



# BOARD OF TRUSTEES - LAKE LIMERICK COUNTRY CLUB

June 20, 1998 9:00 A.M.

- I. ROLL CALL:** Esther Springer-Johannesen
- II. APPROVAL OF MINUTES:** Board of Trustees Minutes of May 16, 1998
- III. FINANCIAL REPORT:** Bill Buff
- IV. CONSENT AGENDA:** (Committees)

Architectural Committee	Election Committee	Financial Advisory Committee
Greens Committee	Inn Committee	Lake/Dam Committee
Long Range Planning. Committee	Maintenance/Parks Committee	Nominating Committee
Security Committee	Water Committee	Youth Committee

(Reminder: non-smoking meeting, we will break every hour)

## ITEMS FROM CONSENT AGENDA:

1. Lake Limerick DAZE ~ Update..... Dick Sirokman
2. Lake/Dam Committee ~ Update on current weed treatment contract ..... Randy Hominda
3. Lake/Dam Committee ~ Permission to have practice ski runs starting at 8:00 am ..... Randy Hominda
4. Lake/Dam Committee ~ Request for gates around dam. .... Randy Hominda
5. Inn Committee ~ Sunday Karate' versus Revenue Generating Events update

## **VI. EXECUTIVE:** *Water - Septic*

1. Employee Draws
2. Member Use of LLCC Equipment

## **VII. OLD BUSINESS:** *Financial Advisor meeting July 8 - 6:00 pm*

1. Water Committee - Water Meter Installation Plan..... Kirk Osborne
2. Water Committee - Policies of Lake Limerick Water Utility Approval Resolution..... Kirk Osborne
3. Shop - Septic Tank Fumes Recommendations ..... George Buckley

## **VIII. NEW BUSINESS:**

1. Budget Process 98-99 ..... Bill Buff Treasurer

## **IX. COMMENTS FROM MEMBERSHIP:**

## **X. CORRESPONDENCE:** *None*

## **XI. ANNOUNCEMENTS:**

- A. Lake Limerick DAZE July 4, 98 *to be closed July 3rd.*

## **XII. MOTION TO CONVENE TO CLOSED SESSION:**

(The Motion must state specifically the purpose for the closed session and must be referenced in the minutes)

## **XIII. CLOSED SESSION:**

(The closed session may only include matters dealing with personnel matters; legal counsel or communication with legal counsel; and likely or pending litigation of an owner to the association.)

## **XIV. MOTION TO RECONVENE TO OPEN SESSION:**

## **XV. MOTION TO ACCEPT ALL CLOSED SESSION MOTIONS:**

(Motions or agreements made in closed session may not become effective unless the board, following the closed session, reconvenes in open meeting and votes in the open meeting on the closed session motions.)

## **XVI. Appeal Hearing**

1. Ken Saylor \$25.00 ..... Nan Stricklin

## **XVII. MOTION TO ADJOURN MEETING:**



## **LAKE LIMERICK COUNTRY CLUB, INC.**

790 E. ST. ANDREWS DRIVE  
SHELTON, WA 98584  
Phone (360) 426-3581 Fax (360) 426-8922

### **BOARD OF TRUSTEES June 20, 1998**

#### **ROLL CALL: Esther Springer-Johannesen**

President Dick Lombard called the meeting to order at 9:00 a.m. Trustees attending the meeting are: Vice President Nan Stricklin, Treasurer Bill Buff, Secretary Esther Springer-Johannesen, Trustee Ruby Bailey, Trustee George Buckley, Trustee John Bykonen, Trustee Scott Carey, Trustee Pat Paradise, Trustee Doyle Wilcox, and Trustee Darrell Winans.

#### **APPROVAL OF MINUTES:**

**Motion** made by Tr. Esther Springer-Johannesen, seconded by Tr. George Buckley, and carried by the Board as follows:

The Board of Trustees approves the minutes of the May 16, 1998, board meeting as presented.

#### **FINANCIAL REPORT: Treasurer Bill Buff**

Treasurer Bill Buff presented the May Income & Expense reports. He reviewed the Year-to-Date Comparison Report in detail. He handed out an analysis of the Restaurant and Lounge Sign-In Sheet, which shows who is using the restaurant & lounge by division. Bill met with Don Gardner, the LLCC accountant on Friday. Don is very happy with the reports.

**Motion** made by Tr. Scott Carey, seconded by Tr. Nan Stricklin and carried by the Board as follows:

The Board of Trustees approves the May 1998 financial report as presented.

#### **ITEMS FROM THE CONSENT AGENDA:**

**Motion** made by Tr. Bill Buff, seconded by Tr. Nan Stricklin and carried by the Board as follows:

The Board of Trustees approves the June 1998 Consent Agenda with the following addition: Item 6. Water Committee ~ septic.

#### **Consent Agenda Item 1. Lake Limerick DAZE – Update.**

Chairperson Dick Sirokman presented a copy of the LLDaze schedule and recapped the events.

**Consent Agenda Item 2. Lake Dam Committee – Update on current weed treatment contract.**

Randy Hominda said the weed survey is being done now and they are getting two bids for the weed treatment. The committee is holding a special meeting July 5, 1998 at 5:30 p.m. to review the bids. The weed treatment permits are approved.

**Consent Agenda Item 3. Lake Dam Committee – Permission to have practice ski runs starting at 8:00 a.m.**

**Motion** made by Tr. Bill Buff, seconded by Tr. Scott Carey and carried by the Board as follows:

The Board of Trustees grants the request of the Lake Dam Committee to waive the water skiing hours rule (ski starting at 11:00 a.m.) for June 20<sup>th</sup>, June 27<sup>th</sup> and July 4<sup>th</sup> so they may start practice at 8:00 a.m.

**Consent Agenda Item 4. Lake Dam Committee – Request for gates around dam.**

Randy Hominda said some kids almost pulled the weir boards out at the dam. The committee is submitting a request for three gates on the spillway. The quote from H & H Fencing is \$2,241.02. The board asks the committee to check with Dept. of Fish and Wildlife for permits etc., and present a sketch and diagram of the project at the July meeting. The source of funds must be reviewed.

**Consent Agenda Item 5. Inn Committee – Sunday Karate' versus Revenue Generating Events Update.**

President Dick Lombard reported there are no schedule conflicts yet.

