



BOARD OF TRUSTEES - LAKE LIMERICK COUNTRY CLUB

December 15, 2001

9:00 A.M.

I. ROLL CALL: Mary Lou Trautmann

II. GUESTS FROM THE FLOOR:

III. APPROVAL OF MINUTES: BOT Minutes of November 17, 2001

IV. FINANCIAL REPORT: George Duffin

V. 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

General Manager Report

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

VI. ITEMS FROM CONSENT AGENDA:

- 1.
- 2.
- 3.
- 4.

VII. MANAGER REPORT:

VIII. OLD BUSINESS:

1. SBA - \$22,800.00 Mary Lou Trautmann
2. Move Water Manager
3. Committee on Corporate Yard Improvements
- 4.
- 5.

IX. NEW BUSINESS:

1. Resolution for Earthquake repair in amount of 225K
- 2.

X. EXECUTIVE:

- 1.
- 2.

XI. COMMENTS FROM MEMBERSHIP:

XII. CORRESPONDENCE:

XIII. 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)

XIV. 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.) Personnel and Legal

XV. MOTION TO RECONVENE TO OPEN SESSION:

XVI. 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 an open meeting and votes in the open meeting on the closed session motions.)

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, e-mail lakelim@hctc.com

BOARD OF TRUSTEES December 15, 2001

ROLL CALL:

President Darrell Winans called the meeting to order at 9:00 a.m. Trustees attending the meeting are Vice-President Tom Taylor, Treasurer Bill McDonald, Trustee Don Cox, Trustee Vern Harris, Trustee Keith Smith, Trustee Jack Betterley, Trustee Gene Metz, and Trustee Esther Springer-Johannesen. Excused from the meeting are Secretary Mary Lou Trautmann and Trustee Charles Hancuff. Also attending are General Manager George Duffin, Water Committee Chairperson Kirk Osborne and Water Committee Treasurer Dan Robinson.

GUESTS FROM THE FLOOR: None

APPROVAL OF MINUTES:

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

The Board of Trustees approved the minutes of November 17, 2001 as corrected.

FINANCIAL REPORT: George Duffin

General manager George Duffin recapped the November 2001 Budget Summary reports.

Motion made by Tr. Jack Betterley, seconded by Tr. Esther Springer Johannesen and carried by the Board as follows:

The Board of Trustees approved the November 2001 financial reports.

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

The Board of Trustees approved the Consent Agenda with the following additions: Items From Consent Agenda: Add to Item 1. Water Billing, 2. Maintenance Committee – Beam Repair, New Business: Add 2. Lots – LLCC owned

ITEMS FROM THE CONSENT AGENDA:

Consent Agenda Item:

1. Water Committee Billing: Water Chairperson Kirk Osborne discussed the water department's decision to change to quarterly billings instead of annual and semi annual. Water Committee Treasurer Dan Robinson presented his report on the water billing

cycle, and changing billing dates from annual (January) to quarterly beginning (January 1, 2002). Dan also talked to Don Gardner, the club accountant, and confirmed the billing changes.

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

The Board of Trustees accepted the Water Committee motion to change its billing from an annual January billing to a quarterly billing effective January 5, 2002.

Jack Betterley thanked the Water Committee on the development of the "Emergency Response Plan."

2. Maintenance Committee: They have received more than one bid for the repair of the Inn beam.

MANAGER REPORT:

December 15, 2001

1. The SBA loan for the tennis court and kitchen floor is approved and the monies are in the bank, \$22,800. Then Tennis courts can be done in April and the bid does include root removal.
2. Ken Martig and myself are still working with the SBA for approval of the dam project. I sent another letter to the SBA asking for an extension of time per their instructions. I spoke to Mr. Martig today December 11, 2001 everything is working; however Mr. Martig will not be at our Board meeting but will come to our January Meeting. The time frame of the project according to Mr. Frazier of the Department of Wildlife is the end of April or the first of May 2001. (Letter to come). Some of the bids are in but not all; the utility vault bids are in. (Details to sent next week.)
3. I have received a copy of Les Johnson's bid, which you have all been given a copy of. The cost is \$22,000 plus tax of \$1,738 for a grand total of \$23,738. Today I met with David Soares also a builder and member who is interested in bidding on the beam and the corporation yard project.
4. I spoke with the department of fish and wildlife concerning our tree and creek problem, Ms Rodgers (fish and wildlife biologist) will help me get the permit as I was given the run around. As of 12/14/01 the permit still hasn't been sent.
5. The lighting project seems to be going along great with just a few set backs and complaints. Phase one will end this Friday with Fred bringing out PUD to check and see what has been accomplished and start the rebate action. (PUD now has a five-year rebate program.) Phase II will begin when Fred comes back after going South and will include much of the outdoor lighting and LLCC sign.
6. (*Informational only*) A complaint letter about the outside bar lights was received. I spoke to Fred concerning this matter Wednesday; he said he would turn them down further however putting a smaller bulb in them is not an option. Bill and Jack will take of this matter.
7. Pro Shop report: I spoke to Terry about his future plans concerning the pro shop on Wednesday. The report as follows: _____.
8. (*Informational only*) The report on lot 113 division II is that LLCC is not involved as it was the developers whom sold the lot not the club. I have mailed a copy of the original agreement to Rob Wilson-Hoss. (Kenny Frank easement.)

