, MAINTENANCE, NOMINATING, SECURITY/BLOCK WATCH, AND YOUTH AND PARKS. OTHER COMMITTEES MAY BE CHARTERED AND SCHEDULED BY THE PRESIDENT. ARCHITECTURAL AND FINANCIAL ADVISORY COMMITTEES HAVE SEPARATE GUIDELINES.

1. EACH COMMITTEE WILL HAVE A CHAIRPERSON APPOINTED BY THE PRESIDENT WITH THE APPROVAL OF THE BOARD OF TRUSTEES, WILL HAVE A VICE-CHAIRPERSON APPOINTED BY THE COMMITTEE CHAIRPERSON, AND WILL MEET AT THE SAME TIME, DATE, AND LOCATION EACH MONTH.

2. EACH COMMITTEE CHAIRPERSON, ASSISTED BY HIS VICE-CHAIR AND OTHERS AS DEEMED APPROPRIATE, WILL PREPARE A STATEMENT OF PLANS AND GOALS FOR HIS COMMITTEE FOR THE ENSUING YEAR FOR REVIEW AND APPROVAL OF THE BOARD OF TRUSTEES. THE STATEMENT SHOULD INCLUDE A SCHEDULE PLAN FOR BUDGET PREPARATION AND OTHER EVENTS CONTROLLED BY THE COMMITTEE. IT SHOULD ALSO IDENTIFY SIGNIFICANT ANTICIPATED CAPITAL EXPENDITURES, AND OVERALL FINANCIAL GOALS FOR THE YEAR. AGENDAS FOR MONTHLY MEETINGS SHOULD BE STRUCTURED TO REFLECT REQUIREMENTS AND EVENTS CONTAINED IN THE PLANS AND GOALS. THIS STATEMENT IS TO BE AVAILABLE TO THE BOARD ONE WEEK PRIOR TO THE JUNE BOARD MEETING.

3. DETAIL BUDGETS FOR THE CLUB FISCAL YEAR WILL BE PREPARED BY EACH COMMITTEE IN COORDINATION WITH THE CORPORATE TREASURER FOR BOARD REVIEW AND APPROVAL NO LATER THAN JULY 15, 1994. THE COMMITTEE AS A WHOLE WILL ESTABLISH BUDGET GUIDELINES INCLUDING ESTIMATED INCOME AND EXPENSES AND CAPITAL EXPENDITURE PLANS. THE CHAIRPERSON, VICE-CHAIR, AND OTHERS AS REQUIRED WILL PREPARE DRAFT BUDGETS IN DETAIL REFLECTING THE BUDGET GUIDELINES ESTABLISHED BY THE COMMITTEE. THE DRAFT WILL BE RETURNED TO THE FULL COMMITTEE FOR APPROVAL IN THEIR

JULY, 1994 MEETINGS. FINAL BUDGETS FOR SUBMITTAL TO THE CORPORATE TREASURER WILL BE REVIEWED BY THE FULL COMMITTEE AND MUST BE APPROVED BY A MAJORITY OF THE COMMITTEE MEMBERS.

4. ACTIVE MEMBERS ON ANY COMMITTEE ARE LIMITED TO TWELVE INCLUDING THE CHAIRPERSON. UPON THE APPROVAL OF A COMMITTEE CHAIRPERSON BY THE BOARD OF TRUSTEES, THAT CHAIRPERSON MAY ESTABLISH THE CORE COMMITTEE BY APPOINTING A VICE CHAIR, A RECORDING SECRETARY, A FINANCIAL SECRETARY, AND UP TO 4 COMMITTEE MEMBERS AT LARGE. THE FOUR ADDITIONAL COMMITTEE POSITIONS WILL BE FILLED BY A MAJORITY VOTE OF THE CORE COMMITTEE. PERSONS DESIRING TO BE COMMITTEE MEMBERS MAY ASK TO HAVE THEIR NAMES ENTERED ON THE LIST FOR THAT COMMITTEE.

5. COMMITTEE MEMBERS MISSING THREE OR MORE CONSECUTIVE MEETINGS MAY BE DROPPED FROM MEMBERSHIP AT THE CHAIRPERSONS DISCRETION. EACH CHAIRPERSON WILL BE RESPONSIBLE FOR THE MAINTENANCE OF A CURRENT LIST OF ACTIVE COMMITTEE MEMBERS, AND SUCH ACTIVE MEMBERS ATTENDING SHOULD BE NOTED IN THE MINUTES. A COPY OF THE ACTIVE MEMBERS LIST WILL BE PROVIDED TO THE CLUB OFFICE AND WILL BE AVAILABLE TO ALL LLCC MEMBERS.

6. A COMMITTEE CHAIRPERSON MAY REMOVE A MEMBER FROM A COMMITTEE, AT ANY TIME, EITHER TEMPORARILY SUSPENDED OR PERMANENTLY REMOVED, FOR CONDUCT THAT IS OBSTRUCTIVE TO THE OPERATION OF THE COMMITTEE OR FOR FAILING TO ATTEND THREE CONSECUTIVE MEETINGS. DISSENT IS STRONGLY ENCOURAGED, AND IS TO BE INCLUDED IN ISSUE CONSIDERATION. HOWEVER, EXPRESSION OF POINTS OF VIEW SHOULD NOT BE ALLOWED TO GO BEYOND A CLEAR EXPLANATION INTO SUCH DISRUPTIVE ACTIONS AS LOUD ARGUING, PERSONAL REMARKS, TABLE POUNDING, THREATS, AND SO ON. A MEMBER REMOVED BY A COMMITTEE CHAIRPERSON MAY ASK FOR REINSTATEMENT, WHICH MAY BE DENIED, GRANTED, OR CONDITIONALLY GRANTED.