**Consent Agenda Item 6. Water Committee – Inn-Pro Shop Septic.**

The water committee would like the board of trustees to address the responsibility of the septic system, as it is a utility. The maintenance department monitors the septic system.

**OLD BUSINESS**

**1. Water Committee – Water Meter Installation Plan.**

Kirk Osborne reviewed the status of the water meter installation plan. It is as follows: "They should proceed with securing a responsible contractor to complete all remaining installations, including meters, prior to the end of 1999. Concurrently, they will develop a commensurate meter reading, rate structure, and billing plan to be applied beginning in the year 2000."

**2. Water Committee – Policies of Lake Limerick Water Utility Approval Resolution.**

Water Committee is requesting approval of the Policies of Lake Limerick Water Utility. President Dick Lombard read the proposed Resolution 98-01.

**Motion** made by Tr. George Buckley, seconded by Tr. Esther Springer Johannesen and carried by the Board as follows:

The Board of Trustees approves the Resolution 98-01.

*LAKE LIMERICK COUNTRY CLUB  
RESOLUTION*

*98-01*

*WHEREAS the Board of Trustees of Lake Limerick Country Club seeks to maintain a high standard of water service to the Lake Limerick Country Club Membership;  
WHEREAS the Board of Trustees of Lake Limerick Country Club in concert with the Lake Limerick Water Committee recognizes the need for a long term comprehensive water utility plan;*

*WHEREAS the Board of Trustees of Lake Limerick Country Club seeks to conserve valuable water resources;*

*THEREFORE be it resolved that The Board of Trustees of Lake Limerick Country Club hereby adopts the Lake Limerick Water System Plan and applicable policies and procedures included therein.*

*Adopted and dated this 20th day of June, 1998 by the Board of Trustees of Lake Limerick Country Club Inc.*

*C. Richard Lombard  
President, Board of Trustees*

**3. Water Service and Installation Rates.**

**Motion** made by Tr. George Buckley, seconded by Tr. Bill Buff and carried by the Board as follows:

The Board of Trustees approves the recommendation of the Water Department to increase the following rates effective August 1, 1998.

Item	Existing Rate	Increased Rate	Effective
Install Spigot (1 time charge)	\$40.00	\$60.00	August 1, 1998
Replace Valve (1 time charge)	\$40.00	\$60.00	August 1, 1998
Disconnect Valve (1 time charge)	\$40.00	\$60.00	August 1, 1998
Emergency Shut off and Reconnect	\$40.00	\$60.00	August 1, 1998

**4. Pro Shop – Septic Tank Fumes.**

Tr. George Buckley will meet with the Maintenance and Greens Chairpersons and make a recommendation at the next board meeting.

**NEW BUSINESS:**

**1. Budget Process 98-99 – Treasurer Bill Buff**

Bill Buff is handing out the 98-99 Budget Worksheets to the various committees. He would appreciate the completed budgets by July 15, 1998 for presentation to the Board of Trustees on July 18<sup>th</sup>.

Recess

## **EXECUTIVE COMMITTEE:**

### **Item 1. Employee Draws**

President Dick Lombard presented a draft of the revised employee draw policy.

**Action** made by Tr. Nan Stricklin, seconded by Tr. Esther Springer-Johannesen and carried by the Board as follows: Nays: Tr. George Buckley

The Board of Trustees approves the revised draw policy as follows:

Page 24 Employee Handbook Change to:

Payroll draws are discouraged and there will be no more than one draw granted per month. All draw requests must be submitted in writing to the office manager three (3) business days prior to receipt of the draw. The request must be approved by both the employee's immediate supervisor and the president of LLCC. No draw may exceed the earned remuneration as of the date of the request.

### **Item 2. Member Use of LLCC Equipment**

President Lombard informed the Board of Trustees that he would be researching the current, bylaws, policies and procedures relating to member use and operation of LLCC equipment when used for performing a service for LLCC. President Lombard has checked with our insurance carrier and we are insured for member use of equipment but the issue under review deals with the procedure for the authorizing authority.

The current procedure for authorizing equipment use and operation is as follows:

1. Since it is a routine matter, it may be authorized by the Executive Committee or its chairman (eliminating the need for a special Executive Committee meeting each time this activity takes place).
2. The use of the equipment must be for the benefit of LLCC.
3. The member using the equipment must demonstrate that they are qualified to operate the equipment being used.

President Lombard will review the research with the Executive Committee at their next regularly scheduled meeting and, if appropriate, make recommendations for the Executive Committee and Board's consideration and approval. He emphasized that we do not wish to adopt procedures that restrict or discourage volunteers to offer their support on various projects.

## **COMMENTS FROM MEMBERSHIP:**

Rosemary Wilson wanted to know if fireworks are allowed at LLCC. They are not sanctioned.

## **CORRESPONDENCE: None**

## **ANNOUNCEMENTS:**

Lake Limerick DAZE July 4, 1998 and the Office is closed July 3<sup>rd</sup>, but the restaurant and lounge will be opened at the usual times.

**Action** made by Tr. Bill Buff, seconded by Tr. Scott Carey and carried by the Board as follows:

The Board of Trustees will convene to closed session regarding a complaint about a member.

**Motion** made by Tr. Doyle Wilcox, seconded by Tr. George Buckley and carried by the Board as follows:

The Board of Trustees will reconvene to open session.

**Motion** made by Tr. Esther Springer Johannesen, seconded by Tr. Bill Buff and carried by the Board as follows:

The Board of Trustees will accept all closed session actions regarding a member's suspension.

**Motion** made by Tr. Doyle Wilcox, seconded by Tr. Scott Carey and carried by the Board as follows:

The Board of Trustees will refer the Ken Saylor appeal hearing to the Executive Committee.

**ADJOURN:**

**Motion** made by Tr. Bill Buff, seconded by Tr. Esther Springer-Johannesen and carried by the Board as follows:

The Board of Trustees adjourns the meeting at 12:30 p.m.