9. We will have to start the removal of the trailer on our property located at 180 E Dalkeith as we have received a complaint from the Mason County Department of Health services. This was not a budgeted item.
10. The directors insurance comes due January 17th 2002, I looked into it with the Insurance Company as we have two elected Boards and you are charged by the number of board members.
11. The CPA will come to the Board at your January meeting per his suggestion.
12. I am in the process of obtaining grass carp for lake Leprechaun as well as seeing about the possibility of closing the lake for fishing to give the carp a chance to do their thing. Lake leprechaun is open for fishing year round. The fish cost \$12 each, are sterile and between 10 to 12 inches in length. They have a long life and like most fish are fairly docile during the winter. You are allowed 6 fish per acre. (Lake access prevention?) Dan Collins is our area biologist.
13. On December 10, 2001 we ran a test of the emergency generator all seemed to have worked properly. We added the telephone system and a utility room to the system neither was hooked up before. Attending George, Austin, Dennis, Mark and Fred. The line carrying the load from our generator to our clubhouse was tagged 12/12/01! There is a problem as the voltage fluxuates at an unacceptable level.
14. Suggestion by the Inn Committee that the Tom and Jerry party be moved to December 21st next year, this is the 3rd Saturday of the month when the booking of Christmas parties is rare. PUD 3 and Alpine Way should bring income to the Club of close to \$6,500 plus promoting our Inn.
15. The club intends to serve breakfast beginning January 13th on Saturdays and Sundays 8am to noon.
16. Beginning in January of 2002 we need to give the restaurant credit for employee meals. This is done in 95% of all restaurants and it isn't fair the chef as he is held to a certain food cost. This can be done with the POS or manually.
17. I plan to have the web page updated after the holidays; the staff wants this kept in the office.
18. Christmas Party schedule:
19. Use of club equipment, ours v. theirs!
20. Sell of lot 171 Division 1 for \$2,000; the lot has been ours since 1999.
21. State of LLCC staff.
22. Culvert Report: (1) The culverts at 450 Ballentrae and 700 E St Andrews Drive will be rotor-rooted per Alan Eaton of Mason County (very bad). (2) The county also seems inclined to replace the Overton culvert even if the club doesn't act, as their pipe is corroding. (3) The culvert enlarged this year by the RR tracks (division II, lot 199) will be cleaned as it is bringing more water off the course than the county's culvert can handle. The problem is this area is also increased by piping under our access road near the tracks. (4) The culverts on Muirkirk are blocked up and flooding residences properties. (5) The culvert on Shamrock drive is experiencing problems do to all the runoff of #3 fairway this is due to possibly some member created problems. Steve and Keith will make recommendations concerning the Overton and St Andrews culverts, they understand they must make the owners happy.
23. *(Informational only)* Our own parking lot has a lot of run off problems.
24. Yearly calendar additions or suggestions.
25. *(Informational only)* Food for thought: this week we had have repair work on three refrigeration units, two in the pro shop and one in the Inn's restaurant.
26. *(Informational only)* The fence around the dam has finally been completed.

27. I have renewed the club's contract with Sunset air as they had the contract before last year and having a little continuity and someone that knows our place is important.
28. Sale of LLCC property, and CPA services.
29. (*Informational only*) USDA will be selling their lot in Division IV #122, \$2,423.49 is owed. (Good news)
30. We are looking at replacing the Inn Heating system. The replacement cost is \$5,000; the repair price is \$2,200 plus tax. The unit is from 1984 and will take a crane to pull. I say we go as far with the old unit as we can then replace it. (See attachment)
31. I spoke to Steve concerning the size of his crew three individuals during the winter. I was told when he came they use to have three and further Mark is the best mechanic of the bunch as he has had training in this area.

OLD BUSINESS

1. Mary Lou Trautmann is getting bids for the earthquake-damaged floor in the dining room.
2. Move Water Manager: The water manager will not be moved to another location at this time.
3. Committee on Corporate Yard Improvements: The Ad Hoc committee is getting more information. There will be a meeting Tuesday, December 18, 2001 at 4:00 pm.

NEW BUSINESS:

1. Resolution for Earthquake repair in the amount of 225K.

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

The Board of Trustees adopts the Resolution 2001-02 as corrected.