7. EACH COMMITTEE CHAIRPERSON, WITH THE COOPERATION AND KNOWLEDGE OF THE VICE-CHAIR, WILL BE RESPONSIBLE TO PREPARE AND DISTRIBUTE TO COMMITTEE MEMBERS AN AGENDA FOR EACH MEETING AND WILL CONDUCT EACH MEETING IN ACCORDANCE WITH THE AGENDA. THE VICE-CHAIR WILL PRESIDE IN THE CHAIRPERSON'S ABSENCE.

8. EACH COMMITTEE CHAIRPERSON WILL BE RESPONSIBLE FOR THE TAKING (OR DIRECTING A COMMITTEE MEMBER TO TAKE) MINUTES OF EACH MEETING TO PROPERLY RECORD DISCUSSIONS AND ACTIONS TAKEN OR ITEMS AGREED UPON. SUCH MINUTES, IDENTIFIED AS "DRAFT MINUTES - SUBJECT TO FULL COMMITTEE APPROVAL" SHOULD BE MADE AVAILABLE TO THE OFFICE FOR REPRODUCTION WITHIN 5 CALENDAR DAYS OF THE COMMITTEE MEETING. SUCH DRAFT MINUTES WILL BE DISTRIBUTED TO EACH TRUSTEE'S FOLDER AND SUFFICIENT COPIES WILL BE MADE SO THAT EACH COMMITTEE MEMBER CAN OBTAIN A COPY EITHER FROM THE OFFICE OR FROM THE CHAIRPERSON. ALL COMMITTEE MINUTES, DRAFT OR APPROVED, ARE AVAILABLE TO ALL CLUB MEMBERS ON REQUEST.

9. COMMITTEE CHAIRPERSONS ARE ENCOURAGED, AND MAY BE REQUESTED, TO ATTEND BOARD OF TRUSTEE MEETINGS AND A RECORD OF SUCH ATTENDANCE WILL BE NOTED IN THE BOARD MINUTES.

10. EACH CHAIRPERSON IS REQUESTED TO PREPARE A STATEMENT FOR THE NEWSLETTER INCLUDING A SUMMARY OF THE COMMITTEE PLANS AND GOALS STATEMENT, AND AN INTRODUCTION TO THE COMMUNITY MEMBERS OF THE CHAIRPERSON HIMSELF. EACH CHAIRPERSON IS ALSO ASKED TO PREPARE STATEMENTS FOR EACH SUCCEEDING QUARTERLY NEWSLETTER TO INCLUDE PROGRESS AGAINST THE GOALS.

11. AT THE BEGINNING OF EACH MEETING, FOLLOWING ROLL CALL, ANY ATTENDING NON-COMMITTEE MEMBER SHOULD BE ACKNOWLEDGED AND INTRODUCED. THEY SHOULD BE ENCOURAGED TO PARTICIPATE IN THE MEETING WHEN APPROPRIATE AND MAY BE ADDED TO THE AGENDA. THE COMMITTEE MINUTES SHOULD NOTE GUEST'S ATTENDANCE.

12. ALL COMMITTEE MEMBERS SHOULD STRIVE TO COMPLETE ACTION ITEMS ACCEPTED IN A REASONABLE TIME FRAME AND TO NOTIFY THE CHAIRPERSON OF SUCH ACTION.


13. COMMITTEE MEMBERS SHOULD OBTAIN DRAFT MINUTES PRIOR TO THE NEXT COMMITTEE MEETING, REVIEW THEM, AND NOTIFY THE CHAIRPERSON OF SIGNIFICANT CHANGES AND UPDATED STATUS.

14. ALL COMMITTEE MEETINGS WILL BE CONDUCTED IN ACCORDANCE WITH "ROBERTS' RULES OF ORDER". MEETINGS MUST BE CONDUCTED IN AN ORDERLY MANNER, WITH COMMENTS AND STATEMENTS FROM VOTING MEMBERS MADE AS SUCH MEMBER IS RECOGNIZED BY THE CHAIRPERSON. VISITORS TO ANY COMMITTEE MEETING ARE ASKED TO OBSERVE THE SAME PROTOCOL.

To: LLCC Board members

May 19, 1994

The attached proposed Committee guidelines are for your review. They will be an agenda item at the May 21, 1994 Board meeting.

A handwritten signature in blue ink, appearing to read "San Johnson". The signature is written in a cursive style with a large, looping initial "S".



File for
6/16/94
Steve
Little
Ch. Morley

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

P.O. Box 47600 • Olympia, Washington 98504-7600 • (206) 407-6000 • TDD Only (Hearing Impaired) (206) 407-6006
April 22, 1994

Ms. Carolyn Soehnlein, Chair
Lake Limerick Country Club
E. 790 St. Andrews Drive
Shelton, WA 98584

Project: Limerick Lake Dam
File No.: MA14-130

Dear Ms. Soehnlein:

This letter transmits a copy of the completed inspection form from the April 12, 1994 inspection of the low level outlet conduit at Limerick Lake Dam. I have also enclosed a copy of the video tape from that inspection. Based on my review of the tape, the outlet conduit is in fair condition. Most of the pipe joints were not leaking, but corrosion was noted throughout the pipe around the lower 1/3. It is estimated that the pipe has between 5 and 10 years of useful service left. Thus, the only pipe section where repairs will be *required* this year is the lower section which was undermined and bent during the outlet failure incident.

