



BOARD OF TRUSTEES - LAKE LIMERICK COUNTRY CLUB

June 19, 1999 9:00 A.M.

- I. ROLL CALL:** Scott Carey
- II. APPROVAL OF MINUTES:** Board of Trustees Minutes of May 15, 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. Food Pricing – House Rule # 4 | 4. Inn- House Rule #18 |
| 2. Lake – Dam Buoys – Cost | 5. |
| 3. Lake – Dam - Boat Registration | 6. |

V. OLD BUSINESS:

1. Water Committee – Meter Status
Policy Changes Recommendations
2. Janitorial Position
- 3.

VI. NEW BUSINESS:

1. Resignation – Bill McDonald
2. Board Position Vacancy
3. Election of Vice-President
4. Budget Base Adjustments

VII. EXECUTIVE:

1. House Rule # 18 - Guest Pases – Issued By LLCC Office
2. Golf- Enforcement of Board Policy By Pro-Shop Mgr.
3. Policy Change- Employee Purchases

VIII. COMMENTS FROM MEMBERSHIP:

IX. CORRESPONDENCE:

Letter- Randy Hominda, Duane Landsverk-Committee Chair Procedure

X. ANNOUNCEMENTS:

MOTION TO CONVENE TO CLOSED SESSION:

1. Two Legal matters (a) Former Employee, (b) Lots 300-301 Div. 3

(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.)

XII. 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 June 19, 1999

ROLL CALL:

President Dick Lombard called the meeting to order at 9:00 a.m. Trustees attending the meeting are Treasurer Bill Buff, Trustee Darrell Winans, Trustee John Bykonen, Trustee Gene Metz, Trustee Nan Stricklin, and Trustee Mary Lou Trautmann.

Trustees absent are Secretary Scott Carey, Trustee George Buckley, and Trustee Ruby Bailey.

APPROVAL OF MINUTES:

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

The Board of Trustees approved the minutes of May 15, 1999 as corrected: change the sentence on page 3, Item 3 as follows: The President will evaluate the office manager, each Committee Chairperson will evaluate the supervisors, and the supervisors will evaluate their employees.

FINANCIAL REPORT: Bill Buff

Treasurer Bill Buff recapped the May 1999 Income and Expense Financial Reports. The Water Reserves will be adjusted next month to reflect the actual Water Money Market account balance. There is a correction on the LLCC Financial Report year-end May 1999, adjust the Gain Disposal/Other for 5/98 to \$20,831.32.

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

The Board of Trustees approved the May 1999 financial report as corrected.

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

The Board of Trustees approves the June 1999 Consent Agenda with the following additions: 5. Inn Committee Karate

ITEMS FROM THE CONSENT AGENDA:

Consent Agenda Item 1. Food Pricing – House Rule #4

The Inn Committee addressed the existing House Rule #4; "Prices of food and beverages are to be established by the Club Manager." No changes were recommended to house rule #4.

Consent Agenda Item 4. Guest Cards – House Rule #18

The Inn Committee made a motion to change the word from "Manager" to "Office" on House Rule #18. The Manager can designate the office personnel to issue the Guest Cards to members, and doesn't require a change in the rule.

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

The Board of Trustees does not accept the Inn Committee recommendation to change House Rule #18.

Consent Agenda Item 5. Inn Committee – Karate

The Inn Committee made a motion to send a letter to the Karate Class, that due to a tremendously busy schedule, we will be canceling Karate until the fall when it will be reviewed again. Tillie Waldron presented her reasons to keep the classes open during the summer. The board noted the following, 1) LLCC needs the great hall, 2) Karate is the only commercial operation with no charged fees at LLCC, 3) Mason County has several summer youth activities. The issue will be addressed again in the fall.

Consent Agenda Item 2. Lake/Dam Committee – Buoys Cost

Dave Chestnut discussed the swim buoys that cost \$175.00 each.

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

The Board of Trustees does not approve the Lake Dam Committee purchase of 2 swim buoys at \$175.00 each.

