



BOARD OF TRUSTEES - LAKE LIMERICK COUNTRY CLUB

January 15, 1999 9:00 A.M.

- I. ROLL CALL:** Esther Springer-Johannesen
- II. APPROVAL OF MINUTES:** Board of Trustees Minutes of December 19, 1999
- 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. Nominating Committee – George Buckley
- 2.

V. OLD BUSINESS:

- 1. Water Meter Plan Henry Yates
- 2. Golf Dailies – August 1998 Greens Committee Minutes

VI. NEW BUSINESS:

- 1. Personnel Policy Changes
 - A. Paid Holidays
 - B. Reporting Violence
 - C. Logos

VII. EXECUTIVE:

- 1. Pro-Shop Manager Contract – Status Report
- 2. Recommendation to Water Committee for Consideration
- 3.

VIII. COMMENTS FROM MEMBERSHIP:

IX. CORRESPONDENCE:

X. ANNOUNCEMENTS:

XI. MOTION TO CONVENE TO CLOSED SESSION:

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

XII. 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.)

XIII. MOTION TO RECONVENE TO OPEN SESSION:

XIV. 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.)

XV. MOTION TO ADJOURN MEETING:

Lake Limerick



COUNTRY CLUB

LAKE LIMERICK COUNTRY CLUB, INC.

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BOARD OF TRUSTEES January 15, 1999

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 (arrived at 9:20), Secretary Esther Springer-Johannesen, Trustee Scott Carey, Trustee Ruby Bailey, Treasurer Bill Buff, Trustee John Bykonen, Trustee George Buckley, Trustee Darrell Winans, and Trustee Doyle Wilcox.

Trustee absent is Trustee Pat Paradise.

APPROVAL OF MINUTES:

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

The Board of Trustees approves the minutes of the December 19, 1998, board meeting as presented.

FINANCIAL REPORT: Treasurer Bill Buff

Treasurer Bill Buff presented the December Income & Expense reports. He reviewed the Year-to-Date Comparison Report by department. He noted the adjustments of the New Year's Eve food income from Social to Restaurant income.

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 December 1998 financial report as presented.

Bill gave the board copies of the Financial Statements – September 30, 1998 from Don Gardner, the club accountant. Bill noted a CPA reviews Lake Limerick every year, and the procedure complies with the Annual Independent Audit, Ballot Issue.

ITEMS FROM THE CONSENT AGENDA:

Motion made by Tr. Scott Carey, seconded by Tr. Ruby Bailey, and carried by the Board as follows:

The Board of Trustees approves the January 1999 Consent Agenda with the following additions, add Item 2. Architect Report, Item 3. Water - Gail Brady, Old Business, replace item 2. With Update of Septic System, New Business, Item 2. Division 3, Lot 78 Lot Offer.

Consent Agenda Item 1. Nominating Committee – George Buckley

George Buckley, committee chair person reviewed his list of nominees for the board of trustees and water committee. The last day to submit applications is February 10, 1999. The board thanks George and the members for participating in the elections.

Consent Agenda Item 2. Architect Report – Bill McDonald

Bill McDonald told the board Joshua Edwards, Div 3 lots 204 and 205 has a horse easement down the middle of his two lots. He wants to move the 20' easement to the side of the property. The owner will bring back the documents for approval at the next meeting.

Cranberry Creek at Div 5 lots 208 to 211 is eroding away. Dave Chestnut, maintenance supervisor, is working with the lot owners, and various state agencies to resolve the problems.

The Architectural Committee and Dave Chestnut would like to know the policy for working on small projects with the owners.

The Architectural Committee is working with about twelve owners on cleaning up their lots.

Consent Agenda Item 3. Brady Water Pressure Problems – John Bykonen

Trustee/Water Committee John Bykonen recapped the work done by the Water Committee, and Ken Douglas, Water Master on the Brady water pressure problem. There was a poll taken on her street, and the neighbors are generally satisfied with the water pressure. The water committee will continue to address the problem.

OLD BUSINESS

1. Water Meter Plan – Henry Yates

Water Secretary Henry Yates said the water meters are being installed ahead of schedule. There are about fifty meters in place now. The Water Committee is making sure there are enough meters and supplies on site for the Contractor.

2. Update Septic – Scott Carey

They have not heard from Stuth regarding the septic nibbler. It will be placed on the agenda for next month.

NEW BUSINESS:

1. Personnel Policy Changes –

The board reviewed the paid holiday employee policy.

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

The Board of Trustees approves the following reworded policy changes for paid holidays:

Paid Holidays

An employee working a holiday shall receive his/her regular wages in addition to one and one half pay, providing that he/she has worked as scheduled the day before and the scheduled day after the holiday. If a holiday falls on an employee's regular day off, he/she will be compensated with a day off with pay, with agreement of his/her supervisor.