However, given the limited remaining life for the conduit and the fact that it is not encased in concrete, it is *strongly recommended* that the entire pipe be rehabilitated in 1994 as part of the planned repair work for the outlet works. The rehabilitation would consist of inserting a 24-inch steel or plastic pipe inside of the old conduit, sealing the upper and lower ends of the pipe, and filling the space between the pipes with concrete grout. This process would produce a new concrete encased pipe with a steel or plastic lining with excellent long-term durability.

After you have had a chance to discuss this issue with the Country Club, please inform us of your decision regarding rehabilitation of the pipe. If you elect not to repair the pipe at this time, the Dam Safety Section will want to reinspect the pipe every 3 years to ensure that it is not deteriorating faster than anticipated. If these inspections indicate advanced deterioration, then sleeving of the pipe will be required at that time.

I would like to thank Mr. Steve Morley for his valued assistance during the inspection and for retrieving our camera unit when it was stuck in the pipe. If you have any questions, please call me at (206) 407-6623.

Sincerely,

Douglas L. Johnson
Douglas L. Johnson, P.E.
Inspection Unit Supervisor
Dam Safety Section
Water Resources Program

DLJ:dkh
Enclosures



WASHINGTON STATE DEPARTMENT OF ECOLOGY
DAM SAFETY SECTION
CONDUIT INSPECTION FORM

Project Name: Limerick Lake Dam
File No.: MA14-130
County: Mason
Watershed: Cranberry Creek
Year Built: 1966
Date Inspected: 4/12/94
Inspection Team: Johnson, Barker

Conduit Type: Corrugated Metal
Diameter: 36 inches
Thickness: 10 gage
Lining: Bituminous coated
Length: 220 feet
Concrete Encasement: None

Notes From Field Inspection:

Inspection was performed to check condition of pipe after failure of outlet gate on 4/2/94. Gate was broken off during routine test operation of outlet works. Downstream end of pipe was plugged off by cedar log so divers could work on sealing upstream end of pipe. This may have temporarily pressurized pipe and damaged joints. Divers sealed off upstream end with a steel plate. New gate will be installed this summer. Downstream end of pipe was severely damaged and retaining wall was undermined.

About 1 cfs of leakage coming through pipe.

Downstream area was pumped out prior to and during inspection.

Camera unit got stuck at upper end of pipe. Steve Morley of Lake Limerick CC voluntarily crawled up pipe to retrieve it. He reported that most joints appeared ok, but one joint about halfway through pipe was leaking.

Upper 160 feet of pipe from original construction. Lower 60 feet of pipe added in 1990, not bituminous coated.

Tape Review Notes: (Scale of 0 to 9, with 9 representing new pipe, and 0 representing complete structural failure of pipe.)

Reviewer: Doug Johnson
Ratings: Lining: 4
ERL = 5 to 10 years

Corrosion: 4

Joints: 5

Composite: 4

Proceeding Upstream In Feet:

- 0 Downstream end of pipe.
- 6 First section of pipe damaged, drops at 30° angle.
Lower 1/3 of pipe appears to have some corrosion, stained orange.
- 32 Vertical post inserted in pipe (support?). Camera had to be manually moved around.
- 46 Camera unit submerged, could not view pipe.
- 60 Approximate end of new section, entering original pipe.
- 80 Camera no longer submerged. Orange deposits on lower 1/3, may indicate corrosion.

Limerick Lake Conduit Inspection

4/12/94

Page 2

- 92 Dripping joint.
- 98 Leaking joint, orange deposits noted on right side.
- 100 Camera unit submerged, could not view pipe.
- 115 Camera no longer submerged. Orange deposits on lower 1/3.
- 157 No joint leakage noted.
- 173 Corrosion noted on crown in several locations.
- 181 Channel turns to left about 10°.
- 186 Leakage around temporary gate at conduit entrance visible in distance.
- 187 Camera submerged.
- 223 Near end of pipe. Offset in last joint about 1½ inches in upstream direction.

MARTIG ENGINEERING
2116 Lakemoor Drive S.W.
Olympia, WA 98512
(206) 754-9687

May 12, 1994

Ms. Carolyn Soehnlein, Chair
Lake Limerick Country Club
E. 790 St. Andrews Drive
Shelton, WA 98584

Re: Lake Limerick Dam Drain Valve & Pipeline Repair;
Engineering Services;
DOE File No. MA14-130

Dear Ms. Soehnlein:

This letter outlines the scope of engineering services anticipated to develop a rehabilitation plan for the dam drain and implement the plan once approved by your Community and DOE Dam Safety.

There are three areas of consideration associated with the development of a repair plan:

1. Selection of a pipe lining system, its cost, and the timing for its installation;
2. Selection of a replacement valve and how to install it;
3. Determination of how to repair the damaged pipeline, considering the chosen pipe lining system, and how the replacement valve will be installed.

Considering these three elements, Martig Engineering proposes to work with your Community as outlined in this letter to develop a rehabilitation plan, its implementation cost, and obtain the necessary approvals and permits as found necessary.