Consent Agenda Item 3. Lake/Dam Committee – Boat Registration

The Lake/Dam Committee is going to purchase and issue different colored decals for annual boat registrations.

OLD BUSINESS

1. Water Committee – Meter Status Report

Chairperson Kirk Osborne reported the water meter project is almost complete and should be finished by the end of the month. The meter plan is pretty close to budget. The computer readout program will interface with the office and will be tested before the members are actually billed in 2001.

He upgrades of control systems at well sites 3,4, and 5 are finished.

Kirk presented the Water Meter Tampering Policy that the Water Board had approved at their last meeting.

By Unanimous Consent: the policy is approved pending approval by the Club Attorney.

POLICY:

Any person causing damage, attempting to disable, bypass, or tamper with the water equipment installed at any Lake Limerick Country Club Inc. site, would be subject to a fine of no less than \$250.00 plus cost for repairs or replacement, and the water service will be terminated until proper restitution or resolution of the event takes place.

A member requested a variance on the new \$1,000.00 water hook up fee. The water committee denied the variance. The member has a right to appeal to the board of trustees.

Recess

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. Resignation Bill McDonald –

President Dick Lombard said Vice President Bill McDonald resigned his board and Architectural Chairperson positions due to health reasons.

2. Board Position Vacancy –

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

The Board of Trustees nominates Ester Springer Johannesen to fill the board of trustee's vacancy.

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

The Board of Trustees closes the nominations.

3. Vice President Election –

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

The Board of Trustees nominates Darrell Winans to fill the board of trustee's vice president vacancy.

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

The Board of Trustees closes the nominations.

4. Budget Base Adjustments –

Treasurer Bill Buff has the work papers ready for the accumulation and review of 1999-2000 Lake Limerick Country Club Budgets. The Committee chairpersons may pick them up after the meeting.

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

The Board of Trustees approves the 1999-2000 Dues to be set at \$336.00/year.

EXECUTIVE:

1. House Rule #18 – Guest Passes Issued by LLCC Office At Direction of Inn Manager

2. Golf – Enforcement of Board Policy By Pro-Shop Mgr. –

President Dick Lombard and the Pro Shop Manager met regarding a couple of board policies relating to golf.

3. Policy Change Employee Purchases –

Personal employee purchases through Lake Limerick must have the approval of the President.

4. Committee Chair Architectural

President Dick Lombard requests the advice and consent to appoint Pat Feist as Acting Architectural Chairperson.

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

The Board of Trustees approves the appointment of Pat Feist as the interim Architectural Chairperson

5. Lake Grant Supervisor

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

The Board of Trustees assigns the Lake Grant duties to Dave Chestnut and to increase his salary by \$150.00 per month to compensate for the added responsibility.

COMMENTS FROM MEMBERSHIP:

Patricia Holmes discussed her letter written to the board by Patricia and Curtis Homes, and Rick and Linda Richter regarding their neighbor's fence. President Dick Lombard said some items of the letter may be addressed today. Some points will be answered in writing. On advice of the club attorney the fence issues will not be discussed. The above members reviewed the points with the board.

CORRESPONDENCE:

Randy Hominda and Duane Landsverk wrote to the board regarding the Lake Dam committee.

ANNOUNCEMENTS:

President Dick Lombard met with the Committee Chair persons and Department Supervisors yesterday. The Corporation goals and expectations of individuals were reviewed.

Fathers Day Brunch Sunday, June 20, 1999.

Recess

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

The board of trustees convenes to closed session to discuss legal matters regarding (a) Former Employee, (b) Lots 300-301 Div 3 Architectural Chairperson pat Feist was asked to attend the session regarding the Div 3, Lots 300 and 301 issue.

There was no action taken during the closed session.

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

The board of trustees adjourns the meeting at 12:00 Noon.

Respectfully submitted, Scott Carey, Secretary
Preliminary Minutes not approved by the Board of Trustees, for review only.

