



BOARD OF TRUSTEES - LAKE LIMERICK COUNTRY CLUB

May 20, 2000 9:00 A.M.

- I. ROLL CALL:** Esther Springer-Johannesen
II. APPROVAL OF MINUTES: BOT Minutes of April 15, 2000 Meeting
April 22nd 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. Water Minutes, Motion regarding Fire Department
- 2.

V. OLD BUSINESS:

1. Golf Course Tree Removal Status
2. General Manager Duties - Revised

VI. NEW BUSINESS:

1. Committee Chair Recommendations
2. Pro Shop Replace Freezer
3. Carpenter Ant Infestation – Structural Damage

EXECUTIVE:

1. Spillway Fencing
2. Anglia Gate Open for Summer
3. Magpie Donation – half the cost of the Lounge Bar Stools
4. Lake Limerick Daze – July 1, 2000
5. Lake Grant Treatment – Extension
6. Lake Limerick Lake Survey

VII. COMMENTS FROM MEMBERSHIP:

VIII. CORRESPONDENCE:

IX. 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)

X. 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.)

XI. MOTION TO RECONVENE TO OPEN SESSION:

XII. 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.)

XIII. 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 20, 2000

ROLL CALL:

President Darrell Winans called the meeting to order at 9:00 a.m. Trustees attending the meeting are, Vice-President Scott Carey, Secretary Esther Springer-Johannesen, Treasurer Bill Buff Trustee Ruby Bailey, Trustee Don Cox, Trustee Charles Hancuff, Trustee Gene Metz, Trustee Keith Smith, Trustee Tom Taylor, and Trustee Mary Lou Trautmann.

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 approved the minutes of April 15, 2000 as presented.

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

The Board of Trustees approved the special elections minutes of April 22, 2000 as presented.

FINANCIAL REPORT: Bill Buff

Treasurer Bill Buff recapped the April Income and Expense Financial Reports.

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

The Board of Trustees approved the April 2000 financial reports.

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

The Board of Trustees approved the Consent Agenda with the following additions: 2. Inn Temporary closure, 3. Maintenance Department.

ITEMS FROM THE CONSENT AGENDA:

Consent Agenda Item 1. Water Minutes Motion regarding fire Department

Water Department Motion made by Gary Ayers, seconded by Henry Yates and carried by the committee as follows:

The water committee recommends to the board of trustees that Lake Limerick water department begin charging district #5 Fire Department full price for water consumption at the station house. This will begin Jan 1, 2001.

The board of trustees discussed the water department recommendation to charge District #5 fire department for water usage at the station. The fire department is metered as a maintenance tool to detect leaks etc.

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

The Board of Trustees disapproves the water committee recommendations to charge fire district #5, and continue the present status of no water fees or dues billed to Fire District #5 Lots 02-081A and 02-080A.

Consent Agenda Item 2. Inn Temporary Closure

Tr. Mary Lou Trautmann reported the Inn Committee recommended the Inn be closed between January 2nd through January 9th for painting, cleaning and vacation for employees.

Motion made by Tr. Esther Springer-Johannesen, seconded by Tr. Mary Lou Trautmann, and carried by the Board as follows:

The Board of trustees approves the closure of the Inn Restaurant and Lounge, between January 2nd and January 9th for the purpose of maintenance and employee vacations.

Consent Agenda Item 3. Maintenance – Van

President Darrell Winans said the van was purchased and is being equipped with tools, safety equipment, and as a mobile shop to be used in the field. The van is available to other department.

OLD BUSINESS

1. Golf Course Tree Removal Status

The project is completed. Manke Exavating will cut a check to Lake Limerick Country Club next week.. The contract states, Manke Excavting will sell logs in return for the work done, and any money over the amount of Manke Excavating's cost will be paid to Lake Limerick.

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

The Board of trustees directs income of the log sale, a capital gain exclusion, be earmarked towards the Greens road boss (\$2,334.92) and pro shop freezer replacement.

2. General Manager Duties - Revised

The steering committee to review the General Manager Duties is comprised of Gary Ayers (Water Dept.), Darrell Winans (BOT), Bill Buff (BOT), Mary Lou Trautmann (BOT), and Ray Harley (LLCC member).