A budget dollar amount for these Martig Engineering services is \$5,000.00 (permit fees not included). Martig Engineering charges \$70.00 per hour for services time to the nearest half hour. Direct fixed costs, if any become necessary during the course of developing the plan, shall be approved by you in advance and paid directly to the supplier (ie: a diver or equipment for inspection). Payment for services shall consist of an initial \$1,000.00 retainer with the final payment due once the approvals of the plan have been secured. The total cost for Martig Engineering shall not exceed the \$5,000.00 budget amount unless authorized in advance or amended to include construction related services.

Once a plan is selected and approved, Martig Engineering will use competitive pricing to select a contractor(s) and monitor the rehabilitation work until all work is completed in accordance with

the approved plan. The cost for supplying these construction related services will be added to our services agreement once they can be properly defined and agreed upon.

If you would like me to proceed, please sign the original and the copy of this proposed letter agreement, keeping the original and returning the copy.

It is a continuing pleasure to be of service, working with your Community.

Sincerely:

Kenneth W Martig, Jr. P.E.

Proposed Agreement Accepted By: _____ Date: _____

MEMO

DATE May 4 1994
TO L.L.C.C. Board of Trustees
FROM Pat Feist
SUBJECT Architectural Committee
OF PAGES 1

RECOMMENDATIONS TO ORGANIZATION OF ARCHITECTURAL COMMITTEE

The present Architectural Committee of ten people review/approve applications once a month and then leave the rest of the work of the committee to the chair-person, field representative and secretary to perform.

The "rest of the work" includes issuing permits, sending letters in response to complaints, responding to inquiries following the receipt of those letters, monitoring progress of current applications and fielding a variety of calls from members regarding everything from Architecture to Zoology.

The area that suffers the most under the present conditions is the monitoring of current approved applications (218 applications were approved last year).

I recommend one committee member be assigned to each division for the purpose of monitoring current applications and be available to respond to inquiries related to that division (each division has unique restrictions along with general restrictions). I believe the committee would be best served if that member would be from the division served by that member. I would like to have that member available to inspect applications along with the field representative prior to the monthly meetings.

Pat Feist 
Chair-person
LAKE LIMERICK ARCHITECTURAL COMMITTEE

1. ARCHITECTURAL COMMITTEE

- ESTABLISHED BY DECLARATION OF RESTRICTIONS
- COMMITTEE MEMBERS APPROVED BY THE BOARD OF TRUSTEES
 - Term limits not specified except that the committee shall cease after 2010 unless membership votes to continue it.
- PURPOSE
 - To review and approve/disapprove applications submitted to the committee. Assuring compliance with Declaration of Restrictions and Guidelines to said restrictions.
 - To monitor progress of said applications to exterior completion.
 - To respond to complaints of non-compliance of Declaration of Restrictions and Guidelines.

PRESENT COMMITTEE

DIV I

DIV II

DIV III

DIV IV

DIV V

Pat Feist
Carolyn Soehnlein
John Hocker
John Ergen
Chris Johannesen
Russ Myers

Ted Mason
Tilly Waldron

Levina Brown
John Petrowski
John Getty

MEMO

DATE May 19, 1994
TO Board of Trustees
FROM Sheila Hedlund
SUBJECT Dog Complaints/Sleaford Rd
OF PAGES 8

Attached please find a copy of the letter that I am requesting be sent to the owners of 8 vicious dogs. This letter was written by our attorney as the first step in a series of procedures that need to be taken by Lake Limerick to eliminate this problem.

Also attached are 5 complaint forms filled out by residents of Sleaford Road, as you can see 3 out of the 5 complaints are of actual biting incidents.

Please make a determination on this matter. If you should decide to begin this procedure fill in the date and time of the meeting so that the letters can be sent to all of the people affected. It was recommended by our attorney that anyone and everyone on the title report be notified of this action, as the attorney fees will revert to them should this case be pursued and the current owner defaults on payments.

Please note that the Mason County Sheriffs Office and their animal control people are working on this case also.

Thank you for your time and consideration in this matter.

Sheila

LAKE LIMERICK COUNTRY CLUB, INC.
E 790 ST ANDREWS DR
SHELTON WA 98584
(206) 426-3581
FAX: (206) 426-8922

May 19, 1994

Karlynn Langerak
E 171 Sleaford Rd
Shelton WA 98584

Dear Ms. Langerak:

We have received several complaints about your dogs.

The declarations that apply to your lot include a prohibition against any "noxious or offensive activity." This includes the activities that have complained of, for which your dogs are responsible.

In addition, February 16, 1985, the Lake Limerick Board of Directors enacted a "resolution regarding domestic pets", which provides protection for residents from dogs such as yours. Enclosed please find a copy of that resolution.

Because of the seriousness of one recent incident, the Board will require that you appear at a special meeting to discuss the matter on _____ at _____ a.m./p.m. At that meeting, you will have an opportunity to respond to the complaints, and, if necessary, to set out your plan for correcting the problem.

If you fail to respond, and do not take corrective measures, the Board will commence litigation to require you to remove the animals from Lake Limerick. The Board has taken similar action in the past, which resulted in a court order requiring removal of certain dogs from the development, amount other things, and also required the defendant to pay attorney fees to Lake Limerick, along with their cost, for having to bring the action.

We hope you appreciate that the complaints are about very serious matters, and we hope hat you will take the opportunity to respond.