Respectfully submitted,

Esther Springer Johannesen, Secretary

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

RESTAURANT & LOUNGE SIGN-IN SHEET ANALYSIS

1998	207		304		515		240		139		MEMBERS TOTALS	GUESTS REST LNGE	TOTALS	% Compared to Total Members	
	DIVISION 1	DIVISION 2	DIVISION 3	DIVISION 4	DIVISION 5	REST LNGE	REST LNGE	REST LNGE	REST LNGE	REST LNGE					
JANUARY	14	28	47	63	16	34	4	12	4	2	224	8	4	224	11%
FEBRUARY	30	49	51	71	21	44	7	16	3	4	296	25	8	313	16%
MARCH	26	39	87	94	28	49	8	19	4	3	357	16	6	360	18%
APRIL	47	56	104	49	32	66	13	15	5	3	390	22	13	410	21%
MAY	42	176	85	110	48	150	6	27	5	6	655	38	28	694	36%
JUNE	24	67	29	51	29	64	3	13	2	4	286	12	15	300	15%
JULY											0			0	
AUGUST											0			0	
SEPTEMBER											0			0	
OCTOBER											0			0	
NOVEMBER											0			0	
DECEMBER											0			0	
TOTALS	183	415	403	438	174	407	41	102	23	22	2208	121	74	2301	
% by Division	8%	19%	18%	20%	8%	18%	2%	5%	1%	1%					

% use by div 44%  
 TOTAL # of LOTS 1374  
 % use by mbr 31%  
 TTL # of MEMBERS 1954

10%  
 42%  
 61%  
 30%  
 7%  
 3%

LLCC Cash Analysis

1992/1993

1991/1992

1990/1991

Average Cash Available 1990-1998	1990/1991			1991/1992			1992/1993			Total
	Cash in Bank	Savings PSNB/KEY	Reserve EDJ	Cash in Bank	Savings PSNB/KEY	Reserve EDJ	Cash in Bank	Savings PSNB/KEY	Reserve EDJ	
\$ 66,915.38	\$ 47,329.20	\$ 12,203.24	\$ 10,000.00	\$ 37,934.14	\$ 25,864.18	\$ 20,775.66	\$ 45,193.47	\$ 31,461.46	\$ 12,485.23	\$ 89,140.16
\$ 60,864.70	\$ 40,146.09	\$ 12,247.71	\$ 10,051.64	\$ 26,324.45	\$ 25,952.75	\$ 21,533.02	\$ 4,250.28	\$ 51,566.11	\$ 9,716.74	\$ 65,533.13
\$ 38,529.68	\$ 12,713.23	\$ 7,304.62	\$ 13,112.86	\$ 6,265.36	\$ 3,030.56	\$ 21,666.11	\$ 3,467.81	\$ 26,665.44	\$ 6,814.53	\$ 36,947.78
\$ 42,993.18	\$ 26,080.68	\$ 7,332.19	\$ 13,214.84	\$ 18,749.89	\$ 3,039.59	\$ 22,258.83	\$ 31,006.54	\$ 26,726.10	\$ 7,406.48	\$ 65,139.12
\$ 38,177.01	\$ 3,831.11	\$ 7,362.72	\$ 13,264.29	\$ 3,302.29	\$ 3,049.30	\$ 22,482.16	\$ 18,673.48	\$ 26,799.77	\$ 25,259.39	\$ 70,732.64
\$ 82,728.01	\$ 4,547.17	\$ 372.28	\$ 13,331.94	\$ 3,519.17	\$ 52.38	\$ 17,594.65	\$ 15,751.73	\$ 26,859.39	\$ 34,364.81	\$ 76,975.93
\$ 57,531.52	\$ 41,571.54	\$ 373.39	\$ 13,392.49	\$ 15,771.95	\$ 30,052.49	\$ 23,158.50	\$ 58,424.69	\$ 26,916.12	\$ 35,014.66	\$ 120,355.47
\$ 62,977.59	\$ 18,449.34	\$ 25,374.57	\$ 13,461.74	\$ 9,326.29	\$ 30,096.88	\$ 28,390.25	\$ 20,092.68	\$ 46,855.71	\$ 44,266.74	\$ 111,215.13
\$ 48,622.39	\$ 1,894.12	\$ 25,450.81	\$ 14,518.54	\$ 4,923.09	\$ 31,159.96	\$ 28,528.30	\$ 1,125.95	\$ 42,085.92	\$ 44,404.82	\$ 87,616.69
\$ 63,841.40	\$ 28,860.97	\$ 25,560.11	\$ 14,582.94	\$ 25,463.72	\$ 31,222.84	\$ 19,076.95	\$ 16,369.86	\$ 42,165.40	\$ 29,978.35	\$ 88,513.61
\$ 61,729.48	\$ 17,822.31	\$ 25,656.57	\$ 14,651.96	\$ 22,698.90	\$ 31,299.62	\$ 14,307.13	\$ 9,598.15	\$ 42,266.02	\$ 36,273.35	\$ 88,137.52
\$ 40,741.93	\$ 7,568.82	\$ 25,763.42	\$ 14,712.75	\$ 6,695.42	\$ 31,384.28	\$ 11,415.80	\$ 1,278.70	\$ 22,340.16	\$ 13,607.25	\$ 37,226.11
Annual Average	\$ 20,901.22	\$ 14,583.47	\$ 13,191.33	\$ 15,061.22	\$ 20,517.07	\$ 20,932.28	\$ 18,769.45	\$ 34,392.30	\$ 24,966.03	\$ 937,533.29

Average Cash Available by Month

MONTHLY	1990 - 1998	September	October	November	December	January	February	March	April	May	June	July	August
Average Cash in the Bank	\$ 16,520.88	\$ 32,211.37	\$ 18,006.67	\$ 12,281.05	\$ 19,711.08	\$ 6,943.20	\$ 6,694.60	\$ 11,329.38	\$ 26,765.97	\$ 22,177.21	\$ 8,908.53	\$ 24,945.94	\$ 3,445.34
Average Cash in Savings PSNB/KEY	\$ 13,868.34	\$ 19,474.42	\$ 22,024.10	\$ 6,394.62	\$ 6,185.47	\$ 6,975.54	\$ 4,361.06	\$ 9,992.33	\$ 18,116.21	\$ 19,246.51	\$ 18,358.12	\$ 22,693.98	\$ 18,464.87
Average Cash in Reserve EDJ	\$ 19,349.38	\$ 17,229.58	\$ 20,833.94	\$ 19,054.68	\$ 16,323.46	\$ 24,258.28	\$ 17,037.57	\$ 20,773.23	\$ 22,684.18	\$ 20,467.34	\$ 20,537.35	\$ 21,808.43	\$ 18,831.73

