



## LAKE LIMERICK COUNTRY CLUB, INC,

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### BOARD OF TRUSTEES

January 18, 2003 at 9:00 a.m.

President Jack Betterley called the meeting to order at 9:00 a.m.

#### ROLL CALL:

Trustees attending the meeting were: President Jack Betterley, Vice President Tom Taylor, Treasurer Bill McDonald, Secretary Pat Chaussee, Trustees Jim Thomas, Don Nickles, Vern Harris, and Keith Smith. Trustees Pat Feist, Donna Miller were excused. Water Chairman Kirk Osborne was not in attendance.

Employees attending were: General Manager George Duffin, and Marianne Koch

Guests attending were: Dianne and Merle Gors, and Nan Strickland.

#### GUEST INPUT:

Dianne Gors explained their desire to create a tennis phone bank for members. They would like to arrange matches and groups by ability and age, in order to promote tennis. They requested that the tennis courts be available and that a second net might be needed. The board said that the courts would be available, and suggested that they write up an article for the newsletter in April. Also the board said that the Gors should get together with the new youth committee chairperson Rochelle Campbell.

#### APPROVAL OF MINUTES:

A motion was made by Treasurer Bill McDonald and seconded by Pat Chaussee, and carried by the Board as follows:

The Board of Trustees approved the Minutes of December 21, 2002 with the following corrections:

*Page 3 section 3 the board discussed and approved the purchase of a top dresser attachment not to exceed \$500.00 to start work on the greens.*

#### FINANCIAL REPORT: Bill McDonald

1. George Duffin gave out and spoke on a 3-month summary of the budget and expenses.
2. Bill McDonald and George Duffin have begun going through the computer system and the method of reporting costs and inventory. Bill

Mc Donald stated that he would be getting together with the accountant with some questions on expenses which could possibly be reclassified.

3. George explained that random audits are done on a regular basis in answer to the board's question. Bill McDonald stated he would be writing up a day by day procedure for employees to follow.
4. Discussion was held on the need to keep labor cost recorded separately, for each department, in order to accurately report expenses.
5. Bill McDonald reported on half lot 269 and discussion was held on the requested adjustment for dues overpaid by member.

**A motion** was made by Vern Harris and seconded by Bill McDonald and passed with one dissent as following:

A written offer will be made to reduce dues on half lot 269 by \$50.87 for 29 quarters to the total of \$1,475.13, as reimbursement for dues over paid.

Discussion was held on the state being assessed dues as a property owner and use of lake.

#### **CONSENT AGENDA:**

Vice-President Tom Taylor explained that "consent agenda" was a vote to approve all of the committee minutes and all motions made by the committees. President Jack Betterley handed out a process, for approval by the board members, for the trustee to follow with the purpose of shortening the meetings.

- All committee minutes must be to the office staff no later than 9AM Thursday morning prior to the board meeting. The minutes must summarize all commitments and motions into one location.
- The office staff will construct a summary sheet, listing all commitments and motions by committee for board members prior to 9 AM Friday.
- All board members must review the summary and each of the committee minutes prior to the 9 AM Saturday board meeting.
- During the board meeting all committee commitments and motions, (except those requiring discussion) will be acted on during the consent agenda.

All agreed to the process and the office will start constructing the summary sheets for each board member with a file of all the minutes and any other paperwork as required for the Trustees meeting.

Discussion was held on the correct procedures for closed sessions, it was generally agreed that the purpose for calling the closed session has to be stated, but in general terms. (such as "to discuss personnel issues") and all motions need to be passed in open session. What details can be stated in open session was the question. The reason for closed session is to protect the privacy of individuals. It was agreed that the board would ask our attorney for the legal procedures regarding closed session.

## OLD BUSINESS

### A. COMMITTEE CHAIR REPORTS

#### 1. EXECUTIVE COMMITTEE

- George Duffin will be writing up a full job discription for the outside superintendant.
- The position was offer to and accepted by Jerry Thompson.

#### 2. ARCHITECUAL COMMITTEE

- Tom Taylor reported of the inspection for trailers parked after the November deadline and the letters and fines being sent out to offenders.
- Discussion was held on the park trailers and their appearance. George Duffin reported that the trailer in question is being fixed or removed.