Dues Budget

Estimated Worksheet

1998-1999 Annual Dues are \$310.00

1999 - 2000 Worksheets

CPI Index is 2.3 % (US)	Base:	\$	310.00
	CPI Index	\$	7.13
	Totals:	\$	317.13

The Board has approved a 5% Reserve

	Base + CPI Index	\$	317.13
\$310.00 x 5% = \$15.50	5% Reserve	\$	15.50
	Totals:	\$	332.63

For Dues 1999 - 2000

Rounded to \$332.00

Number of Lots Used for Posting:

1,379 Lots

Final Reconciliation :	Lot/Year	Lot/Quarter	Budgets
Posted Capital Reserves			Lots x Dues
1999-2000 Base Dues	\$ 317.13	\$ 79.28	\$ 437,322.27
Capital Reserve (34%)	\$ 5.27	\$ 1.32	\$ 7,267.33
Lakes Reserve (66%)	\$ 10.23	\$ 2.56	\$ 14,107.17
Totals:	\$ 332.63	\$ 83.16	\$ 458,696.77
<i>Totals Rounded Down:</i>	\$ 332.00	\$ 83.00	\$ 457,828.00
<i>Totals Rounded Up:</i>	\$ 336.00	\$ 84.00	\$ 463,344.00

ccBOT



Memorandum

To: Committee Chairperson
From: Bill Buff Treasurer
Date: June 16, 1999
Regarding: 1999-2000 Budget Process

Attached are your work papers for accumulation and review of 1999-2000 Lake Limerick Country Club Budgets. Please review, complete, and return to the office before the August Board of Trustees scheduled meeting. This budget process is to be completed with agreement from your Committee Members on the inclusion of General Operating Funds as well as all Capital Improvements that will be required/desired for the new fiscal year.

Lake Limerick will be using the National Consumer Price Index (CPI) which is 2.3% for all calculating increases. On all line items please try to forecast a close as possible realistic increases.

Thank you in advance for your cooperation and timely return for the Treasurer to review before submitting to the Board of Trustees on August 21st, 1999. I would appreciate your completed budgets by August 13th.

Cc: Dick Lombard, President

LAKE LIMERICK COUNTRY CLUB
790 E St Andrews Drive
Shelton, WA 98584
426-3581 Phone
426-8922 Fax
lakelim@hctc.com E Mail

uBOT



Lake Limerick Country Club
790 E St. Andrews Dr.
Shelton WA 98584
(360) 426-3581 Fax (360) 426-8922
E-mail lakelim@hctc.com

October 21, 1998

To: Lake Limerick Country Club Water Committee:

RE: Water Meter Tampering Policy Proposal Approved by Water Committee 6/14/99.

Gentlemen:

As we approach a fully metered water system, a policy must be established for customer notice that any attempt to disable, bypass, damage, or otherwise tamper with the meter installation is prohibited, and a fine and repair cost would be levied.

POLICY:

Any deliberate attempt to disable, bypass, damage, or otherwise tampering with the water meter installed at any Lake Limerick Country Club Inc. site, would be subject to a fine of no less than \$250.00 plus cost for repairs or replacement, and the water service will be terminated until proper restitution or resolution of the event takes place.

GROUND RULES:

If during a routine meter reading, a damaged or tampered meter is detected, the customer will be notified by mail of the violation, describing the problem, and the charges to repair or replace equipment. The customer will be billed and given a 90-day grace period to contest the charges.

Approved by the Water Committee 6/14/99

Sincerely
LAKE LIMERICK COUNTRY CLUB, INC.
WATER DEPARTMENT

Kirk Osborne, Chairperson Water Committee

Cc Water Committee, file

LAKE LIMERICK COUNTRY CLUB

790 E. ST. ANDREWS DRIVE

SHELTON, WA 98584

(360) 426-3581

June 17, 1999

Mr. Terry O'Hara
Lake Limerick Pro Shop
790 St. Andrews Drive
Shelton, WA 98584

Mr. O'Hara:

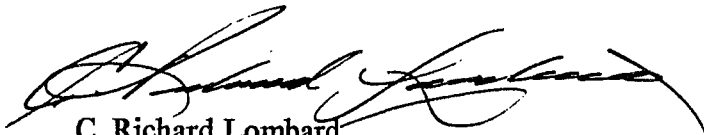
Thank you meeting with me this afternoon to discuss those issues that relate to the portion of the pro-shop contract that refers to the enforcement of the policies of the Board of Trustees of Lake Limerick.