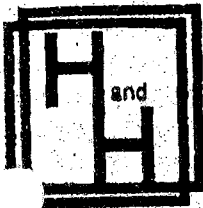


LLCC Cash Analysis

	1993/1994			1994/1995			1995/1996					
	Cash in Bank	Savings PSNB/KEY	Reserve EDJ	Total	Cash in Bank	Savings PSNB/KEY	Reserve EDJ	Total	Cash in Bank	Savings PSNB/KEY	Reserve EDJ	Total
September	\$ 20,251.42	\$ 22,390.61	\$ 14,512.61	\$ 57,154.64	\$ 22,638.00	\$ 41,615.84	\$ 51,529.51	\$ 115,783.35	\$ 32,374.47	\$ 18,057.87	\$ 20,874.83	\$ 71,307.17
October	\$ 2,114.45	\$ 22,435.94	\$ 32,986.28	\$ 57,536.67	\$ 14,745.15	\$ 41,694.86	\$ 40,770.93	\$ 97,210.94	\$ 15,251.30	\$ 18,105.37	\$ 21,311.62	\$ 54,668.29
November	\$ 780.64	\$ 1,455.32	\$ 18,166.15	\$ 20,402.11	\$ 8,886.07	\$ 11,770.99	\$ 34,223.06	\$ 54,880.12	\$ 57,856.82	\$ 3,142.71	\$ 16,571.00	\$ 77,570.53
December	\$ 15,465.03	\$ 1,457.97	\$ 18,850.65	\$ 35,773.65	\$ 45,000.75	\$ 11,804.11	\$ 35,186.74	\$ 91,991.60	\$ 11,586.21	\$ 3,143.29	\$ 14,010.90	\$ 28,740.40
January	\$ 1,485.42	\$ 1,461.09	\$ 39,735.51	\$ 42,682.02	\$ 2,720.54	\$ 11,834.35	\$ 71,904.33	\$ 86,459.22	\$ 6,063.06	\$ 3,143.29	\$ 4,149.74	\$ 13,356.09
February	\$ 1,330.51	\$ 1,463.75	\$ 23,015.58	\$ 25,809.84	\$ 2,910.54	\$ 860.20	\$ 24,284.96	\$ 28,055.70	\$ 2,311.42	\$ 3,137.42	\$ 4,696.50	\$ 10,145.34
March	\$ 7,557.09	\$ 16,466.24	\$ 48,325.64	\$ 72,348.97	\$ 45,631.75	\$ 861.48	\$ 20,288.24	\$ 66,781.47	\$ 23,200.52	\$ 3,133.73	\$ 6,006.90	\$ 32,341.15
April	\$ 6,669.55	\$ 16,487.24	\$ 46,779.28	\$ 69,936.07	\$ 23,953.87	\$ 20,857.92	\$ 19,805.08	\$ 64,616.87	\$ 18,500.37	\$ 3,129.97	\$ 7,624.53	\$ 29,254.87
May	\$ 2,562.20	\$ 1,503.19	\$ 39,817.19	\$ 43,882.58	\$ 14,493.10	\$ 17,883.17	\$ 5,571.25	\$ 37,947.52	\$ 3.46	\$ 3,126.42	\$ 7,624.53	\$ 10,754.41
June	\$ 34,344.14	\$ 1,506.03	\$ 42,987.10	\$ 78,837.27	\$ 28,561.60	\$ 17,929.23	\$ 19,651.50	\$ 66,142.33	\$ 31,845.08	\$ 3,123.19	\$ 4,891.33	\$ 39,859.60
July	\$ 18,878.43	\$ 21,517.59	\$ 47,901.00	\$ 88,297.02	\$ 25,386.32	\$ 17,973.81	\$ 19,946.55	\$ 63,306.68	\$ 3,383.19	\$ 13,130.84	\$ 6,708.39	\$ 23,222.42
August	\$ 957.60	\$ 21,561.09	\$ 50,739.29	\$ 73,257.98	\$ 1,686.18	\$ 18,011.73	\$ 19,825.36	\$ 39,523.27	\$ 1,195.66	\$ 3,175.21	\$ 7,603.35	\$ 11,974.22
Annual Average	\$ 9,366.37	\$ 10,808.84	\$ 35,318.02	\$ 665,918.82	\$ 19,717.82	\$ 17,758.14	\$ 30,248.96	\$ 812,699.07	\$ 16,964.30	\$ 6,462.44	\$ 10,172.80	\$ 403,194.49

