



approved - minutes

BOARD OF TRUSTEES - LAKE LIMERICK COUNTRY CLUB

January 14, 2005

AGENDA

President Tom Taylor called the meeting to order at 9:05 am

I. ROLL CALL:

President Tom Taylor, Vice President Scott Carey, Treasurer Esther Springer-Johannesen, Secretary Shirley Toner, Trustees, Dick Sirokman, Pat Chaussee, Don Nichols. Water chairman Kirk Osborne was temporary replaced by Nan Stricklin. Trustees Mike Powter, Tony Paradise, Pat Feist, Keith Smith were excused.

Employee: Marianne Koch

Guest attending: Sharon Haworth, Debbie & David Soares, Glen Bachman, Frank Pelk, Tom Penski, Rosemary Wilson, Glen Zevenbergen, Irv Layton, John Botton, and Steve Saylor.

II. GUESTS FROM THE FLOOR:

Rosemary Wilson wanted to know why if the vote is 489 no and 232 yes for the special budget assessment, the golf sprinkler system passed. It was once again explained that the state legislation pass a law rcw64 which states that a budget item can only fail if over 51% of the possible votes (in our case 643 votes) say no. This state law and the Board of Trustees cannot change the by-laws or rule any different. Which was upheld in our recent lawsuit, whereas certain members wished to change or bylaws, and the court said that state law superceded.

Mr. Botton stated that the board is not representing the majority of the people. The Board responded that if over 50 % of the members either voted yes or entrusted the board, which they elected to decide what is best for them, then the board is representing the majority of the members.

Also questioned was why the loan was taken out prior to the vote on the sprinkler system. **It wasn't!** The board researched the cost of loans and other methods of paying for a new golf sprinkler system and the cost of maintaining the current manual sprinkler system versus replacing with a new automatic system. After researching all options, the board made a resolution to take out a loan at a certain rate and time frame to pay for the new sprinkler system, **providing** the special budget passed. This was done so that the members would know the exact figures that they would be voting for or against.

Debbie Soares wanted to know why the car was purchased for the club in September. and prior to the budget being passed. The car was purchased because the cost of paying mileage to employees was greater then the cost of purchasing the car and would save the club over a \$100.00 a month. This savings would justify the purchase with or without the budget.

Sharon Haworth commended the board on the difficult decisions that the board had to make for all of us. Suggestion was made that those complaining run for the board. Others offered their accolades also.

Tom Penski voiced that he felt that by voting in board members he was entrusting them to make decisions for him. And as long as he was in agreement and confidante with the boards stance on certain budget items he should not be force to always vote, where is he protected by the state law.

III. APPROVAL OF MINUTES:

A motion was made by Dick Sirokman, seconded by Don Nichols and passed as follows, with no nays:

To approve the minutes of December 2004

IV. FINANCIAL REPORT: Esther Springer-Johannesen Treasurer

Year-end figures are now in the hands of Gilligan, Ryan, Jorgenson and Co (Gig Harbor) for the final view should be completed within the next two weeks. The audit could not be done by Don Gardner due to new state laws and the accountant that did our audit last year signed a confidentially agreement for one year prior to leaving Gilligan, Ryan, Jorgenson.

Receivables as of Dec 31st are now 11,672 (over 90 days) of this 64,000 are legal charges billed to delinquent accounts. The legal fees are reimbursed to the attorney out of our cash flow and are collected when the delinquent accounts are paid or are closed with foreclosure. This is a drain on our operating cash flow and those monies are then not available for budgeted items. Further discussion on stronger collections are on the agenda this meeting.

Insurance cost: Two companies are bidding on our Liability Umbrella insurance policy Fournier and Drover Allaint the quotes on this policy has increased from 5,435 for a 4 million policy to 13,568 an increase was budgeted for 10% only not a 250% increase. Esther requested of the board a decision on what to do, since the policy has expired. Discussion was held as to whether we need an umbrella policy.

A motion was made by Dick Sirokman, seconded by Don Nichols and passed as follows, with no nays:

To approve maintain the lack of the present umbrella policy until we get in the new bids The directors and officers insurance has decreased for 8,365 to 4720 however the deductible increases from 2500 to 10,000 and excludes 3rd part coverage. There are four bids including our current insurer. Since these bids should be coming in within the next week, and our policy is due to expire Esther requested that the executive board be given the power to agree with which bid would be accepted. The board agreed to the executive board making that decision. Suggestion that a safety committee be formed do lower insurance cost.

