



BOARD OF TRUSTEES - LAKE LIMERICK COUNTRY CLUB

May 15, 1999 9:00 A.M.

- I. ROLL CALL:** Scott Carey
- II. APPROVAL OF MINUTES:** Board of Trustees Minutes of April 17, 1999
April 24, Special Meeting for Election of Officers
- 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. Architectural Committee -- Division 3, Lot 275- Proposed Fine *Bill*
2. *Limit of domestic pets Bill*
- 3.

V. OLD BUSINESS:

1. Water Committee -- Meter Status *None*
2. Janitorial Position
- 3.

VI. NEW BUSINESS:

1. Committee Chair Recommendations
2. Reader Board Message Coordination
3. Employee Handbook Review -- Vice President
4. *Lake Dam Meeting time change*

VII. EXECUTIVE:

1. Security Contract
2. Meeting Time -- Executive Committee
3. Annual Employee Evaluations

4. *P-HI Quit Club*

VIII. COMMENTS FROM MEMBERSHIP: *None*

IX. CORRESPONDENCE: *None*

X. ANNOUNCEMENTS:

MOTION TO CONVENE TO CLOSED SESSION:

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

XI. 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.)

II. MOTION TO RECONVENE TO OPEN SESSION:

XIII. 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.)

XIV. 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, e-mail lakelim@hctc.com

BOARD OF TRUSTEES May 15, 1999

ROLL CALL: Scott Carey

President Dick Lombard called the meeting to order at 9:00 a.m. Trustees attending the meeting are, Vice President Bill McDonald, Secretary Scott Carey, Treasurer Bill Buff, Trustee, Trustee Darrell Winans, Trustee Ruby Bailey, Trustee Gene Metz, Trustee Nan Stricklin, and Trustee Mary Lou Trautmann. Trustees absent are, Trustee George Buckley, and Trustee John Bykonen.

APPROVAL OF MINUTES:

Motion made by Tr. Mary Lou Trautmann, seconded by Tr. Bill Buff, and carried by the Board as follows:

The Board of Trustees approved the minutes of April 17, 1999.

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

The Board of Trustees approved the special meeting for elections minutes of April 24, 1999.

FINANCIAL REPORT: Bill Buff

Treasurer Bill Buff reviewed in detail, the April 1999 Income and Expense Financial Reports. The ED Jones Reserve accounts have an accumulated balance of \$25,000.00+.

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

The Board of Trustees approved the April 1999 financial report as presented.

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

The Board of Trustees approves the May 1999 Consent Agenda with the following additions: 2. Limit of domestic pets.

The board is asked to add to the agenda the following: New Business, 4. Lake Dam meeting time change: Executive, 4. Div. 1 Lot 171: quitclaim.

ITEMS FROM THE CONSENT AGENDA:

Consent Agenda, Item 1. Architectural Committee Div 3, lot 275 proposed fine. -

Architectural chairperson Bill McDonald introduced Mr. & Ms. Jami Selstrom to the board. The Selstroms had been sent a letter regarding removal of all their trees without a Lake Limerick permit and notice of a fine. The new members are going to build a house and misunderstood they needed a LLCC permit in addition to the Mason County building permit. They apologized to the board.

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

The Board of Trustees removed any fines imposed on Div. 3, lot 275 and charged the standard \$60.00 fee for tree removal and home building permits. Their plans will include a replanting schedule to be approved by the Architectural Committee.

Consent Agenda Item 2. Limit of Domestic Pets –

Architectural Chairperson Bill McDonald said the Architectural Committee may determine the minimum number of domestic pets. They voted to limit the number of pets to 3 per household. Bill will check with Mason County regarding this limit of pets.

OLD BUSINESS

1. Water Committee – Meter Status Report None

2. Janitorial Position – hired

Harvey Graf was hired as the part time janitor, beginning June 1, 1999. He is a retired school custodian.

NEW BUSINESS:

1. Committee Chair Recommendations –

President Dick Lombard asks the advice and consent of the board of trustees on the chairperson recommendations.