I appreciate your cooperation in assuring the board that the rule applying to weekend play being restricted to tee times only and that all groups must start on the first tee, is to be strictly enforced. In addition all necessary effort will be made to insure that no group larger than four participants be permitted to play on the weekends.

I am referring your concerns relative to the "no tank top" rule to the greens Committee Chairman for redress by the committee. I agree, prudent application of this rule may enhance revenue and strict application may produce long term negative impact on revenue.

Again, thank you for your cooperation in these matters.

Sincerely,



C. Richard Lombard
President

June 14, 1999

LLCC Water Board

Gentlemen,

My wife and I are presently building on lot 312, Div 3. This lot is adjacent to our present home and will be our new residence. I understand there will be a \$1,000 charge to hook up water.

We have lived here for 10+ years and have paid approximately \$ 320.00 in water fees on this lot. There is no valve, hence we have never used water on the lot.

I therefore ask if there is some way to reduce the \$1,000 hook-up charge.

Thank you for considering this request.

Sincerely,



Ken Jones

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

June 15, 1999

Mr. and Mrs. Kenneth and Lois Jones
80E Balmoral WY
Shelton, WA 98584

Lake Limerick Country Club, Div 1, Lots 312, 313.

Re: Request for variance in water hookup fee.

Thank you for attending and submitting your request for a variance for the water hookup fees at the water committee meeting Monday, the 14th of June.

The water committee has denied any variance from the established policy put into effect last year, increasing the hookup charges to \$1,000.00.

You have the right to appeal this decision through the Board of Trustees (BOT). The BOT meets every third Saturday at 9:00 o'clock AM. If you wish to appeal you must submit a letter to them prior the meeting to be considered on the agenda.

Kirk Osborne



Chairperson
Lake Limerick Country Club Water Committee.

cc:
Water Committee
President, LLCC, Richard Lombard
Board of Trustees
Water System Supervisor, Ken Douglas

DATE: May 18, 1999

TO: LAKE LIMERICK BOARD OF TRUSTEES

FROM: RANDY HOMINDA AND DUANE LANDSVERK

SUBJECT: LAKE DAM MANAGEMENT COMMITTEE

We would like to take this opportunity to express our concerns over the recent change in the chairmanship of the Lake Dam Committee.

We have recently learned that the board has nominated a new chair for this committee. While we respect the board's decision, we would like to express our dismay at the manner in which we were informed. A courtesy call or letter to us would have been more appropriate rather than the message left on our answering machine the Friday prior to our regular Sunday afternoon meeting informing us that "there will be no lake/dam meeting on Sunday due to a change in the chairmanship of the committee".

While a letter was sent to Randy Hominda stating that it was routine for all chairs to resign their positions at the beginning of a new board's term, a similar letter was never forwarded to Duane Landsverk. In our response to this request, Randy informed the board that we would like to be nominated for another year. No reply was received.

We would like the board to be aware of how important we feel it is that the transition to a new chair be as smooth as possible to insure that all the efforts made on the community's behalf for the past year by this committee are not lost. We are committed to continue serving the community and seeing through to completion the projects taken on by this committee during the past year. Several of these projects are the cleanup of our community beaches, the paving of the boat ramps, the raising of the water level in Lake Leprechaun, the cleanup of Lake Leprechaun, the formation of a waterski club, the routine testing of the water quality in the lakes, the removal of the Canadian Geese, the refurbishing of the barge, the replacement of the lake buoys (thanks to Bill Buff for this suggestion) and the installation of a ski course.