Sincerely,

Elizabeth Malloy-Braget
President
LAKE LIMERICK COUNTRY CLUB, INC.

q Robert Wilson-Hoss, Attorney at Law
Land Title Company
Art and Ann Voorde Poorte
Fred W. Humphrey
Loifia Mortgage Investments

LAKE LIMERICK COUNTRY CLUB, INC.
RESOLUTION REGARDING DOMESTIC PETS
Adopted by the Board of Trustees
February 16, 1985

The Declarations of Restrictions provide with respect to animals as follows:

No horses, cattle, cows, sheep, rabbits, pigs or other animals, fowl or poultry shall be kept, raised or permitted on said tract of any part thereof, except that domestic cats, dogs and birds may be kept as household pets upon said tract, provided that they are not kept, bred or raised thereon for commercial purposes or in unreasonable quantities. The actual number permitted shall be determined by the Architectural Committee. Declarant may establish stables for the benefit of lot purchasers and for the operation of riding stables.

2. The Board of Trustees has received complaints about dogs and other animals. the Board intends this resolution as a response in those complaints.
3. The following actions of pets, including in particular dogs and cats, are violations, and their owners will be held strictly liable for the same:
 - a) Interfering with property of others, including particularly tipping over garbage cans, digging in lawns, defecating on the property of others.
 - b) Biting or close-range threatening of people and/or other animals who are in a place where they have a lawful right to be;
 - c) running in packs;
 - d) Excessive noise, including in particular barking and
 - e) Entering onto golf course property or the island near the clubhouse, which are areas strictly forbidden to animals.
4. A complaint about any violation of section 3 may be filed with the Board. A designee of the Board shall screen all reports. Depending upon the history of the animal and/or owner, the seriousness of the incident, etc., the designee may make telephone contact with the owner, send a letter, set the matter for hearing or any combination of these. A permanent record of all complaints and actions taken thereof shall be kept in the owner file. Any hearings shall be before the Board and shall be conducted in a manner reasonable calculated to be fair yet expeditious. If a hearing is held, and remedial action is taken by the Board, such action may take the form of a telephone call, a letter to the lot owner, imposition of restrictions reasonably calculated to prevent further violations, assessment of charges for actual costs incurred, and if necessary, referral to the corporation attorney for legal action.
5. Every action taken by the Board under this resolution shall be followed up in a manner, and within a period of time, that are reasonably calculated to prevent further violations.

COMPLAINANT FORM

Name (person making complaint) [redacted]

Address: [redacted] Phone# [redacted]

Date of complaint: 3/13/44

Name (complaint against) Robert Lund

Address: 171 Seward Div/Lot 5/24

Nature of Complaint: Vicious Dogs. They are charged not

to be afraid of me to jump on the house. I am afraid of dogs. I have
hit them with a stick on one dark at night in fear of being attacked
because he looks like a dog. I have a dog (5-5-44) they've
tried to kill my dog & actually got fear of his size before he started
up into my children's sky fort while I put my ball at risk & they ran at me. Dog Attack ->

even when not provoked!! more will happen if these animals
won't delt with & the small children are the ones that can't
Defend themselves.

COMPLAINT FORM

Name (person making complaint) _____
Address: _____
Date of complaint: _____ Phone: _____ 78

Name (complaint against) Robert Lund (neighbors)
Address: _____
DVIlot

Nature of complaint: Dogs have broken chains
and bit members of our household
We will have moved out by end of
month due to this and nearby traffic
and noise at all hours of the night.

ARCHITECTURAL USE ONLY:

Date Letter Written _____
Follow up Check Made: _____ Out Come of Checks: _____
Date: _____
Date: _____
Date: _____

COMPLAINT FORM

Name (person making complaint) _____

Address: _____

Date of complaint: _____

5-13-94

Name (complaint against) _____

ROBERT LUND

Address: _____

Div/Lot _____

Nature of Complaint: LOOSE THREATENING DOGS

ONE DOG BIT MY DAUGHTER AND TO HAVE TENNIS SHOT

OLD BROKEN DOWN VEHICLES, APPLIANCES LYING

AROUND PROPERTY

THEY BURN GARAGE (MILGARBAGE) ALMOST DAILY

ARCHITECTURAL USE ONLY:

Date Letter Written _____

Follow up Check Made: _____

Date: _____

Date: _____

Date: _____

Out Come of Checks: _____

COMPLAINT FORM

Name (person making complaint)
Address:
Date of complaint:

[REDACTED] Phone# [REDACTED]

Name (complaint against)
Address:

LUED
Div/Lot DU 5/LOT 24

Nature of Complaint: Per bylaws to many days per lot Days
backing all hours at day & night Day are allowed to run loose of
right in night backyards. Do not in fact animal control ears of
people bitten & chased. We have been chased in our own
lot & driveway.

ARCHITECTURAL USE ONLY:

Date Letter Written _____
Follow up Check Made: _____ Out Come of Checks:
Date: _____
Date: _____
Date: _____

COMPLAINT FORM

Name (person making complaint) _____
Address: _____
Date of complaint: _____
Phone# _____

Name (complaint against) Robert Lund
Address: E171 Sleadford Rd. Div/Lot _____

Nature of Complaint: My Daughter was bitten by one of Mr Lund's dog on Dec 27, 1993. Court action was taken to deem the dog definitely dangerous. However, since that time, all has had to be called several times because the dog(s) were loose.