The 3-month financials reflect that we are close to budget so far.

V. CONSENT AGENDA: (Committees motions)

Esther asked for explanation on the CD being put into savings, by the water committee. Due to the fact there maybe a need for ready funds to cover the final cost of the well 6 project, it was decided, by the water committee, that when the current CD matures it would be wiser to put it into the savings account instead of rolling it over and possibly incurring penalties, should the cash be needed.

A motion was made by Esther Springer Johannsen, seconded by Pat Chaussee and passed as follows, with no nays:

To approve the consent agenda.

VI. OLD BUSINESS:

1. **Park Host:** a package was distributed to the board members (and Tom Penski Lake/Dam). Which Shirley Toner had put together from the information that Tom Penski had gathered. It was requested that the board review and reply by the end of the week to Shirley so that she can finalize. This needs to be sent to the attorney and put into action quickly, since it does affect our insurance cost.
2. **Cell Tower:** no new information at this time
3. **By law changes:** Changes to the bylaws are needed to comply with state law. These changes and other changes requested by Lake/Dam committee and the water committee need to be submitted as quickly as possible, so our attorney can start working on the legal wording. Tom Taylor would like to give to the attorney in the next couple of weeks.

VII. NEW BUSINESS:

1. **Golf Course Tractor:** There will be a package of information by the next meeting and a decision will be made then.
2. **Pontoon Boat:** Don Nichols has not been able to find a used pontoon boat. But will be going in the next month to purchase a new boat for maintenance and lake/dam at the cost of 2,000 (approved last BOT meeting). Tom Penski requested to accompany him as representative of the Lake/dam committee. This purchase is required by spring for maintenance on and around the lake.
3. **Late fee changes:** Discussion was held on our outstanding receivables. Tom Taylor stated that two suggestions by our attorney were to have someone start making calls prior to legal action and the enactment of late fees.

Bonnie Preston (who did collections for a bank) has started making collection calls and has volunteered her time to see if this will work. It was decided by the board to give this a 60-day trial then ask for her feedback.

The second matter of late fees was discussed, Dick Sirokman stated that prior to enacting any late fees the board needs to address the members in the next newsletter. Marianne Koch (office) requested that a letter forewarning outstanding members be forwarded with their bills, as well.

A motion was made by Scott Cary, seconded by Don Nichols and passed as follows, with no nays:
To charge a monthly late fee of \$10.00 on all charges except water over 30 days past due.

4. Architectural Committee new members It was decided by the board that while Randy Boag had an outstanding issue with the committee he could not be appointed at this time.

A motion was made by Esther Springer Johannsen, seconded by Scott Carey and passed as follows, with no nays:

To approve the appointment of Joseph and Bonnie Preston, and George Radovich to the Architectural committee.

VIII CORRESPONDENCE: Shirley Toner

Comcast will be increasing their fees.

Regarding the request to take back 4/166 it was decided by the board to turn it over to Rob Wilson-Hoss for advice.

IX. ANNOUNCEMENTS: none

X. MOTION TO CONVENE TO CLOSED SESSION: *For discussion of personnel & legal matters.*

A motion was made by Esther Springer Johannsen, seconded by Pat Chaussee and passed as follows, with no nays:

To approve convene to closed session at 10:30.

XI MOTION TO RECONVENE TO OPEN SESSION:

A motion was made by Pat Chaussee, seconded by Shirley Toner and passed as follows, with no nays:

To reconvene to open session.

XII. MOTION TO ACCEPT ALL CLOSED SESSION MOTIONS: no motions

A motion was made by Don Nichols, seconded by Pat Chaussee and passed as follows, with two nays:

To accept all closed session motions.

XIII. MOTION TO ADJOURN MEETING:

A motion was made by Pat Chaussee, seconded by Scott Carey and passed as follows, with no nays:

To adjourn the meeting at 10:45

Sharon Haworth

Debbie Soares

David Soares

GLEN BACHMAN 3/282

Frank Peik

Tom Penski

Reemany Wilson

GLEN ZEBENBERGER 3-129

IRV LAYTON

John Botton 2-216

Steve Taylor 2-127

CONSENT AGENDA
January 2005

WATER COMMITTEE:

A Motion was made by Vern Hadsall, seconded by Darrell Winans and carried by the committee, with no nays as follows:

To approve the statement of income and expenses with a correction of the CD amount to 62,890.73.