LLCC Cash Analysis

	1996/1997				1997/1998				1998/1999			
	Cash in Bank	Savings PSNB/KEY	Reserve EDJ	Total	Cash in Bank	Savings PSNB/KEY	Reserve EDJ	Total	Cash in Bank	Savings PSNB/KEY	Reserve EDJ	Total
September	\$ 50,030.97	\$ 3,185.92	\$ 2,631.47	\$ 55,848.36	\$ 1,939.30	\$ 1,016.25	\$ 5,027.35	\$ 7,982.90				\$ -
October	\$ 30,458.22	\$ 3,181.99	\$ 25,273.91	\$ 58,914.12	\$ 10,763.42	\$ 1,008.05	\$ 5,027.35	\$ 16,798.82				\$ -
November	\$ 6,908.45	\$ 3,181.99	\$ 35,348.91	\$ 45,439.35	\$ 1,370.05	\$ 999.99	\$ 6,534.78	\$ 8,904.82				\$ -
December	\$ 4,875.78	\$ 1,174.72	\$ 13,103.94	\$ 19,154.44	\$ 4,923.73	\$ 991.23	\$ 6,555.28	\$ 12,470.24				\$ -
January	\$ 1,202.19	\$ 1,168.14	\$ 9,904.43	\$ 12,274.76	\$ 18,267.48	\$ 985.65	\$ 7,366.35	\$ 26,619.48				\$ -
February	\$ 27,824.51	\$ 1,160.44	\$ 10,582.94	\$ 39,567.89	\$ 32,440.01	\$ 982.65	\$ 8,429.15	\$ 41,851.81				\$ -
March	\$ 3,827.31	\$ 1,152.51	\$ 10,651.77	\$ 15,631.59	\$ 18,142.90	\$ 982.65	\$ 9,347.61	\$ 28,473.16				\$ -
April	\$ 38,916.43	\$ 1,144.71	\$ 11,109.82	\$ 51,170.96	\$ 41,509.12	\$ 982.65	\$ 10,036.00	\$ 52,527.77				\$ -
May	\$ 11,847.16	\$ 16,790.15	\$ 11,918.82	\$ 40,556.13	\$ 34,419.18	\$ 15,972.49	\$ 11,355.26	\$ 61,746.93				\$ -
June	\$ 9,176.18	\$ 7,000.01	\$ 12,593.27	\$ 28,769.46				\$ -				\$ -
July	\$ 22,822.21	\$ 7,013.41	\$ 12,870.62	\$ 42,706.24				\$ -				\$ -
August	\$ 4,734.99	\$ 7,018.19	\$ 13,918.29	\$ 25,671.47				\$ -				\$ -
Annual Average	\$ 17,718.70	\$ 4,431.02	\$ 14,159.02	\$ 435,704.77	\$ 13,647.93	\$ 1,993.47	\$ 5,806.59	\$ 257,375.93	\$ -	\$ -	\$ -	\$ -



# H & H FENCING CONST., INC.

P.O. Box 1755  
Belfair, WA 98528  
(360) 275-3727 or 1-800-303-2825  
FAX (360) 275-2825  
Licensed - Bonded

Residential  
Commercial  
Industrial



ALL TYPES OF  
WOOD FENCES



10/31/97

Attent: Ken

## ESTIMATE/CONTRACT

### CUSTOMER RESPONSIBILITY:

Correctly establishing all lot and fence lines:

Clearing fence lines unless prior arrangements have been made.

**CONTACTING UTILITY UNDERGROUND LOCATORS**  
at 1-800-424-5555, for marking all utilities in the fence line.

Locating and marking sprinkler line locations. H & H Fence will repair sprinkler lines if damaged, however appropriate charges will be made to customer.

CUSTOMER'S NAME

ADDRESS

CITY

STATE

INSTALLATION ADDRESS

NEAREST CROSS STREET

PHONE HOME

BUSINESS

### SPECIFICATIONS

OVERALL LENGTH OVERALL HEIGHT

see sketch 6' w 3'

WALK GATE DRIVE GATE

see sketch

CONTOUR:  
 LEVEL  HILLSIDE  
 ROLLING  TERRACED

INSTALL FENCE:  
 FOLLOW CONTOUR  
 OTHER

LINE STAKES SET BY CUSTOMER

TAKE DOWN EXISTING FENCE YES  NO

HAUL AWAY EXISTING FENCE YES  NO

HAUL AWAY EXCAVATION DIRT YES  NO

### CHAIN LINK

WIRE GAUGE DIAMETER TERMINAL POST

9 4"

DIAMETER LINE POST DIAMETER TOP RAIL

1 5/8

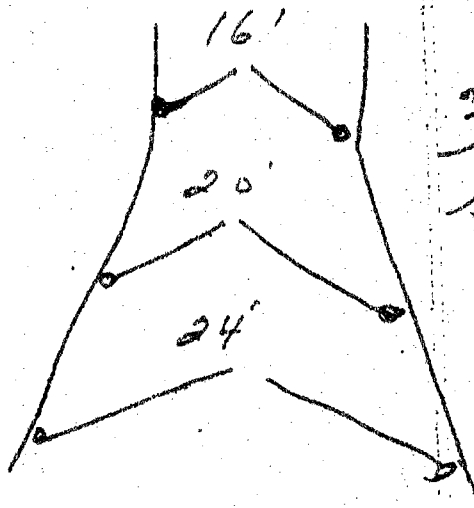
DIAMETER GATE FRAME LINE POST SPACING

1 5/8

KNUCKLE UP BARB UP

FENCE TO HAVE:  
HORIZONTAL BRACES

Fax 426-8922



3 double gate system

Mat'l + labor

2076.74

164.08

\$ 2241.02

### SPECIAL INSTRUCTIONS:

Thank You,  
Todd Huxley

To be paid in full upon completion of work specified on this agreement.  
A service charge of 1 1/2% per month will be incurred on any unpaid balance.

Signature X

## **LLCC DRAW POLICY**

Page 24 - Employee Handbook

Change to:

Payroll draws are discouraged and there will be no more than one draw granted per month. All draw request must be submitted in writing to the office manager three (3) business days prior to receipt of the draw. The request must be approved by both the employee's immediate supervisor and the president of LLCC. No draw may exceed the earned remuneration as of the date of the request.

Although LLCC's facilities operate 24 hours each day, seven days each week, the employee will only be scheduled to work five days in every seven. Even if business rushes require employees to work overtime, the employee will always have at least one day in seven completely free. LLCC strongly believes that employees work most efficiently when they have a significant break from work in each seven-day work cycle. Should the employee have a preference for the day of the week that the employee is not scheduled to work, please notify your supervisor. LLCC will make every effort to accommodate these requests.

### Wage Payments

The following is LLCC's wage payment policy:

#### **Regular Paydays**

The employee will be paid two business days after the close of the pay period. If the designated wage payment date falls on a Saturday, Sunday or holiday, employees will be paid on the second business day. All checks will be available after 2:00 p.m. on the second business day after the close of the pay period.

#### **LLCC Draw Policy**

Payroll draws are discouraged and there will be no more than one draw granted per month, the draw request must be signed by the immediate supervisor and the president or general manager.

#### **Holdover Period**

No more than four days will elapse between the end of a pay period and the time employee receives the wages from that pay period. The lag time or holdover period enables LLCC to correctly calculate the employee's wages, including deductions and withholding, and prepare the employee's payroll checks.

#### **Paychecks picked by someone other than the Employee**

Paychecks will be given to employees only, unless an employee has given written permission to another to pick up his check. A copy of the permission will be kept on file in the office until the employee receives a check in person.