ARCHITECTURAL USE ONLY:

Date Letter Written _____
Follow up Check Made: _____ Out Come of Checks: _____
Date: _____
Date: _____
Date: _____

LAKE LIMERICK COUNTRY CLUB, INC.
E 790 ST ANDREWS DR
SHELTON WA 98584
(206) 426-3581
FAX: (206) 426-8922

May 12, 1994

William Spiers
P O Box 501
Kirkland WA 98033

Dear Mr. Spiers:

Thank you for your letter of May 4, 1994.

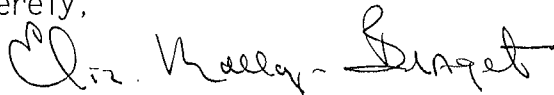
We would be pleased to work with you as to the March payment which has not been paid to date, if you wish to make two partial payments (\$50.00) we would find that acceptable.

Please call us on the above situation.

If you feel you cannot make a payment, please call Sheila Hedlund and we will note that on your file. In this manner we will not request the attorney to become involved.

Thank you for your cooperation in advance.

Sincerely,



Elizabeth Malloy-Braget
President
LAKE LIMERICK COUNTRY CLUB, INC.

May 4, 1984

Dear Lake Limerick Assn,

The writer is a 69 year old retiree struggling in retirement. In 1991 I purchased a lot #175 division #2, with an approved septic permit by Mr. Getty. The permit was revoked and I am unable to fulfill my retirement dreams at Limerick. It is bad enough having \$16,000 tied up with no hope of ever being able to build until sewers come, but I have to pay \$100.00 a month to Lake Limerick, because I got behind. It is a real struggle to come up with this money each month to pay for a dead horse, but to make matters worse I missed one payment in March and you turn it over to the attorney for Lake Limerick for a letter to me and a attorney fee of \$30.00. Could you not have sent a late notice, after all I have been paying and trying to catch up. Has your group absolutely no compassion for a retiree when he is down? Please read this letter at your next board meeting.

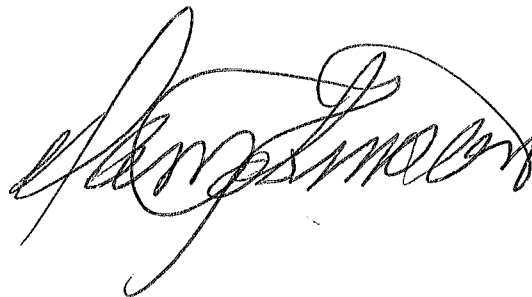
Sincerely,

W. D. Spier
Lot 175 div #2

TO: LAKE LIMERICK BOARD OF TRUSTEES MAY 31, 1994
LAKE LIMERICK COMMITTEE CHAIRPERSONS

THE ATTACHED COMMITTEE GUIDELINES WERE APPROVED FOR IMPLEMENTATION BY THE LAKE LIMERICK BOARD OF TRUSTEES ON MAY 28, 1994. THEY REPRESENT A NUMBER OF CHANGES FROM THE PREVIOUS ""COMMITTEE RULES" AS DESCRIBED IN THE FOREWORD.

COMMITTEE CHAIRS PLEASE NOTE PARAGRAPHS 1 THROUGH 4 AS THEY DEAL WITH NEAR TERM ACTIVITIES INCLUDING ESTABLISHING THE COMMITTEE STRUCTURE, THE ABILITY OF CHAIRPERSONS TO APPOINT INDIVIDUALS TO COMMITTEE ACTIVITIES, AND DEVELOPMENT OF PLANS AND GOALS FOR THE COMMITTEE FOR THE YEAR.

A handwritten signature in cursive script, appearing to read "D. J. Moore". The signature is written in black ink and is positioned in the lower right quadrant of the page.

Lake Limerick Country Club

Committee Guidelines

Foreword

The attached Committee Guidelines, approved by the Board of Trustees on May 28, 1994, supersede the previous "Committee Rules" in their-entirety. They reflect the recommendations of a number of LLCC members with significant Committee experience and are part of the response to demands from the Community to make the operation of the Club more time-efficient and cost-effective. It is intended that The Board of Trustees and all Committee chairpersons continue to encourage all members to participate in the operation of our club by attending and contributing to all open meetings. At the same time, it is crucial to the conduct of Club business that Committee meetings be properly planned and conducted to make the best use of all Committee members' time. To achieve that goal, these guidelines have been prepared.

The provisions of these guidelines, as approved by the Board of Trustees, afford a consistent set of rules applicable to Committee membership and conduct. The Board, the Committee Chairpersons, Committee members, and LLCC members at large will have a clear understanding of the workings of committees, and the expectations associated with committee membership.

These rules for committees call for a major improvement in communication between each committee and the Board of Trustees as well as the general membership. This enhanced communication will include not only schedule plans for committee-controlled activity, but also cost-based planning and execution. The rules will encourage each Chairperson to appoint a recording secretary to expedite availability of meeting minutes. The Chair will also be encouraged to appoint a financial secretary to assist with and provide status reports on budget establishment and cost status.

In all, these guidelines are expected to be a useful tool for committee chairpersons and members alike to understand committee participation and to apply consistent planning and conduct of committee meetings.