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

The Board of Trustees gives their advice and consent for the following chairperson recommendations:

Chairperson	1999-2000
Nominating Committee	Sharon Haworth
Elections	Marilyn Feist
Architectural	Bill McDonald
Maintenance-Parks & Security	Darrell Winans
Inn	Mary Lou Trautmann
Greens	Gene Metz
Lake Dam	Phil Lalle
Youth	
Financial Advisory Committee	
Gene Metz	Term Expires April 2004

2. Reader Board Message Coordination –

The Maintenance Department will coordinate with Chef Andreas for maintaining the reader board notices. Andreas will give the information to Dave Chestnut, who will have the maintenance department post the information.

4. Lake Dam Meeting Time Change –

The Lake Dam Committee will meet on the second Thursday of the month at 5:30 p.m.

Trustee Darrell Winans left the meeting at 9:30 for another engagement.

3. Employee Handbook Review –

Vice President Bill McDonald will review and update the employee handbook. When the revised handbooks are distributed, the employees will be requested to sign them.

EXECUTIVE:

1. Security Contract

The PPS Security contract is up for renewal. Brian Ekdahl presented his two-year contract to the Executive Committee for review.

Motion made by Tr. Bill McDonald, seconded by Tr. Mary Lou Trautmann, and carried by the Board as follows:

The Board of Trustees accepts the recommendation of the Executive Committee to renew the PPS Security Contract for two years. The contact person is the President, then Dave Chestnut, Maintenance Supervisor.

2. Meeting Time –

The Executive Committee will meet the Wednesday prior to the Board of Trustees meeting at 4:30 p.m.

3. Annual Employee Evaluations –

The employee evaluation forms will be distributed by June 1st and returned by June 30th. The President will evaluate the office manager, each Committee Chairperson will evaluate the supervisors, and the supervisors will evaluate their employees. There will be no salary discussions during the reviews.

4. Quit Claim Division 1, Lot 171 –

Luther Jones would like to quit claim his property back to LLCC. The past due balance is \$638.74 and there would be a \$50.00 title transfer cost.

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

The Board of Trustees approves proceeding with the quitclaim of Division 1, lot 171, and then selling the property.

COMMENTS FROM MEMBERSHIP: None

CORRESPONDENCE: None

ANNOUNCEMENTS:

President Dick Lombard welcomes the new board members and thanks them for participating as committee chairpersons.

The office received correspondence from Tremaine, Davis, Wright Attorneys at Law regarding the past employee lawsuit. Nan Stricklin will review the material and report to the board at the next meeting during closed session.

Motion made by Tr. Gene Metz, seconded by Tr. Bill McDonald and carried by the Board as follows:

The board of trustees meeting adjourns at 9:45 am.

Respectfully submitted, Scott Carey, Secretary

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

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*agree document follow up
5-21-99*

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*Greens Inn Maint Arch
Water Office*

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Respectfully submitted, Scott Carey, Secretary

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

COMMITTEE CHAIRMAN RECOMMENDATIONS 1999-2000

NOMINATING COMMITTEE

Sharon Haworth

ELECTIONS

Marilyn Feist

ARCHITECTURAL

Bill McDonald

**MAINTENANCE – PARKS
& SECURITY**

Darryl Wynans

INN

Mary Lou Trautman

GREENS

Gene Metz

LAKE DAM

Phil Lalle

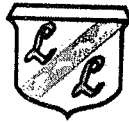
YOUTH

Financial Advisory Committee

Gene Metz

Term expires April 2004

Lake Limerick



COUNTRY CLUB

LAKE LIMERICK WATER SYSTEM EMERGENCY CALL LIST

First call: the Maintenance/Water Department

- Maintenance/Water Office
Phone: 426-4563
- Normal Hours: Monday to Friday
6:00 am to 3:30 p.m.

EXTREME WATER EMERGENCY (AFTER HOURS AND WEEKENDS)

- Ken Douglas
Phone: 426-0775 (Home)
Pager: 956-8967
Mobil: 360-490-2757
- Gerry Woodruff
Phone: 360-426-3356
Pager: 534-4558

Second call: the Water Committee

- Kirk Osborne Phone: 426-0325 (Home)

Last call: a Contractor

- Arcadia Drilling Phone: 426-3395
 - Hawkes Electric Phone: 426-9955 (Business)
- Note: Call only for:
1. Little or no water pressure in an area.
 2. Broken Main.
 3. Fire at well house. (Dial 911 First)

DO NOT CALL IF IT CAN WAIT FOR NORMAL WORKING HOURS OR IF IT IS A SINGLE RESIDENCE PROBLEM. (L.L.C.C.'s responsibility ends at the lot owners shut off valve, if it is a broken line that can not be shut off at the valve box, use your discretion.)