#### **Paychecks by Mail**

From time to time, the employee may be away from LLCC on payday. If arrangements are made in advance (including providing the address where the check is to be mailed), paychecks will be mailed to the employee on payday. In addition, the employee may request that a final paycheck be mailed to the employee's last known mailing address.

#### **Notice of Payment Changes**

Should LLCC have a need to change the employee's scheduled payday, the method of paying wages, or the place where wages are paid, LLCC will notify the employee in writing 14 days before the change is to take place. In addition, a notice of the change will be posted at all work areas.

#### **Final Paychecks: Discharged Employees**

Upon discharge from LLCC for any reason, the employee will receive a final paycheck at the next regular pay day. The final paycheck may be picked up at

LAKE LIMERICK COUNTRY CLUB, INC.  
E 790 ST. ANDREWS DRIVE  
SHELTON, WA 98584  
(360) 426-3581  
FAX (360) 426-8922

*12 Water Comm  
KOS  
BOT*

Water System Committee — Kirk Osborne - Chairman

To: Board of Trustees

REVISED: June 19, 1998


Subject: Water Service and Installation Rates

The Water Committee, in its May 11<sup>th</sup>, 1998 meeting, and as amended in its June 15<sup>th</sup> meeting, approved by motion the following adjustments to the subject rates.

ITEM	EXISTING RATE	NEW RATE
Valve Hook-up	\$135	\$1,000
Install Spigot	\$40	\$60
Replace Valve	\$40	\$60
Disconnect Valve	\$40	\$60
Emergency Shutoff & Reconnect	\$40	\$60

These revised fees reflect the increasing cost of accomplishing all of these activities and we intend to incorporate them August 1, 1998, with the exception of the valve hook-up fee, which will be effective January 1, 1999. The large increase in the service valve hook-up reflects the concurrent decision to install meter setters and meters in all new hook-ups, and to secure from new customers a contribution toward the many water system improvements already made as well as those yet to come. The rate adjustments will be explained in the next available newsletter.

Concurrence by the Board of Trustees is requested.

Sincerely,  
  
Kirk Osborne  
Water Committee Chairman  
Lake Limerick Country Club, Inc.

LAKE LIMERICK COUNTRY CLUB, INC.  
E 790 ST. ANDREWS DRIVE  
SHELTON, WA 98584  
(360) 426-3581  
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Water System Committee — Kirk Osborne - Chairman

To: Board of Trustees

June 7, 1998

Subject: Lake Limerick Water System Policies

As you may be aware, the Washington State Department of Health has established a requirement for water systems such as ours to prepare and maintain a comprehensive system plan. This plan when completed by us and approved by the DoH, will represent the complete definition of the water system charter, service area and customer criteria, and operation, maintenance, and service fee structure practices. As the DoH strongly prefers that the preparation of such a plan be accomplished under the direction of a professional engineering firm, we contracted with such a firm, SEMCON, in Olympia to assemble the plan for us.

We are now in the process of finalizing the plan after receiving some comments from the DoH following their initial review of the draft provided to them. The most significant of these comments concerns the fundamental policies applicable to the water utility, and specifically to the inclusion of a firm cross connection elimination/prevention policy. A cross connection is a term applied to a pipe, tube, or hose connected to the water delivery pipes (such as a sprinkler) that could, under certain circumstances, allow contaminating water or material to be drawn into the water delivery pipes. The proposed restatement of the Lake Limerick water system policies, including a policy relating to the correction of cross connections, is attached for your review.

It is the opinion of SEMCON, and of the water committee, that the attached policy statements are fair and true representations of our policies, and we request that they be reviewed and approved by the Board of Trustees in the form of a resolution for inclusion in the updated plan to be presented to the DoH.

Sincerely,



Kirk Osborne

Water Committee Chairman

Lake Limerick Country Club, Inc.

## Policies of Lake Limerick Water Utility

The Articles of Incorporation of the Lake Limerick Country Club declare that one of the purposes of the Corporation is

*“to appropriate ... water..., to distribute the water ... to its members for use upon the land of said members and for domestic purposes; ... provided that this corporation shall not use or dispose of such water as a public utility, but solely for the use and benefit of its members and for the irrigation of lands and domestic and other useful and beneficial purposes.”*

The reference above to “public utility” is probably meant as “municipal corporation,” such as water or sewer district, which must then follow certain statutes and regulations, including election of commissioners, which would not be compatible with the charter of the Country Club. The Lake Limerick water system, and the Country Club as its owner, are already considered a “public utility” and subject to regulation as such.

The By-Laws of the Corporation set forth basic rules defining membership and governing transfer thereof, and also establish the authority of the Board of Trustees to raise necessary revenues to meet expenses, and to set annual assessments. The Board is also given authority to impose special assessments for significant, unanticipated expenses.

A set of special By-Laws for the Water System establishes a six member Water Committee, accountable to the Board of Trustees, that is charged with the responsibility of the operation and maintenance of the water system.

By adoption of this plan, the following additional policies are established for the Lake Limerick Water System:

### **Policy 1     Water Distribution Manager**

The Water Distribution Manager (Manager) is designated as the Authority for, and is required to carry out, the policies of the Board of Trustees, the Water Committee, and this Plan. The Manager shall also take necessary steps to ensure that the water system is and continues to be in compliance with all state and local regulations appropriate to water systems. The Manager shall ensure that no source of contamination is left in such manner as would pose a serious risk of contaminating the water supply distribution system, the sources of supply, or the groundwater resource on which sources are dependent.



## **Policy 2     Conditions of Service**

The water utility will serve only customers that meet minimum requirements of application for service. A standard work order form and cross connection control survey signed by the property owner will be placed on file at the utility's office describing the service extension, and with the first regular billing, the applicant is given notice of fees due.

Service is limited to the capacity of the sources of supply, and basic conditions of service apply to those located on established mains. The utility will construct service connections of the proper size and materials, as required by the adopted standard detail (See Operations and Maintenance Program). The customer is to furnish and maintain pipes and fixtures from the customer side of cut-off valve and meter.

The utility shall have access to customers' exterior premises for inspection, service, installation or removal of facilities. The utility may discontinue service if a customer fails to maintain service in good order, damages facilities, wastes water, refuses access, makes fraudulent use of service, fails to pay dues or fees, or violates other rules and regulations. The utility is required to give reasonable notice, and must restore service when the reason for discontinuance has been corrected.