A Motion was made by Darrell Winans, seconded by Vern Hadsall and carried by the committee, with no nays as follows:

That the Simpson CD would be moved at maturity on Feb. 18th to the Simpson savings account.

LAKE/DAM COMMITTEE:

GREEN COMMITTEE: no meeting

MAINTENANCE COMMITTEE:

INN COMMITTEE:

A motion was made by Evelyn Springer and seconded by Gail Gagner that the Inn present a variety of menus for the last Wednesday of the month, January through April, rather than offering a fish fry every month.

YOUTH COMMITTEE: no meeting

ARCHITECTURAL COMMITTEE: no motions

Volunteer Park Host Application

**Lake Limerick Country Club (LLCC)
790 East Saint Andrews Drive
Shelton, Washington 98584
(360) 426-3581**

Name: (Last, first, M.I.) (Mr./Mrs./Ms.)	Date: _____
Address: _____	Social Security #: _____
City, State, Zip: _____	Date of Birth: _____
E-mail: _____	Home Phone #: _____

Have you ever been employed by or volunteered at LLCC? (Yes or No) _____

If yes, dates and position _____

Where are you currently employed? _____ From: _____ To: _____

What is your job title? _____ Work Phone #: _____

May we call you at work? _____

How did you hear about the Volunteer Park Host? _____

Educational Background: _____

Time and Days of Availability:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

During the past ten years, have you been convicted of a crime? Yes No
(Identify date, state and county.)

U.S. Military Service: Have you served in the U.S. Military? Yes No
Type of discharge: _____

Do you have a valid driver's license? Yes No

List in preferential order the parks where you would like to host: | (Anglia Beach, Logtoy Park, Banbury Park)

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Personal References (Not Relatives)

Name	Street Address	City, State, Zip	Phone

Volunteer Experience	From:	To:	Duties:

Agreement

The information provided on this application is true, correct and complete.

I agree and understand that as a volunteer host, LLCC is not obligated to provide me any payment for my services. I also agree to release LLCC, its Board of Trustees, employees and agents (collectively LLCC) from any liability in the event I am injured or suffer damage as a result of the negligence of LLCC. I agree not to pursue any claim or initiate any action against LLCC in the event I am injured or suffer damage as a result of the negligence of LLCC. I understand and agree that this express assumption of risk, release and waiver is made on my own behalf and on behalf of my heirs, executors, representatives and assigns.

I agree to advise LLCC in writing of any physical limitation which could affect or be affected by any volunteer host activities I assume. I understand it is my responsibility to provide this information and I release LLCC from any liability for injuries or illnesses which result from my failure to advise LLCC in writing of any such limitations.

I understand LLCC may require alcohol, drug and substance abuse screening and I consent to such an examination and authorize the release of the results of such an examination to LLCC.

I hereby authorize investigation of all statements in this application and request any company, institution or persons contacted as part of this investigation to provide any and all pertinent information. To assure their cooperation, I hereby release them from all liability for any damage that may result from furnishing same to LLCC.

Date

Signature of Applicant

Host Duties and Information

Volunteer hosts assist Lake Limerick Country Club (LLCC) Volunteer hosts assist LLCC staff with routine visitor services such as greeting guest, answering questions and dispensing information in exchange for free camping.

Expectations of Hosts

Hosts are expected to maintain clean, orderly campsites. You must check with the Architectural Committee before adding any additional structures or storage containers at your site.

- ▶ All plants or gardens must be grown in portable containers.
- ▶ Do not perform vehicle maintenance at your site.
- ▶ Only camping and recreational equipment may be in public view; all other equipment must be stored out of sight.
- ▶ It is not appropriate to consume alcohol or use tobacco while on active duty. Please confine use of either to your campsite during off-duty hours.
- ▶ All dogs must be kept on a leash and have current rabies certificates.

Hosts are official representatives of LLCC, therefore:

- ▶ Dress appropriately
- ▶ Avoid offensive language or conduct
- ▶ Avoid displaying signs, decals, bumper stickers, posters that express political or religious viewpoints. (Check with the Architectural Committee.)
- ▶ Be accessible to members/guests for comments and complaints.
- ▶ Understand and be able to explain park rules and regulations. Do not enforce them!
 - How do I register my boat/
 - How do I get a gate key card?
 - What are some the LLCC activities?