NEW BUSINESS:

1. Committee Chair Recommendations

President Darrell Winans asks the advice and consent of the board of trustees on the chairperson recommendations.

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

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

Committee Chairpersons 2000 – 2001

Executive	Darrell	Winans
Architectural	Tom	Taylor
Greens	Gene	Metz
Inn	Ruby	Bailey
Lake/Dam	Chuck	Hancuff
Maintenance-Parks	Darrell	Winans
Security	Scott	Carey
Water	Kirk	Osborne
Youth		
Elections		
Nominating		

2. Pro Shop Freezer Replacement

There were two bids to replace the pro shop freezer: We have spent over \$2850.00 the last five years in repairs.

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

The Board of Trustees accepts the \$1,850.00 bid from Temperature Design to replace the Pro Shop freezer.

3. Carpenter Ant Infestation – Structural Damage

The maintenance department is getting estimates to spray the carpenter ants.

EXECUTIVE:

1. Spillway Fencing

The liability insurance company recommended raising the fence at the dam spills area and putting barbed wire at the top. The current bid with no gates or barbed wire is \$7,000.00. Dave Chestnut contacted Dam Safety Dept of Ecology, and their regulations will not allow fencing at the top or bottom of the spillway. We will forward this information to the insurance company.

2. Anglia Gate Open for summer

The gate will be open for the summer, and the boat launch is closed.

3. Magpie Donation

The board of trustees sent a thank you card to the Magpies for their \$478.08 donation towards half the cost of the Lounge Bar Stools.

4. Lake Limerick Daze

Dick Sirokman will coordinate July 1, 2000 Lake Limerick Daze. The tee shirts and hats have been ordered.

5. Lake Grant Treatments - Extension

The board received amendment #1: Duration of Agreement shall be amended by replacing December 31, 1999 with December 31, 2001 for the Grant from Mason County Department of Health Services.

6. Lake Limerick Survey

Mary Beth Gibbons will survey Lake Limerick as part of the Grant process.

Executive meeting time will be changed to *7:30 pm on the Wednesday before the Saturday Board Meeting.*

COMMENTS FROM MEMBERSHIP:

Fishing Derby Chairperson Henry Yates expressed his concerns regarding changing the fishing derby from Sunday to Saturday, and the awards presentation time. He had not been informed as Chairperson of the Fishing Derby.

CORRESPONDENCE:

Esther Springer Johannesen read the thank you note from Nan Stricklin for the plants from the Board of Trustees.

ANNOUNCEMENTS:

1. May 27, 2000 - Jip-Sey Dinner Show

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

The board of trustees adjourned the meeting at 10:20 a.m.

Respectfully submitted, Esther Springer-Johannesen, Secretary
Preliminary Minutes not approved by the Board of Trustees, for review only.



Memorandum

To: Executive Committee, Nan Stricklin, and Ray Harley
CC: General Manager File

BOT 5-22-00

From: Bill Buff
Date: 5/8/00

Re: Duties and Responsibilities

Ladies and Gentlemen:

Enclosed is the copy of the General Manager Duties and Responsibilities for your perusal. The club attorney, Rob Wilson-Hoss had revised the previous draft, and recommended that the Resolution 2000-01 become part of the document.

Thanks,

Bill

LAKE LIMERICK COUNTRY CLUB
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Lake Limerick



COUNTRY CLUB

GENERAL MANAGER DUTIES AND RESPONSIBILITIES

General:

The General Manager performs managerial duties for Lake Limerick Country Club Inc. The General Manager is responsible for the day-to-day management of the corporation, and will provide support to the membership. The General Manager will perform those duties delegated to him or her by the Board of Trustees of Lake Limerick Country Club Inc., in accordance with Article seven, Section five, of the By-Laws of Lake Limerick Country Club, Inc. as adopted on 25th day of March 1966; amended on the 25 day of April 1967; and with Resolution No. 2000-01, Adopted on March 27, 2000.

Organization:

The General Manager acts as a liaison between the Board of Trustees and Committee Chairpersons. The General Manager shall support them with information, materials, and assistance in meeting their responsibilities. The General Manager maintains the Lake Limerick employee manual, maintains up-to-date corporate records, and organizes membership meetings and functions when so directed by the Board of Trustees.