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

The Board of Trustees approves the following reworded policy changes for reporting violence and put a period after the word supervisor:

Employees are encouraged to report any incident that may involve a violation of any of LLCC's policies that are designed to provide a comfortable workplace environment. Concerns may be presented to the employee's supervisor ~~or through LLCC's Confidential Information Collection and Evaluation Center (CICEC).~~

Motion made by Tr. Ruby Bailey, seconded by Tr. George Buckley, and carried by the Board as follows:

The Board of Trustees approves the following reworded policy changes for Logos to delete the word jacket and replace it with "issued apparel".

Logos

So long as the apparel fits within the established dress code at LLCC, shirts, jackets, ties, buttons, pins, and other items displaying union logos or slogans is permitted. The logo or slogan must be appropriate to the workplace; no obscene or overtly vulgar language will be permitted. In addition, when the employee leave the building to meet clients as a representative of LLCC, logos and slogans may appear on the employee's clothing but not on the employee's LLCC ~~jacket~~ issued apparel.

2. Lot Offer for Div 3 Lot 78 –

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

The Board of Trustees accepts Neil Burkel's offer of \$6,900 for Div 3 Lot 78.

Recess:

EXECUTIVE:

1. Pro Shop Contract

President Dick Lombard announced the club attorney had reviewed the proposed contract for the Pro Shop Manager. The format has changed for the two-year contract and has been accepted by Terry O'Hara.

Motion made by Tr. Scott Carey, seconded by Tr. Darrell Winans, and carried by the Board as follows:

The Board of Trustees authorizes the LLCC President to proceed with the Pro Shop Manager Contract with Terry O'Hara.

2. Recommendation to Water Committee for Consideration

The Executive Committee requested the Water Committee review billing water fees on a quarterly basis instead of annually for the year 2000. The Water Committee is asked to submit their recommendations at the next board meeting.

COMMENTS FROM MEMBERSHIP:

A new LLCC member enjoyed the proactive board meeting, and is glad he moved to the community.

CORRESPONDENCE: None

ANNOUNCEMENTS:

1. Super Bowl Sunday 1/31/99 – the Lounge will be open from 1:00 p.m. to 10:00 p.m.
2. Water Meetings will be held at 6:00 p.m. (2nd Monday of the month) for the next two meetings.
3. Maintenance Meetings have changed to the 2nd Thursday at 5:00 p.m.

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

The Board of Trustees adjourns the meeting at 10:30 a.m.

ADJOURN:

Respectfully submitted,

Esther Springer-Johannesen, Secretary

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

Eligible Employees

Non-seasonal, salaried, and hourly employees, who have been employed by LLCC for three consecutive months, based on a 40-hour week or other negotiated schedule.

Holidays

Annual Holidays

LLCC observes the following holidays:

- New Year's Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Paid Holidays

An employee working a holiday shall receive one and one half pay, providing that he/she has worked as scheduled the day before and the day after the holiday. If a holiday falls on an employee's regular day off, he/she will be compensated with a day off with pay, with agreement of his/her supervisor.

~~All full time employees will receive holiday pay of eight straight time hours at their regular rate, provided the following conditions are satisfied:~~

- ~~1. Work a full shift on the employee's last scheduled work shift prior to the paid holiday.~~
- ~~2. Work a full shift on the employee's first scheduled work shift following the holiday.~~
- ~~3. Should the employee be unable to work either of these two days because of illness, proof of illness will be required in order to qualify for the paid holiday.~~

~~Holiday pay will not be paid if:~~

- ~~1. The employee has been on the payroll for less than 90 days.~~
- ~~2. The employee is on lay off status.~~
- ~~3. The employee is a temporary or seasonal employee.~~
- ~~4. The employee's department is not in operation because of a temporary shutdown.~~
- ~~5. The employee is on leave of absence when the holiday occurs.~~
- ~~6. The employee is requested to work during a paid holiday and the employee refuses to do so.~~

Overtime

~~Full time employees are not expected to work on the holidays in the LLCC employee manual. Each employee will be paid for eight hours for each holiday at the effective pay rate on the workday prior to the holiday. If an employee is requested and agrees to work on an approved holiday, he/she will be paid an additional one and one half times the effective hourly rate for any hours actually worked. The two hour minimum pay rule will also apply in this circumstance. Thus, an employee asked to work four hours on the 4th of July,~~

~~would receive pay for 8 hours at his/her regular pay rate, plus 4 hours at one and one half times his/her regular pay rate.~~

~~The 8 hours paid for a holiday are considered hours worked in a week for purposes of determining overtime compensation. Similarly, paid hours of vacation or sick leave are also considered hours worked in a week for defining hours actually worked that may qualify as overtime hours. For example, for an employee whose regular workweek is Monday through Friday, he is paid for 8 hours of sick leave on Monday, 8 holiday hours on Thursday, and is present for duty on Tuesday, Wednesday, and Friday. He is then requested to work 4 hours on Saturday, which will qualify as overtime hours to be paid at one and one half times his base rate.~~

This policy is effective for all Lake Limerick full time employees and is not required by state law. The policy is effective July 1, 1996, and will not be applied retroactively.