We would hope that the new chair will have a meeting of all current members to determine the best time to hold the monthly committee meeting to insure that as many members as possible can attend. We would like to note that several of the committee members, ourselves included, do not live at Lake Limerick and hold full-time jobs making weekday meetings very difficult. As committee chairs, the meeting times were determined by a committee vote to allow as much involvement by community members as possible and would like to see that this practice is followed.

Sincerely,

Randy Hominda, Duane Landsverk

cc BOT
phil

William L. McDonald, Jr.
820 E St Andrews Dr
Shelton, WA 98584

June 8, 1999

Mr. C. Richard Lombard, President
Lake Limerick Country Club
790 E St Andrews Dr
Shelton, WA 98584

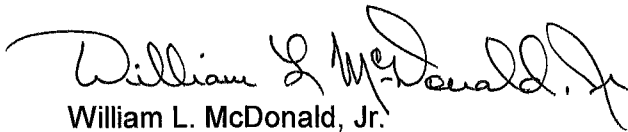
Dear Dick:

I have reached the point where I can no longer continue to serve on the various committees and Board of Trustees without affecting both my health and the needs of the organization. I have become a nervous wreck worrying about the concerns of the community and will not continue to place myself in a position that may jeopardize my health, family life and the needs of Lake Limerick.

I ask that you accept this letter as my resignation from the Board of Trustees, the Architectural Committee Chairmanship and my membership on the Lake/Dam Management Committee. I request that you accept my resignation as soon as possible but no later than July 1, 1999.

I apologize for any inconvenience that this may cause.

Sincerely,


William L. McDonald, Jr.

Lake Limerick Country Club, Inc.

June 21, 1999

Patricia Holmes
E. 30 Glamis Court
Shelton, Wa 98684

Mrs. Holmes:

Thank you for attending the Board of Trustees meeting on June 19, 1999 and presenting your concerns relative to procedures followed by the Architectural Committee in the performance of their volunteer service to the members of Lake Limerick.

Several of the questions and comments you raised were answered at the meeting and I indicated to you that I would attempt to respond to you in a timely manner on those I needed to research. Those questions and our responses are as follows:

Question 1. Do you still require three (3) sets of plans and specifications, including plot plans showing location of such structure on the building site, exterior elevations and color schemes? (V-a)

RESPONSE: One set of plans and specifications, to include plot plans is required.

Do you require plans, spec. and material for fences and hedges? (V-a)

RESPONSE: These are required for fences.

Do you require "approval in writing by any two (2) members of the Architectural Committee? (V-a)

RESPONSE: Yes

What are the penalties for failing to post a Lake Limerick building permit?

RESPONSE: None

Curtis & Patricia Holmes, Div. 3, Lot 299
Rick & Linda Richter, Div. 3, Lot 302

19 June 1999

Lake Limerick Architectural Committee
Lake Limerick Country Club
Richard Lombard, President

President Lombard and members of the Board of Trustees,

The following are the re-formed questions and concerns we bring before you today for your consideration;

1. Do you still require "three (3) sets of plans and specifications, including plot plans showing location of such structure on the building site, exterior elevations and color schemes"? (V - a).
Do you require plans, spec. and material for fences and hedges? (V - a)
Do you require "approval in writing by any two (2) members of the Architectural Committee" ? (V - a)
What are the penalties for failing to post a Lake Limerick Building Permit?
2. What type of conditions would warrant it "deem necessary or advisable" (VI - i) by the Architectural Committee to deviate from the set backs for fences and hedges?
Do you make verbal "variances" ?
3. Do you seek neighbor in-put or approval for "variances" ?
4. What is the policy regarding concerns expressed by neighbor concerning "variances"?
How are they addressed? Are they addressed ?
5. Who makes decisions on complaints on safety hazzards and issues?
6. Rule V - g, states "Before starting any construction, clearance must also be secured from the appropriate Mason County Governing bodies." What is the enforcement for that Lake Limerick regulation by Lake Limerick?
7. Who is on the Executive Committee? When do they Meet? Who do we "Give Notice of Appearance" to?