LAKE LIMERICK COUNTRY CLUB

COMMITTEE GUIDELINES

5-28-94

THE FOLLOWING ARE GUIDELINES FOR THE NAMED COMMITTEES AS APPROVED BY THE BOARD OF TRUSTEES ON 5-28-94

COMMITTEES FOR THE PURPOSES OF THESE GUIDELINES ARE STANDING COMMITTEES INCLUDING BINGO/GAMING, GREENS, INN, LAKE/DAM, LONG RANGE PLANNING, MAINTENANCE, NOMINATING, SECURITY/BLOCK WATCH, ELECTION, AND YOUTH AND PARKS. OTHER COMMITTEES MAY BE CHARTERED AND SCHEDULED BY THE PRESIDENT AS REQUIRED. ARCHITECTURAL AND FINANCIAL ADVISORY COMMITTEES HAVE SEPARATE GUIDELINES. SPECIAL PURPOSE COMMITTEES INCLUDING ELECTION, NOMINATING, BINGO/GAMING, SECURITY/BLOCK WATCH, AND YOUTH AND PARKS MAY NOT REQUIRE MONTHLY MEETINGS NOR NEED TO COMPLY WITH BUDGET PREPARATION PROVISIONS INCLUDED IN THESE GUIDELINES.

1. EACH COMMITTEE WILL HAVE A CHAIRPERSON APPOINTED BY THE PRESIDENT WITH THE APPROVAL OF THE BOARD OF TRUSTEES, WILL HAVE A VICE-CHAIRPERSON APPOINTED BY THE COMMITTEE CHAIRPERSON, AND WILL MEET AT THE SAME TIME, DATE, AND LOCATION EACH MONTH.

2. EACH COMMITTEE CHAIRPERSON, ASSISTED BY HIS VICE-CHAIR AND OTHERS AS DEEMED APPROPRIATE, WILL PREPARE A STATEMENT OF PLANS AND GOALS FOR HIS COMMITTEE FOR THE ENSUING YEAR FOR REVIEW AND APPROVAL OF THE BOARD OF TRUSTEES. THE STATEMENT SHOULD INCLUDE A SCHEDULE PLAN FOR BUDGET PREPARATION AND OTHER EVENTS CONTROLLED BY THE COMMITTEE. IT SHOULD ALSO IDENTIFY SIGNIFICANT ANTICIPATED CAPITAL EXPENDITURES, AND OVERALL FINANCIAL GOALS FOR THE YEAR. AGENDAS FOR MONTHLY MEETINGS SHOULD BE STRUCTURED TO REFLECT REQUIREMENTS AND EVENTS CONTAINED IN THE PLANS AND GOALS. THIS STATEMENT IS TO BE AVAILABLE TO THE BOARD ONE WEEK PRIOR TO THE JUNE BOARD MEETING.

3. DRAFT BUDGETS FOR THE CLUB FISCAL YEAR WILL BE PREPARED BY EACH COMMITTEE IN COORDINATION WITH THE

CORPORATE TREASURER FOR BOARD REVIEW NO LATER THAN ONE WEEK PRIOR TO THE JULY BOARD OF TRUSTEES MEETING. THE COMMITTEE AS A WHOLE WILL ESTABLISH BUDGET GUIDELINES INCLUDING ESTIMATED INCOME AND EXPENSES AND CAPITAL EXPENDITURE PLANS. THE CHAIRPERSON WILL APPOINT 3 OR 4 COMMITTEE MEMBERS TO SIT ON THE BUDGET COMMITTEE (A SUB-COMMITTEE) TO PREPARE DRAFT BUDGETS IN DETAIL REFLECTING THE BUDGET GUIDELINES ESTABLISHED BY THE COMMITTEE. FINAL BUDGETS FOR SUBMITTAL TO THE CORPORATE TREASURER WILL BE REVIEWED BY THE FULL COMMITTEE AND MUST BE APPROVED BY A MAJORITY OF THE COMMITTEE MEMBERS.

4. UPON THE APPROVAL OF A COMMITTEE CHAIRPERSON BY THE BOARD OF TRUSTEES, THAT CHAIRPERSON MAY ESTABLISH THE CORE COMMITTEE BY APPOINTING A VICE-CHAIR, A RECORDING SECRETARY, AND A FINANCIAL SECRETARY. ADDITIONAL LLCC MEMBERS MAY QUALIFY FOR ACTIVE COMMITTEE MEMBERSHIP (VOTING MEMBERSHIP) BY ATTENDING THREE OUT OF FOUR CONSECUTIVE COMMITTEE MEETINGS, OR BE APPOINTED TO THE COMMITTEE BY ITS CHAIRPERSON. THE NUMBER OF ACTIVE MEMBERS ON ANY COMMITTEE IS NOT LIMITED. EACH COMMITTEE MEMBER WILL BE EXPECTED TO SIGN AND COMPLY WITH THE COMMITTEE MEMBER APPLICATION FORM PROVIDED. APPLICATIONS SHALL BE APPROVED BY THE COMMITTEE CHAIR AND FILED IN THE CLUB OFFICE.

NOTE: THE GREENS COMMITTEE CHAIRPERSON MAY ADD THE LLCC GOLFING CLUB PRESIDENTS TO THE CORE COMMITTEE.

5. COMMITTEE MEMBERS MISSING THREE OR MORE CONSECUTIVE MEETINGS MAY BE DROPPED FROM MEMBERSHIP AT THE CHAIRPERSONS DISCRETION. EACH CHAIRPERSON WILL BE RESPONSIBLE FOR THE MAINTENANCE OF A CURRENT LIST OF ACTIVE COMMITTEE MEMBERS, AND SUCH ACTIVE MEMBERS ATTENDING SHOULD BE NOTED IN THE MINUTES. A COPY OF THE ACTIVE MEMBERS LIST WILL BE PROVIDED TO THE CLUB OFFICE AND WILL BE AVAILABLE TO ALL LLCC MEMBERS.