Financial:

The General Manager oversees all corporate financial transactions in accordance with the corporate accountant's recommendations and applicable accounting standards. The General Manager provides the designated corporate accountant and Board of Trustees with financial information as required. The General Manager identifies financial resources and prepares grant applications. The General Manager in cooperation with the Board of Trustees is responsible for the annual corporate budgets; handles all billing and collection of funds; and maintains all tangible corporate assets for insurance, audit, and tax purposes. The General Manager maintains good financial and business relationships with banking institutions, credit card companies, and other financial and other governmental institutions and agencies with which Lake Limerick Country Club Inc. has a financial relationship.

Publications:

The General Manager maintains the Lake Limerick Country Club Inc. website; coordinates the writing, editing, production, and distribution of all newsletters and flyers; negotiates for printing and mailing of all publications; secures and manages all bulk mailing permits as required; and meets all reporting obligations of the U.S. Postal Service.

Personnel:

The General Manager hires, supervises, disciplines, and, when appropriate, discharges paid employees with Board of Trustees approval. The General Manager insures that annual performance reviews of all paid staff are conducted. The General Manager will insure that all payroll obligations are met; coordinates and remits payment for all employee benefits; and assures that all corporate and payroll taxes are paid promptly and associated forms are prepared accurately and submitted in a timely manner. The General Manager coordinates all volunteer workers.

Regulatory:

The General Manager files all forms, maintains all records, and submits all evidence necessary to appropriate government agencies, including as needed to maintain Lake Limerick Country Club's federal "Not-for-Profit" status.

RESOLUTION NO. 2000-01

1. **Purpose.** The Board of Directors has determined that its affairs can best be managed by the employment of a General Manager, a paid position with certain defined responsibilities, who shall act pursuant to the direction of the Board.

2. **Authority.** The Board of Directors has the authority to employ officers, agents and employees of the corporation, and to prescribe their powers and duties, pursuant to Bylaws, Art. VI, §2; and to conduct, manage and control the affairs and business of the corporation, pursuant to Bylaws, Art. VI, §4.

3. **General Manager.** Pursuant to the authority granted to the Board of Directors by its Bylaws, the Board hereby creates the position of General Manager. The General Manager shall be responsible for day-to-day corporate operations, including those related to personnel, facilities, programs, budgets and financial matters, volunteers, and contract management. The General Manager shall perform his or her duties pursuant to the policies, procedures, direction and authority and control of the Board.

The General Manager shall report directly to the Board, and as representatives of the Board, the President (or Vice-President) and Executive Committee. The General Manager shall communicate and interact with Board Committees, supporting them in the performance of their duties. The General Manager shall be bonded, pursuant to the direction of the Board. All checks and other written instruments and agreements shall be signed by both the General Manager, or an alternate approved by the Board in his or her absence; and the President, or an alternate approved by the Board in his or her absence.

The Board of Directors may in its discretion further prescribe the powers and duties of the General Manager as necessary and appropriate.

DATED this 27 day of March, 2000

Donald P. Wenzel

Vice President, Board of Directors
Lake Limerick Country Club, Inc.

Boley

Secretary, Board of Directors
Lake Limerick Country Club, Inc.

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04/03/2000 11:58A
LAKE LIMERICK COUNTRY CLUB RESOL 10.00 Mason Co, VA

Thank You

The Board of Trustees thanks the Magpies for their contribution of \$478.08 towards the purchase of Lounge Bar Stools. We recognize their support is offered not only in time but via economic forms.



Thank You for supporting the Club!!
Bill Buff

SCOTT CARLBY

AND GREAT REGARD.FROM

THE BOARD OF TRUSTEES

Tom Laylor *Kurt W. Gurn* *Alan Cox*
Lorey Metz *Ruby Bailey*
Scott Johnson *Mary Lee Proctor*
Daniel D. Winand
Chuck [unclear]

Committee Chairman Recommendations

2000-2001

Executive	Darrell	Winans
Architectural	Tom	Taylor
Greens	Gene	Metz
Inn	Ruby	Bailey
Lake/Dam	Chuck	Hancuff
Maintenance-Parks	Darrell	Winans
Security	Scott	Carey
Water	Kirk	Osborne
Youth		
Elections		
Nominating		