Examples of some possible tasks

- ▶ Sweeping or brushing off picnic tables
- ▶ Reporting any damaged tables, trees, fire pits or posts to the Maintenance Department.
- ▶ Opening and/or closing park gates
- ▶ Moving or cleaning around garbage cans
- ▶ Raking or sweeping gravel

- ▶ Sweeping cobwebs off buildings
- ▶ Hosing down building and signs

Tips for Hosts

Read the LLCC Employee Handbook. Spend some time getting familiar with the local area.

If possible, arrive a day before the previous hosts leave so you have an opportunity to ask them questions and discuss any special consideration. Do not hesitate to ask questions of staff to clarify responsibilities or bring up concerns.

Remember, safety first always. Know your physical limitation and discuss any specific medical problems – allergies, surgeries, diabetes, etc. with the staff. It is beneficial if you have a current CPR rating.

Ask for feedback on your performance. You are entitled to receive an evaluation of your host experience by staff and in turn, you will be given an opportunity to give your feedback.

Application Process

Application packets are available at the LLCC office. You may pick one up in person or obtain it from the LLCC web site at www.lakelimerick.com. Once your application is received, it is reviewed by the Board of Trustees, the Architectural Committee and the Lake/Dam Committee. It may be easier to get a first time hosting position if you are willing to be flexible in your location choice.

After your application is reviewed, a member of the staff will contact either by phone or mail if host openings are available. You will receive an explanation of your specific duties and responsibilities and be interviewed over the phone. Once you arrive for your assignment, you will receive further training and orientation.

Timesheets must be completed and submitted to the office at the end of your service at the end of each month in which you volunteer to ensure you are covered for medical, industrial insurance and liability protection during the time you are volunteering.

What You get in Return

With a 30-day commitment (28 hours per week per site), you will receive:

- ▶ Free camping and hookups
- ▶ A "Host" sign for your campsite

- ▶ A baseball cap or visor, vest, name tag and a neighborhood watch jacket
- ▶ Free local phone service

Insurance Coverage

Medical: Medical industrial insurance for volunteers is provided through the Department of Labor and Industries. By submitting your timesheet, you will receive the cost of medical treatment needed for a service-related injury or illness. You are NOT covered for loss of employment time due to the injury or illness, nor for a lasting disability or death. If you suffer an on-the-job injury, your supervisor will assist you in obtaining and completing the proper forms to submit to L&I for processing.

Tort Liability: As a volunteer host, you are acting as an agent of LLCC. When you are acting within the *accepted limits and scope of your assigned job responsibilities*, LLCC may choose to assume responsibility for tort liability claims on your behalf. All situations will be considered on a case-by-case basis. Of course, any tort claim resulting from criminal activity on a volunteer's part will not be covered by the agency.

Personal Property: A volunteer's personal belongings are not covered by LLCC. It is advisable that you carry your own insurance to cover damage to personal belongings, which may occur as a result theft, vandalism or natural disasters such as earthquakes, storms, ice, fire, flooding, high winds, etc.

Vehicle Insurance: You may be asked to show proof of vehicle insurance if you use your own vehicle on the job.

If special equipment or tools are required to perform your volunteer duties, you will be issued what you need and be trained in their use. LLCC equipment is not to be used for personal use. It is *not* recommended you use your personal equipment to perform your volunteer duties. If you do, LLCC is not responsible for damage, replacement or repair to such equipment.

For your protection, do not offer park visitors a ride in your personal vehicle. Taxi service is *not* one of your volunteer job duties.

Apperance/Identification

As a volunteer host, you will be asked to wear a vest or jacket (to be returned at the end of your service) and a baseball cap or visor (yours to keep) with the LLCC logo, which will identify you as volunteer hose to visitors. Please wear your vest and hat with pride and respect while you are on duty. If you war your hat or visor when you are not on duty, please use your discretion where you wear it since people will recognize you as a representative of LLCC. Name (yours to keep) will also be provided and should be worn on your vest.

Background Checks

As a volunteer, you will be acting as an agent of LLCC. For certain volunteer positions which may have unsupervised access to children under sixteen years of age, developmentally disabled persons or vulnerable adults, you may be required to undergo a conviction or background record check. The expense of such a check will be born by LLCC.

For your protection, never accept responsibility for supervising park visitors' children. Babysitting is not one of your volunteer job duties.