EXTREME FACILITIES EMERGENCY (AFTER HOURS AND WEEKENDS) (I.e. Inn, Maintenance, Lake/Dam, Parks)

- Dave Chestnut
Phone: (360) 427-2533
Mobil Phone: (1-360) 801-0324
Pager: -?
- Gerry Woodruff
Phone (360) 426-3356
Pager: 534-4558



WATER BOARD COMMITTEE MEMBERS

The following lists of items are the priority tasks we (the committee) have indicated to be done in the Water System.

"ACTION ITEMS"

NO:	ITEM:	DATE TO BE DONE:	STATUS:
1	Water meter, yoke/dual service	On Going (in-house work)	New installation only
2	Well #6 On Line Test Pumping	Postpone until 1999.	Bid from Arcadia is Lowest (1997).
3	Water meter Installation	Phase I Done. Remaining Installation to be by Jan. 2000, including meters & electronics Phase II begun Jan 5, 99 will try to get a firm completion date from Huston.	Proceed Jan 5, 99, Contractor. Selected. Jack Houston Excavating Contract to Fowler-meters, & Hdw, Huston installation. Greentree for computer related.
4	Computer Upgrade	1997 through 1998, Well's #1 + #2 on line with new system. 1998-1999 Proceed with application to Wells 3,4,5 – Update status	Project to be completed May-July 1999 Sent letter of intention to proceed with project
5	Lead/Copper Test	June-Sept. 1999.	Will be accomplished Mid-Summer 99
6	Well #1, Clonakilty Loop	Authorize Eng. Design & Then go out for Competitive Bids	Could do if budget is available. Last estimate \$19,000.00 by Semcon but very much inflated.
7	St. Andrews Line Replacement	Secure Engineering Design, & get contractor bids	Scheduled 2000

Kirk Osborne, Water Committee Chairperson

Lake Limerick Country Club, Inc.
790 E St. Andrews Drive
Shelton, Washington 98584
(360) 426-3581
FAX (360) 426-8922
Water Department
E-mail Lakelim@hctc.com

May 3, 1999

To: Ken Douglas:

My search of the LLCC employee's handbook did not specifically discuss the requirements for employee's to report their absences for medical appointments or sick leave days. My discussion with Dick Lombard indicated that it was policy at LL for all employee's to notify their respective supervisors if they are to be absent for a given day. Vacation time must be pre-approved by respective supervisors.

In as much as the Water manager reports to the Water committee Chairperson or other WC officers, I am requesting that in the event that you are to be absent from the job for sick days, please contact the office staff as soon as it is practical and they in turn will be able to inform myself or other personnel that you are not available.

Kirk Osborne
Water Committee Chairperson



cc. Water Committee
Ex. Committee
BOT

FISHING DERBY/RAFFLE EVENT

APRIL 25, 1999

FINANCIAL REPORT

Revenue:

Cash Balance from Savings Account (closed)	\$ 472.31	
Fishing Derby Receipts	\$ 300.00	
Derby Raffle/Donuts Receipts	<u>\$ 705.50</u>	
Total Revenue:		\$ 1477.81

Expenses:

Walmart Raffle (raffle gifts)	\$ 326.54	
99 Cent Store (children raffle gifts)	\$ 57.24	
Costco (raffle gifts)	\$ 17.27	
Safeway (Donuts)	\$ 19.45	
Derby Prize Money	<u>\$ 175.00</u>	
Total Expenses:		<u>\$ 595.50</u>
Sub-Total:		\$ 882.31
Cost of Trout (286 (4-7lb) Trout)		<u>\$ 500.00</u>
Net Profit/(Loss):		<u>\$ 382.31</u>

uBOT
UK/Don