#### 3. GREENS COMMITTEE

- Correction in the minutes to read as "no carts are allowed on the fairways" also the berm on #6 to read as the "old berm, and to change the wording of equipment on the carpath on #4 to read "carts on cart path on #4.
- Keith Smith ask the board for suggestions on how best to enforce and possibly fine offenders. The board agreed that it was upto the greens committee to come up with the best action to be taken, and present it to the board and they would support that action. Discussion was held on a possible review by the greens committee of hanicap stickers and suggestion of a list of offenders,(of cart use on the golf course), be compiled by the greens committee and recomenations for action to be taken.

#### 4. INN COMMITTEE

- Valentines Dinner will offer live music.
- Superbowl in the lounge will be potluck.
- Discuss held on lowering the cost of goods, and tracking expenses. George is working with the employees and is enforcing stricter controls (such as meal tickets).
- A new and shorter menu is being discussed.

#### 5. LAKE/DAM COMMITTEE

- George Duffin reported that two beavers causing damage to members property have been removed.
- There will be no grants from the state for the lake this year.
- George Duffin pointed out the need to get Anglia Beach ready for summer and some of the things that LLCC need to take care of, for the resident there.

#### 6. MAINTENANCE COMMITTEE

- Metal roofing for fueling pad on hand and volunteers will install
- Final junk removal from corporate yard.
- New easement between lots 134 & 136 is deferred pending specific request
- These projects to be prioritized and scheduled: handicap restroom , Dining room wall redo, mens restroom conversion to storage.
- The committee has compiled and will maintain a long range projects list. For tracking progress on major projects. And they are requesting all projects be written up and submitted for this.

- Benches are ready and will be turned over to the Lake/Dam committee for positioning in the parks, the maintenance committee will position the rest.
7. WATER COMMITTEE
- Discussion was had regarding the water system 10 year budget,
  - George Duffin stated he is looking into a limited liability corporation rating for the water department which would reduce LLCC insurance cost.
  - George Duffin also reported that new ways for financing project on well #6 are being looked into.
8. ELECTIONS COMMITTEE
- Nan Strickland reported that she has 4 candidates for the board elections and 2 for the water committee elections in April. She is still looking for suggestions, and all applicants need to get their paperwork in.
9. YOUTH COMMITTEE
10. MANAGERS REPORT
- George Duffin reported on the skate park, that even if we get separate coverage by an outside carrier Safeco will not continue to insure the Inn. The question is the unruly and destructive crowd that the park attracted. Discussion was held on what to do with the park and the need for places for members children to play.

**PAST COMMITMENTS:**

George Duffin sent letter of appreciation to Stephanie Forsberg.

**NEW BUSINESS:**

1. President Jack Betterley suggested the establishment of a file with all policies and procedures. Discussion held and it was generally agreed that George Duffin would follow through on.

**LIST/REVIEW COMMITMENTS.**

Mc Donald stated that he would be getting together with the accountant with some questions on expenses which could possibly be reclassified.

Bill McDonald stated he would be writing up a day by day procedure for employees to follow.

The office will start constructing the summary sheets for each board member with a file of all the minutes and any other paperwork as required for the Trustees meeting.

The board will ask LLCC attorney for the legal procedures regarding closed session.

George Duffin will be writing up a full job description for the outside superintendent

George Duffin will establish a file for all policies and procedures.

**COMMUNICATIONS:**

Letter of request for LLCC cut fees on lot 89, request denied.

Letter of request for financial support of JV baseball, not within the boards ability, or policy.

**ANNOUNCEMENTS:**

The policy of a free drink for employees after their shift has been revoked.

**ALL MOTIONS PASSED THIS SESSION:**

**A motion** was made by Treasurer Bill McDonald and seconded by Pat Chaussee, and carried by the Board as follows:

The Board of Trustees approved the Minutes of December 21, 2002 with the following corrections:

*Page 3 section 3 the board discussed and approved the purchase of a top dresser attachment not to exceed \$500.00 to start work on the greens.*

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**MOTION TO ADJOURN MEETING:**

**Motion** made by Vice President Tom Taylor and second by Treasurer Bill McDonald and carried by the Board as follows:

The Board of Trustees adjourned the meeting at 11:05

Respectfully submitted,  
Marianne Koch

Preliminary Minutes not approved by the Board of Trustees,