Interacting with Visitors

The following tips will help you become an effective volunteer host when greeting and assisting park visitors:

DO

- ☺ Be a good listener
- ☺ Be polite and friendly, with a desire to be helpful
- ☺ Be positive about staff, rules of parks at LLCC
- ☺ Be a good neighbor. Set a good example by obeying the park rules yourself.
- ☺ Be familiar with park rules and regulations so you can explain them when asked or when you see a violation. Hand out an appropriate brochure if available. If the violation continues, report it to the office, Board of Trustees or LLCC host contact.
- ☺ Give out accurate information. If you cannot answer a question, check with staff or refer the visitor to the office.
- ☺ Refer complaints to the Board of Trustees
- ☺ Wave as you walk by and SMILE
- ☺ If you feel threatened, call the Sheriff (911)
- ☺ Attend neighborhood watch meetings at the Inn.

DON'T

- ⊗ Do not try to enforce rules
- ⊗ Do not argue, scold or "chew out" the visitor
- ⊗ Do not be harsh, sharp, abrupt, hurried or impatient
- ⊗ Do not act like a know-it-all or be self-righteous
- ⊗ Do not be a busy-body
- ⊗ Do not be the park bartender – use common sense and discretion when consuming alcohol. Keep beverages in your campsite and please do not over do it. As a volunteer host you want to be alert and at your best.

Providing Information

The more you know, the more confident you will feel as you perform your host duties and the more helpful you can be to park visitors. However, please do not think we expect you to know the answer to every question you will be asked. Never be embarrassed to admit to a visitor that you do not know the answer to a question; refer them to the office.

November 4, 2004

RE: PROPERTY REPOSSESSION

Lake Limerick Country Club, Inc.,

I, Lynnette Narrance am no longer living at 160 E Olde Lyme Rd. I have secured the property and returned the keys to Wells Fargo Home Mortgage. As of November 4, 2004 I will no longer be responsible for any charges for this property. lot dues, water, Beam/Lake Sp Assmt etc. I will no longer be responsible for any occurrences with property. Any issues, problems or questions can be directed to Wells Fargo Home Mortgage for 160 E Olde Lyme Rd.

Sincerely,

A handwritten signature in cursive script that reads "Lynnette Narrance".

Lynnette Narrance

CC: Wells Fargo Home Mortgage

**LAKE LIMERICK COUNTRY CLUB
ELECTION STATISTICS
NOVEMBER 20, 2004**

ELIGIBLE VOTERS 1285 QUORUM 129

Votes Received From Division 1:..... 108
Votes Received From Division 2:..... 166
Votes Received From Division 2R: 28
Votes Received From Division 3:..... 280
Votes Received From Division 4:..... 98
Votes Received From Division 5:..... 58
Total Votes Received:..... 738

**ELECTION RESULTS as of
NOVEMBER 24, 2004**

BALLOT ISSUE

Do you agree to a one time Special Budget of \$322,920.00 to replace the golf course irrigation system? The assessment would be \$234.00 per lot, payable quarterly for 30 months, resulting in 10 payments of \$23.40.

YES VOTES 232

NO VOTES 489

{The Budget can only be disapproved by a majority vote of 643 (or 50%+1) of all property owners}

***Final Results as of November 24, 2004 @4:00 p.m. ***

December 7, 2004

Lake Limerick Country Club
ATTN: Board of Trustees
790 East Sain Andrews Drive
Shelton, WA 98584

Lake Limerick Lot 166-Division 4 (360 E Balbriggan Vacant Lot)

Dear Board of Trustees:

I would like to relinquish my property back to the board, along with the promissory note. As you know a few years ago I requested to purchase this property from LLCC. You all were kind enough to let me sign a promissory note and deed the property over to me.


Unfortunately I have not been able to pay most of the property dues, and most of the promissory note. This is due to high living costs, and no cost of living raises as a State Employee. The bottom line is I have no money to pay LLCC for this property and would like to give it back as letters from your attorney have stated that I may do so in lieu of liens on the property. My apologies this has not worked out to both our benefit.

I am also struggling to keep up on my house lot dues. Hopefully I'll be able to rectify my house lot dues when I get my small income tax return.

Please forgive all debt on lot Division 4 Lot 166, and take the title back in lieu. My apologies. Please let me know of your decision.

P.S. I actually sent a letter like this in August 2004, but it obviously has been lost, as I have not seen it listed as correspondence in your meeting minute notes. I'll send this one certified mail return receipt.

Sincerely,


Lisa Shriver
350 E Balbriggan Rd
Shelton, WA 98584

(360) 427-1619