LAKE LIMERICK COUNTRY CLUB, INC. ***RESOLUTION No. 2001-02***

WHEREAS: *the Board of Trustees of Lake Limerick Country Club seeks to acquire funds for the repair of the earthquake damage;*

THEREFORE: *be it resolved that the Board of Trustees of Lake Limerick Country Club hereby AUTHORIZE the Corporate officers to borrow an amount up to but not to exceed \$225,000.00 to facilitate the construction related costs of the above project as approved.*

Adopted and dated this 15th day of December 2001 by the Board of Trustees of Lake Limerick Country Club, Inc.

Darrell Winans
President, Board of Trustees

William McDonald
Treasurer, Board of Trustees

2. LLCC owned lots: The club attorney will be asked to attend the Executive Committee meeting and discuss the status of the LLCC owned lots.

EXECUTIVE:

- 1.

COMMENTS FROM MEMBERSHIP: None

CORRESPONDENCE:

ANNOUNCEMENTS:

Motion made by Tr. Esther Springer Johannesen, seconded by Tr. Tom Taylor and carried by the Board as follows:

The board of trustees adjourns the meeting at 11:15 am.

Respectfully submitted, Mary Lou Trautmann, Secretary
Preliminary Minutes not approved by the Board of Trustees, for review only.

Proposal

u Lot 12-11-01

PROPOSAL SUBMITTED TO <i>Lake Limerick Country Club, Inc.</i>	PHONE <i>426-3581</i>	DATE <i>12/18/01</i>
<i>190 E St Andrews Dr.</i>	JOB NAME	
CITY, STATE AND ZIP CODE <i>Shelton wa</i>	JOB LOCATION <i>98594</i>	<i>Country Club (Inn)</i>
ARCHITECT	DATE OF PLANS	JOB PRICE

We hereby submit specifications and estimates for:

Replacement of all rotten Beams and supporting posts on end of deck and end of building under upper Offices etc. replace with new steel I-beam beams replace lower wall as needed re. Insulate wall, eliminate windows, then reside wall. Install flashings and necessary products to not rot or leak in future.

repair deck where beams were replaced. then Bolt all Beams together and repaint as needed repl. a lower Exit door + hardware as needed No site work figured in at this point. this bid is not exact (all improvements not will be at time and material) to be OKed by appointed persons?

Material + Labor - + or - \$ 22,000⁰⁰
+ Tax

Lisa Johnson
Construction

We propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows: _____ dollars (\$ _____).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

LAKE LIMERICK COUNTRY CLUB, INC.
RESOLUTION No. 2001-02

WHEREAS: the Board of Trustees of Lake Limerick Country Club seeks to acquire SBA funds for the repair of the earthquake damage;

THEREFORE: be it resolved that the Board of Trustees of Lake Limerick Country Club hereby AUTHORIZE the Corporate officers to borrow an amount up to but not to exceed \$225,000.00 to facilitate the construction related costs of the above project as approved.

Adopted and dated this 15th day of December 2001 by the Board of Trustees of Lake Limerick Country Club, Inc.

Darrell Winans
President, Board of Trustees

William McDonald
Treasurer, Board of Trustees

Lake Limerick Country Club Inc

3:47 pm

Income Statement

(Department # 95: Water Committee)

	2001 Annual Budget	
Income		
Gross Revenue Sales		
Water Department Income	\$170,000.00	88.8%
Water Annual Fee (No Meter)	18,376.00	9.6%
Water Meter Lockout/Disconnect	1,000.00	0.5%
Water Meter Hook Up Fee	2,000.00	1.0%
TOTAL Gross Rev Sales	191,376.00	100.0%
TOTAL Income	191,376.00	100.0%
NET INCOME	191,376.00	100.0%
GROSS PROFIT	191,376.00	100.0%
Expenses		
Salaries Water	48,300.00	25.2%
Payroll Tax Water	4,975.00	2.6%
L&I Ins Water	483.00	0.3%
Health Insurance	1,620.00	0.8%
Education of Employees	2,500.00	1.3%
Wash Excise Tax Water	9,600.00	5.0%
Advertising	100.00	0.1%
Bank Service Charges	110.00	0.1%
Depreciation - Water	34,500.00	18.0%
Dues & Subscriptions	220.00	0.1%
Engineering Services	2,500.00	1.3%
Equipment Rent	500.00	0.3%
Insurance	2,495.00	1.3%
Licenses & Permits	2,100.00	1.1%
Newsletter Expense	1,200.00	0.6%
Office Expense	1,500.00	0.8%
Postage	1,500.00	0.8%
Professional Services	1,000.00	0.5%
Repair & Maintenance System	1,500.00	0.8%
Repair & Maint Equip	3,000.00	1.6%
Repair & Maint. Extraordinary	2,000.00	1.0%
Service Contract	1,000.00	0.5%
Supplies	5,000.00	2.6%
Telephone	1,500.00	0.8%
Utilities	18,500.00	9.7%
Vehicle Operation Expenses	2,500.00	1.3%
Water Test	1,600.00	0.8%
TOTAL Expenses	151,803.00	79.3%