8. The Arch. Comm:

1. How many members ?
2. How many volunteers usually serve ?
3. What qualifications are required to serve ?
4. How long do they serve ?
5. Who makes the appointments ?

9. We wish to see a copy of the approved fence application for Div. 3, Lot 300-301.

10. Why is the Chartrey fence & possible legal action being kept a secret? Is there a cover up on this issue?

11. Concerning legal action against our Corporation, do we not, as members have a right to know what the legal action is and what it consists of?

Finely, on Memorial Day week end, my three year old granddaughter fell in the lake. A neighbors son-in-law saw and heard it. He ran across three lots, jumped in the lake to pull her out. If the illegal fence our neighbors have since put in to the water lot line, he might not have been able to get there in time.

Question 2. What kind of conditions would warrant it "deem necessary or advisable" (VI-i) by the Architectural Committee to deviate from the set backs for fences and hedges?

RESPONSE: This is considered on a case by case basis and addressed only upon the request of an applicant.

Do you make verbal variances?

RESPONSE: No.

Question 4. What is the policy regarding concerns expressed by neighbor concerning "variances"?

RESPONSE: There is no stated policy.

How are they addressed?
Are they addressed?

RESPONSE: They are normally addressed when the proposed construction would obstruct or substantially interfere with the neighbor's view.

Question 6. Rule V-g states "Before starting any construction, clearance must also be secured from the appropriate Mason County Governing bodies". What is the enforcement for that Lake Limerick regulation by Lake Limerick?

RESPONSE: Approval of applications is contingent upon the applicant having all required county permits.

Question 9. We wish to see a copy of the approved fence application for Div. 3, Lot 300-301.

We will respond to this last question and/or statement only after consultation with legal counsel since the application may be part of a legal action.

Again, I thank you for attending the meeting and presenting your concerns to the Board of Trustees. If I can be of further assistance in these matters, please do not hesitate to contact me.

Sincerely,



C. Richard Lombard
President

CCBOT
FAX TO BOB Wilson Hoss ✓

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

*CBT
with contract*

May 17, 1999

Richard Putnam
Greentree Applied Systems, Inc.
157 Prosperous Place
Suite 1A
Lexington, Kentucky 40509

Richard:

Lake Limerick Country Club, Inc. Water System is in the final phase of Installation of the Master Meter's dialog water meter throughout the Lake Limerick community.

As our letter to your firm Dated Dec 31, 1998, agreeing to the terms of your proposal and accepted as a contract by both parties we are approaching the time to begin the process of installation and proofing of the proposed system. Our goal is to be able to use the system for a full year, ie. 2000, before we actually begin billing. We need to test our projected revenue structure to be satisfied we will be receiving adequate funding at the level we are now receiving.

As of this writing, we are approximately 85% complete and are would like to know if it is advisable to begin with your programing now or wait until we are 100% complete. The estimated time for completion, from our contractor is June 1. But do to a mutual agreement with him, he has the option of working on other projects of his own, and just filling in with the remainder of the installation here.

I am sure you will develop a schedule of your proposed activities in conjunction with our estimated time lines. It is obvious we are somewhat ahead of our early predicted time line on this project but the sooner we get started the better off we will be.

Our main priority is to insure Suz Sirokman, our Office Manager with whom you have corresponded before, is comfortable with the program installation and choices that we have made for the billing system. Her concerns are the ability to change the billing rate and frequency once we establish our initial base. Suz will be your main interface in the application of this system.

The training of the Water System Manager, Ken Douglas, as to the meter reading process and recording of data is also important. I believe that it is not a complicated process and the training required will not be difficult. Ken is a good learner and has displayed his aptitude with our well operating computer system. His learning curve should be minimal.

An omission on our part when we finalized our agreement last Dec., was to advance \$1500.00 at the time of acceptance by both parties. We did not do that and no mention of the payment came from your office. Please find enclosed the payment promised.

We are looking forward to hearing from you and to begin this effort. Thank you again

Kirk Osborne
Kirk Osborne
Water Committee Chairperson

cc: Water Committee
BOT
Ex. comm