Paid Holidays during Vacations and Weekends

If a holiday occurs during the employee's vacation, the employee will be paid for the holiday; the remainder of days off will be paid with vacation pay.

If any scheduled paid holiday falls on a Saturday, the holiday will usually be observed on the proceeding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.

Religious Holidays

LLCC recognizes that there may be religious holidays (other than those already designated as holidays) that employees would like to observe. It may be possible to arrange these holidays as scheduled days off, authorized absences without pay or personal time off. Requests for time off to observe the employee's supervisor, with two weeks prior notice must approve religious holidays.

Vacation

Vacation Time and Award Rules

All full time employees will be granted five paid vacation days on the first anniversary date of their employment. Full time employees will be granted five paid vacation days on the January 1st of the year that follows the first anniversary date of their employment. Full time employees will be granted ten paid vacation days on January 1st of the year following the second anniversary date of their employment.

Full time employees will be granted fifteen paid vacation days on January 1st of the year following the fifth anniversary date of their employment.

All vacation must be taken during the calendar year in which it is granted.

Vacation time may be taken in increments of not less than one day and must be prescheduled and approved by their immediate supervisor. Any unused vacation will not be carried forward to the next calendar year.

EXAMPLE:

May 15, 1997

Date of Employment

adherence to LLCC's rules, the employee will be given three opportunities to change the unwanted behavior:

1. The employee will be given a verbal explanation of the errant behavior, including a reiteration of what LLCC's rule regarding that behavior is. In addition, the employee will be advised of the consequences of further infractions of the rule in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.

2. If the problem persists, the employee will be given a written explanation of the errant behavior, including a reiteration of what LLCC's rule regarding that behavior is. In addition, the employee will be advised that continuation of the problem will lead to suspension without pay for a stated period of time. As before, the employee will be given an opportunity to change the unwanted behavior and, if the behavior does not reoccur, no further disciplinary action will be taken.

3. If verbal and written warnings fail to bring about a change in the undesired conduct, the employee will be suspended and will be informed that further occurrences of the conduct will lead to the employee's immediate discharge, without additional warnings.

LLCC reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

Reporting Violence

It is everyone's business to prevent violence in the workplace. The employee can help by reporting what the employee sees in the workplace that could indicate that a coworker is in trouble. An employee is in a better position than management to know what is happening with those the employee works with.

Employees are encouraged to report any incident that may involve a violation of any of LLCC's policies that are designed to provide a comfortable workplace environment. Concerns may be presented to the employee's supervisor or through ~~LLCC's Confidential Information Collection and Evaluation Center (CICEC)~~.

All reports will be investigated and information will be kept confidential, except where there is a need to know in order to effectuate a solution to the problem.

When Solicitation Is Permitted

Employees may solicit other employees or distribute literature to them when both the employee (the soliciting or distributing employee) and the employee being approached are on a break or other form of free time, for example, before or after a shift. If the employee is off duty (not scheduled to work), the employee may not use LLCC premises or property to solicit or distribute.

Nonemployee Solicitation

LLCC does not allow nonemployee solicitation on its property. Salespersons will not be permitted to solicit employees on LLCC's property. Anyone who comes onto LLCC's property to solicit its employees for any reason will be asked to leave and, if necessary, escorted off the premises. The same rule governs persons who would come onto LLCC property to distribute flyers or other literature. If someone wanting to sell something or hand something out approaches the employee, please contact your supervisor immediately.

Nonwork Locations

Solicitation and distribution by employees who are on break is permitted in the following nonwork areas:

Break Rooms Only.

No solicitation or distribution is allowed in work areas unless the entire work team is on break.

Please be courteous to coworkers. If someone expresses the desire not to be solicited or refuses a proffered flyer or piece of literature, respect that person's wishes and move on to the next person.

Uniform Application of Policy

LLCC will strictly enforce its no solicitation/no distribution rules, whether the potential solicitation or distribution is for a social purpose or for labor purposes. LLCC is interested only in preventing interruptions in the workplace and has no interest in controlling the content of the employee's free-time activities.

Questions regarding solicitation and distributions should be directed to the Executive Committee.

Approval

Employees need not seek advance approval by management before soliciting coworkers or distributing literature. Within the bounds of good taste and good sense, employees are free to engage in these activities on their own initiative.

Content

Employees must use their judgment on the content of literature that is distributed. LLCC will, however, not tolerate the distribution of obscene or offensively vulgar literature. Nor will literature designed to malign coworkers be allowed. Materials to be distributed may not be produced or reproduced on LLCC equipment or using LLCC supplies.

Logos

So long as the apparel fits within the established dress code at LLCC, shirts, jackets, ties, buttons, pins, and other items displaying union logos or slogans

is permitted. The logo or slogan must be appropriate to the workplace; no obscene or overtly vulgar language will be permitted. In addition, when the employee leave the building to meet clients as a representative of LLCC, logos and slogans may appear on the employee's clothing but not on the employee's LLCC ~~jacket~~. Issued apparel.