## **Policy 3.     Area Served**

The utility will serve any current lot of record in the Lake Limerick Development which is adjacent to existing water distribution mains. Any properties other than the above are not considered for water service under this plan. If such properties apply for service from the Lake Limerick Water system, the applicant may be required first to demonstrate that the proposed water service is approved by Mason County under the Growth Management Act and the Mason County Comprehensive Land Use Plan. Lake Limerick may consider providing service if no other purveyor is willing and able, and if the prospective new customers agree to pay any fees or charges that may be lawfully imposed by the Lake Limerick Water system.

The decision to proceed with service outside of the present service area will be made by Lake Limerick Water system if such is deemed to be in its interest, and if the Department of Health and Mason County approve the expansion. Provision of service to any outside property will require revision of the Lake Limerick Country Club By-Laws, and approval by the membership.

**Policy 4. General Construction Standards**

The standards for materials and construction of the Lake Limerick Water System shall be guided by the most recent versions of the following:

- Any standards or specifications incorporated by a registered professional engineer in an approved project design;
- Standard plans and details adopted by the Lake Limerick Water system, (See Section IX, Operations Program);
- The current Standard Specifications of the Washington Department of Transportation, including APWA Supplements;
- The Recommended Standards for Water Works, A Committee Report of the Great Lakes - Upper Mississippi River Board of State Public Health and Environmental Managers (The Ten States Standards); and,
- Applicable Standards adopted under Washington Administrative Code

In all cases good engineering practices and recommendations of manufacturers shall be followed.

**Policy 5. Standards for Connection**

Separate services will be provided to each ownership. The utility will install all connections, unless another party has been specifically authorized by the utility to do so. Any new connection shall be sized for single family residential service and shall include a hermetically sealed 3/4" by 5/8" water meter placed in a meter box at a location chosen by the utility near the customer's property line. The location will be not less than 5 feet from the nearest water main, and as close as practical to, but not less than three feet within, the frontage line of the property served wherever possible. The connection shall include a 1" brass corporation stop at the end of the service line close to or within the meter box. It shall also include an angle stop and spring check valve at the water meter, and the water service line from the main to the meter shall be 1" poly with 14 gauge solid copper insulated wire wrapped for locating purposes. The water meter shall be located by a blue signal marker within two feet.

Other standards for the single family service connection may be incorporated in standard specifications which are kept at the office of the utility. Additional standards may be adopted for services that are not single family residences. Such standards are to be approved by the utility's engineer and by the manager, and will be kept on file at the office of the utility.

**Policy 6. Cross Connection Control (Contamination Hazard) and Sanitary Protection of Wells**

The utility will ensure that cross connections are either removed or are isolated by a back flow prevention device. To do this, the utility will provide, either as an employee or under contract or retainer, the services of a certified cross connection control specialist. Only back flow prevention assemblies that are approved by the Department of Health shall be used. As a condition of service, the utility may inspect the water service of any premises if there is reason to believe that a cross connection exists that could potentially cause contamination to enter the water supply, and the utility may inspect from the outside any premises where it believes there is storage, disposal, or handling of unsanitary substances within a control area governed by covenant. Customers will be afforded a written notice of inspection. Based upon findings of an inspection that a potential source of contamination exists, a written notice will be given to the customer detailing required corrective action. Failure to correct the conditions as given in the notice will constitute "failure to maintain in good order" (Policy 2) and will be grounds for discontinuance of service.

LAKE LIMERICK COUNTRY CLUB, INC.  
E 790 ST. ANDREWS DRIVE  
SHELTON, WA 98584  
(360) 426-3581  
FAX (360) 426-8922

Water System Committee — Kirk Osborne - Chairman

To: Board of Trustees

June 7, 1998

Subject: Water Meter Plan

As you are aware, there have been several discussions in recent months concerning the installation of meter setters, and meters, in certain Lake Limerick Divisions. As a result of these discussions, the water committee has again reviewed the work remaining, and the resources available to accomplish that work.

The water committee has concluded, as reported in the most recent committee minutes, that for a number of reasons, detailed below, we should proceed with securing a responsible contractor to complete all remaining installations, including meters, prior to the end of 1999. Concurrently, we will develop a commensurate meter reading, rate structure, and billing plan to be applied beginning in the year 2000.

The reasons behind this approach include:

- a. It is apparent that a water fee increase is imminent, and it would be incorporated into the new metered schedule of fees, with the current fees held until 2000.
- b. There is increasing pressure from the state to conserve water, and meter use is considered to be the best way to accomplish that.
- c. "Economy of Scale" should work for us here, allowing one contractor to purchase all the materials and use the same installers.
- d. Our newly completed Water System Plan commits us to metering of all connections "as soon as possible".

This plan will not allow sufficient time to accumulate all the capital funds required to complete the work, necessitating a short term loan in the range of \$50,000 - \$100,000 which can be paid off over about 3 years.

Sincerely,



Kirk Osborne

Water Committee Chairman

Lake Limerick Country Club, Inc.

*LAKE LIMERICK COUNTRY CLUB  
RESOLUTION*

*98-01*

*WHEREAS the Board of Trustees of Lake Limerick Country Club seeks to maintain a high standard of water service to the Lake Limerick Country Club Membership;*

*WHEREAS the Board of Trustees of Lake Limerick Country Club in concert with the Lake Limerick Water Committee recognizes the need for a long term comprehensive water utility plan;*

*WHEREAS the Board of Trustees of Lake Limerick Country Club seeks to conserve valuable water resources;*

*THEREFORE be it resolved that The Board of Trustees of Lake Limerick Country Club hereby adopts the Lake Limerick Water System Plan and applicable policies and procedures included therein.*

*Adopted and dated this 20th day of June, 1998 by the Board of Trustees of Lake Limerick Country Club Inc.*

*C. Richard Lombard  
President, Board of Trustees*

LAKE LIMERICK COUNTRY CLUB, INC.  
790 E ST. ANDREWS DR  
SHELTON WA 98584  
(360) 426-3581  
FAX # (360) 426-8922

June 5, 1998

Ken Saylor  
10 E Barnsby Pl  
Shelton WA 98584

Sent: CERTIFIED MAIL and FIRST CLASS

Dear Ken Saylor:

Lake Limerick has received a second complaint regarding your dog. The complaint states that your dog is allowed to run loose a considerable portion of the time and digs huge holes in neighboring yards, as well as generally tearing things up. As stated in the letter sent to you February 5, 1998, a second complaint warrants a penalty of \$25.00.