Lake Limerick Country Club Inc

3:47 pm

Income Statement
(Department # 95: Water Committee)

	2001 Annual Budget	
OPERATING PROFIT	39,573.00	20.7%
Other Income & Expenses		
Interest Inc Water	3,000.00	1.6%
Miscellaneous Inc. Water	500.00	0.3%
Interest Exp Loan Water Meters	(7,558.00)	-3.9%
Bank Loan Water Meter	(29,746.00)	-15.5%
Reserves - Water 2000-2001	(5,769.00)	-3.0%
TOTAL Other Income & Expenses	(39,573.00)	-20.7%
PROFIT BEFORE TAXES	0.00	0.0%
NET PROFIT	\$0.00	0.0%

Lake Limerick Country Club Inc

3:47 pm

List of Account Budgets

Accounts 1.00 to 9999.99

Department 95 Budget for Current Fiscal Year (Ending September 2002)

Acct No	Account Description / Account Type / Account Budgets				
4221.95	Water Department Income		Sales		
	Oct:	-391.00	(0.2%)	Apr:	-5318.12 (3.1%)
	Nov:	0.00	(0.0%)	May:	0.00 (0.0%)
	Dec:	0.00	(0.0%)	Jun:	0.00 (0.0%)
	Jan:	-146288.87	(86.1%)	Jul:	-18009.23 (10.6%)
	Feb:	0.00	(0.0%)	Aug:	0.00 (0.0%)
	Mar:	0.00	(0.0%)	Sep:	0.00 (0.0%)
				Yearly total:	-170000.00 (100.0%)
4226.95	Water Annual Fee (No Meter)		Sales		
	Oct:	0.00	(0.0%)	Apr:	0.00 (0.0%)
	Nov:	0.00	(0.0%)	May:	0.00 (0.0%)
	Dec:	0.00	(0.0%)	Jun:	0.00 (0.0%)
	Jan:	-18376.00	(100.0%)	Jul:	0.00 (0.0%)
	Feb:	0.00	(0.0%)	Aug:	0.00 (0.0%)
	Mar:	0.00	(0.0%)	Sep:	0.00 (0.0%)
				Yearly total:	-18376.00 (100.0%)
4233.95	Water Meter Lockout/Disconnect		Sales		
	Oct:	-230.77	(23.1%)	Apr:	0.00 (0.0%)
	Nov:	0.00	(0.0%)	May:	0.00 (0.0%)
	Dec:	-153.85	(15.4%)	Jun:	0.00 (0.0%)
	Jan:	-307.69	(30.8%)	Jul:	0.00 (0.0%)
	Feb:	-230.77	(23.1%)	Aug:	-76.92 (7.7%)
	Mar:	0.00	(0.0%)	Sep:	0.00 (0.0%)
				Yearly total:	-1000.00 (100.0%)
4234.95	Water Meter Hook Up Fee		Sales		
	Oct:	0.00	(0.0%)	Apr:	0.00 (0.0%)
	Nov:	0.00	(0.0%)	May:	-1000.00 (50.0%)
	Dec:	0.00	(0.0%)	Jun:	0.00 (0.0%)
	Jan:	0.00	(0.0%)	Jul:	0.00 (0.0%)
	Feb:	0.00	(0.0%)	Aug:	0.00 (0.0%)
	Mar:	0.00	(0.0%)	Sep:	-1000.00 (50.0%)
				Yearly total:	-2000.00 (100.0%)
5110.95	Salaries Water		Expenses		
	Oct:	3570.00	(7.4%)	Apr:	3570.00 (7.4%)
	Nov:	3570.00	(7.4%)	May:	3570.00 (7.4%)
	Dec:	3570.00	(7.4%)	Jun:	3570.00 (7.4%)
	Jan:	6300.00	(13.0%)	Jul:	3570.00 (7.4%)
	Feb:	6300.00	(13.0%)	Aug:	3570.00 (7.4%)
	Mar:	3570.00	(7.4%)	Sep:	3570.00 (7.4%)
				Yearly total:	48300.00 (100.0%)
5121.95	Payroll Tax Water		Expenses		
	Oct:	367.72	(7.4%)	Apr:	367.72 (7.4%)
	Nov:	367.72	(7.4%)	May:	367.72 (7.4%)
	Dec:	367.72	(7.4%)	Jun:	367.72 (7.4%)
	Jan:	648.90	(13.0%)	Jul:	367.72 (7.4%)