6. A COMMITTEE CHAIRPERSON MAY REMOVE A MEMBER FROM A COMMITTEE, AT ANY TIME, EITHER TEMPORARILY SUSPENDED OR PERMANENTLY REMOVED, FOR CONDUCT THAT IS OBSTRUCTIVE TO THE OPERATION OF THE COMMITTEE OR FOR

FAILING TO ATTEND THREE CONSECUTIVE MEETINGS. DISSENT IS STRONGLY ENCOURAGED, AND IS TO BE INCLUDED IN ISSUE CONSIDERATION. HOWEVER, EXPRESSION OF POINTS OF VIEW SHOULD NOT BE ALLOWED TO GO BEYOND A CLEAR EXPLANATION INTO SUCH DISRUPTIVE ACTIONS AS LOUD ARGUING, PERSONAL REMARKS, TABLE POUNDING, THREATS, AND SO ON. A MEMBER REMOVED BY A COMMITTEE CHAIRPERSON MAY ASK FOR REINSTATEMENT, WHICH MAY BE DENIED, GRANTED, OR CONDITIONALLY GRANTED.

7. EACH COMMITTEE CHAIRPERSON, WITH THE COOPERATION AND KNOWLEDGE OF THE VICE-CHAIR, WILL BE RESPONSIBLE TO PREPARE AND DISTRIBUTE TO COMMITTEE MEMBERS AN AGENDA FOR EACH MEETING AND WILL CONDUCT EACH MEETING IN ACCORDANCE WITH THE AGENDA. THE VICE-CHAIR WILL PRESIDE IN THE CHAIRPERSON'S ABSENCE.

8. EACH COMMITTEE CHAIRPERSON WILL BE RESPONSIBLE FOR THE TAKING (OR DIRECTING A COMMITTEE MEMBER TO TAKE) MINUTES OF EACH MEETING TO PROPERLY RECORD DISCUSSIONS AND ACTIONS TAKEN OR ITEMS AGREED UPON. SUCH MINUTES, IDENTIFIED AS "DRAFT MINUTES - SUBJECT TO FULL COMMITTEE APPROVAL" SHOULD BE MADE AVAILABLE TO THE OFFICE FOR REPRODUCTION WITHIN 5 CALENDAR DAYS OF THE COMMITTEE MEETING. SUCH DRAFT MINUTES WILL BE DISTRIBUTED TO EACH TRUSTEE'S FOLDER AND SUFFICIENT COPIES WILL BE MADE SO THAT EACH COMMITTEE MEMBER CAN OBTAIN A COPY EITHER FROM THE OFFICE OR FROM THE CHAIRPERSON. ALL COMMITTEE MINUTES, DRAFT OR APPROVED, ARE AVAILABLE TO ALL CLUB MEMBERS ON REQUEST.

9. COMMITTEE CHAIRPERSONS ARE ENCOURAGED, AND MAY BE REQUESTED, TO ATTEND BOARD OF TRUSTEE MEETINGS AND A RECORD OF SUCH ATTENDANCE WILL BE NOTED IN THE BOARD MINUTES.

10. EACH CHAIRPERSON IS REQUESTED TO PREPARE A STATEMENT FOR THE NEWSLETTER INCLUDING A SUMMARY OF THE COMMITTEE PLANS AND GOALS STATEMENT, AND AN INTRODUCTION TO THE COMMUNITY MEMBERS OF THE

CHAIRPERSON HIMSELF. EACH CHAIRPERSON IS ALSO ASKED TO PREPARE STATEMENTS FOR EACH SUCCEEDING QUARTERLY NEWSLETTER TO INCLUDE PROGRESS AGAINST THE GOALS.

11. AT THE BEGINNING OF EACH MEETING, FOLLOWING ROLL CALL, ANY ATTENDING NON-COMMITTEE MEMBER SHOULD BE ACKNOWLEDGED AND INTRODUCED. THEY SHOULD BE ENCOURAGED TO PARTICIPATE IN THE MEETING WHEN APPROPRIATE AND MAY BE ADDED TO THE AGENDA. THE COMMITTEE MINUTES SHOULD NOTE GUEST'S ATTENDANCE.

12. ALL COMMITTEE MEMBERS SHOULD STRIVE TO COMPLETE ACTION ITEMS ACCEPTED IN A REASONABLE TIME FRAME AND TO NOTIFY THE CHAIRPERSON OF SUCH ACTION.

13. COMMITTEE MEMBERS SHOULD OBTAIN DRAFT MINUTES PRIOR TO THE NEXT COMMITTEE MEETING, REVIEW THEM, AND NOTIFY THE CHAIRPERSON OF SIGNIFICANT CHANGES AND UPDATED STATUS.

14. ALL COMMITTEE MEETINGS WILL BE CONDUCTED IN ACCORDANCE WITH "ROBERTS' RULES OF ORDER". MEETINGS MUST BE CONDUCTED IN AN ORDERLY MANNER, WITH COMMENTS AND STATEMENTS FROM VOTING MEMBERS MADE AS SUCH MEMBER IS RECOGNIZED BY THE CHAIRPERSON. VISITORS TO ANY COMMITTEE MEETING ARE ASKED TO OBSERVE THE SAME PROTOCOL.