The Board has approved the \$25.00 penalty as per the Animal Control Rules, voted on by the membership in April 1996. Please submit your \$25.00 payment to the Lake Limerick Office within two weeks of the date of this letter. If you wish to appeal this decision, you may request a hearing with the Board of Trustees within 5 days after the date of this letter. Failure to respond within the 5-day period will be deemed to waive your right to a review hearing.

This is not the type of business the Board likes to do. Please control your animals as outlined in the Lake Limerick Animal Control Rules.

Sincerely,

*Nan Stricklin, by [Signature]*

Nan Stricklin  
Vice President  
LAKE LIMERICK COUNTRY CLUB, INC.

cc: Dick Lombard, President  
Sheila Hedlund, Executive Administrative Assistant

Called 6/9/98.  
Mr. Saylor (very nice) would like to talk to you personally regarding this complaint. He has his dog on a runner - but kids let her off - she is inside while he is @ work.  
His home # is 426-2955  
his work # @ Safeway 426-9978  
He will be @ work Sat. from 9A - 6P - Should have a break @ Noon.  
He is also going to talk to the "neighbor" today. He knows who is complaining - wants to fix it for her - smile

LAKE LIMERICK COUNTRY CLUB, INC.  
ANIMAL CONTROL COMPLAINT FORM

Description of Animal Control Problem:

Dog is allowed to run loose  
a considerable portion of time  
and dig huge holes in my yard  
and generally tears it up.

Animal (s) description, size, color, etc.:

Dalmation (Large) white with  
black spots.

Animal(s) Owner's Name and Address:

Division/Lot #

4 / 26

*KS Dayton*  
~~names not known~~  
Renters - One renter's 1st Name is  
Ken)

Complaint Made By ~ Name and Address:

Mary Williamson

E 50 Barnsby Pl.

Shelton, wa. 98584

Complaint Response By:

Date Warning Letter Sent:

Date \$25.00 Fine Issued:

Date \$100.00 Fine Issued:

Date \$400.00 Fine Issued:

6/5/98 - ~~8/21/98~~

REC'D #20

LAKE LIMERICK COUNTRY CLUB, INC.  
ANIMAL CONTROL COMPLAINT FORM

over long period of time

Description of Animal Control Problem:

The dog constantly ~~tears~~ tears up  
my yard and driveway and digs  
big holes in my mound septic  
tank and drainage area. Mound  
~~the~~ septic tanks are very sensitive and  
this kind of activity can ruin it and  
be very costly!!

Animal (s) description, size, color, etc.:

Large Dalmatian (usual color, white and  
black)

Animal(s) Owner's Name and Address:

Renters - (one of  
renters first name)

Ken Taylor  
10 Barnsby  
67955

Division/Lot #

Div 4 Lot 26

Complaint Made By ~ Name and Address:

MARY WILLIAMSON  
E 59 Barnsby Pl.  
Helton, W.Va. 98584 6-42-90

Complaint Response By:

Date Warning Letter Sent:

Date \$25.00 Fine Issued:

Date \$100.00 Fine Issued:

Date \$400.00 Fine Issued:

Called = 3/2/98 will keep dog  
tied up  
NFA  
[Signature]



LAKE LIMERICK COUNTRY CLUB,  
790 E ST ANDREWS DR  
SHELTON WA 98584  
(360) 426-3581

February 25, 1998

Ken Saylor  
10 E Barnsby Pl  
Shelton WA 98584

Dear Ken Saylor:

The Board of Trustees of Lake Limerick is charged with the responsibility of assuring the proper and orderly development of our community to the end that all property owners will have the fullest use and enjoyment of their property.

As you know, each owner of Lake Limerick Country Club properly agreed when they purchased his/her property, to abide by the By-Laws of the Corporation and the Restrictive Covenants applicable to the division in which his property is located

Our dog has been trespassing on your neighbor's properties, as well as digging up their yards.

A copy of the new Animal Control Rules as well as the Resolution Regarding Domestic Pets have been enclosed for your convenience. We are confident that you can resolve this matter using the enclosed guidelines. We request that you respond to this matter within 2 weeks of this letter. However, we must point out that in the event another complaint is received, we will have no recourse but to initiate the Animal Control Rule Penalties voted in by the Membership on April 26, 1997.

Your solution to this matter should be addressed to Nan Stricklin, E 790 St Andrews Dr, Shelton WA 98584 or feel free to call me at (360) 426-3581.

Trusting you will comply with these requirements we remain with sincere regards:

*Nan Stricklin*  
by *JM*  
Nan Stricklin, Vice-President  
Board of Trustees  
LAKE LIMERICK COUNTRY CLUB, INC.

LAKE LIMERICK COUNTRY CLUB, INC.  
790 E ST ANDREWS DR  
SHELTON WA 98584  
(360) 426-3581

February 25, 1998

Mary Williamson  
50 E Barnsby Pl  
Shelton WA 98584

Dear Mary Williamson:

We are in receipt of your recent complaint concerning dogs in your neighborhood.

A warning letter and a description of your complaint has been sent to the lot owner. We trust this will solve the problems you have been experiencing. If further complaints are received from you or other neighbors another letter with the appropriate fine, in accordance with our Animal Control Rules, will be issued.

We would like to update you on our status with Mason County and their recent proposal to pick up restrained animals. Mason County is working on a new Animal Control Program which no longer includes hiring of contractors for the Animal Control Positions. These personnel are now considered as permanent employees. Public Hearings will be held and Lake Limerick will have a representative at those meetings. When Lake Limerick has further information to report on this matter we will update the membership.

Thank you for your understanding and patience in this matter.

Sincerely,

*Nan Stricklin*

*by [signature]*

Nan Stricklin, Vice President  
Board of Trustees.  
LAKE LIMERICK COUNTRY CLUB, INC.