



**LAKE LIMERICK COUNTRY CLUB  
BOARD OF DIRECTORS  
MINUTES  
July 18, 2015**

**I. ROLL CALL:**

President Pro Tem Kelly Evans, Treasurer Esther Springer-Johannesen, Secretary Penny Cory, Directors, Mark Franklin, John Rizzo, Norm Bartoo, Glen Bachman, John Torkelson, and Water Chair Phyllis Antonsen. President Kristopher Nelsen resigned.

**II. APPROVAL OF MINUTES:**

Board Minutes of June 20, 2015

A motion was made by Mark Franklin, seconded by John Rizzo and passed with no nays as follows:

To approve the Minutes of June 20, 2015 as written

**III. APPOINTMENT OF NEW BOD MEMBER:**

Nominations to fill the vacant position left by Kristopher Nelsen were opened. Nominations were made for Dave Kohler and Dick Sirokman.

A motion was made by Esther Springer-Johannesen seconded by Mark Franklin and passed with no nays as follows:

To Close the Nominations

Each Nominee was given an opportunity to speak as to why they would like to be a part of the Board of Directors. The Voting was done by secret ballot.

Dick Sirokman was appointed to fill the Board of Directors vacancy by a vote of 5 to 3.

**IV. MOTION TO CONVENE TO CLOSED SESSION:**

A motion was made by Esther Springer-Johannesen seconded by Mark Franklin and passed no nays as follows:

To convene to closed session for election of officers to fill the vacancy left by Kristopher Nelsen

**V. CLOSED SESSION FOR ELECTION OF PRESIDENT AND VICE PRESIDENT**

**VI. MOTION TO RECONVENE TO OPEN SESSION:**

A motion was made by Penny Cory, seconded by Mark Franklin and passed with no nays as follows:

To reconvene to open session

**The Announcement was made to the Members in attendance that Kelly Evans was elected President and John Rizzo was elected Vice President of the Board of Directors.**

**VII. FINANCIAL REPORT:**

A discussion regarding Golf revenue versus costs was brought up by Dave Blowers. Esther stated that although we have more play, the fees have not been raised for several years. To even out the increased business and expenses the revenue must be raised as well. John Torkelson and Budd Morrow agreed that the public annuals rates should be raised.

Esther said that Budget Packets will be ready next month.

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

To approve the financial report for June 2015

**VIII. GUESTS FROM THE FLOOR:** Request to be added to the agenda – None

**IX. CONSENT AGENDA:** Kelly Evans would like future Consent agendas to state the discussion that leads to the motion.

Penny Cory pulled the following Greens Committee Motions:

**Approve** purposed committee to follow up and get answers on handling of the issue with railroad property and golf course.

The Annual Golf purchase and Use Policy was reviewed and written by Tom Taylor. The Greens Committee voted and **approved** the policy as written (see attached).

To Approve the Consent Agenda as amended to pull for discussion the two Greens Committee Motions regarding the Railroad and the Golf Annual Policy and to include the approval of all Committee Minutes, in particular the Architectural Committee Minutes.

## **X. OLD BUSINESS:**

### **1. Dredging Status Update Report**

The Hearing Commissioner has approved the Shoreline Substantial Development Permit(s). The project is now turned over to the Department of Ecology for review is open for a 30 day appeal period. In the meantime we are working on the Scope of Work, putting together a bid packet and researching dumping site locations.

### **2. Committee Resolutions, Ad-Hoc Committee Report, Esther**

Due to Esther's illness the Committee did not meet last month, she will schedule a meeting for this month.

### **3. Telecommunications for BOD Meetings**

This is on hold for recommendations from the Ad-Hoc Committee.

### **4. Railroad Update – Navy Team Establishment (see attached) + Dam Access Road Report**

Sheila reported that after research with Mason County that the Access Road cannot be widened. This area will have to be negotiated with the Navy for an easement.

John Torkelson presented a Navy Encroachment Team Proposal. This team will be led by Glen Bachman and will give monthly progress reports and prepare articles for the Newsletter. The Team Goals are attached to these minutes.

Glen Zevenbergen gave a report on the history of the Navy easement/lease. The history was reviewed from 1978 through 1996. During this time period an application for a 50 year easement was completed along with a request for a check for \$5800.00. More research through Minutes and files will be done to determine the status of the 50 year easement application. It was also reported that the application had no expiration date and that we may be able to submit it at this time.

A motion was made by Esther Springer-Johannesen, seconded by Dick Sirokman and passed with no nays as follows:

To Form a Navy Railroad Team led by Glen Bachman with at least one person who is not a golfer to make recommendations to the Board of Directors.

A Motion was made by Dick Sirokman, seconded by John Rizzo and passed with no nays as follows:

To rescind the Motion from the last Board meeting to move the cart paths.

### **5. Ethics Proposal – Revised**

This subject was pulled from the Agenda as Kelly Evans would like to have a Board Retreat next month. This retreat will focus on a 5 year plan and the development of a Policy and Procedures Manual.

### **6. Project Management – This matter was not discussed.**

## **XII. NEW BUSINESS**

### **1. Attorney Letter Actions, specifically background checks and Clear lines of authority, John Torkelson**

Background checks were discussed, John Torkelson called for a Board volunteer to handle this task no one came forward. The subject of Drug Testing was discussed, current policy states "as needed". It was also discussed that all L&I Rules need to be followed to the letter when any background checks or drug testing is done. This topic will be added to the Retreat Agenda.

### **2. The Annual Golf Purchase and Policy Motion from the Greens Committee was discussed and is attached. It was determined that this merits further discussion and will be resolved at budget time.**

### **3. Penny Cory addressed the matter of bullying in the work place citing that numerous complaints have been made against Board Member John Torkelson.**

A motion was made by Penny Cory as follows:

To restrict John Torkelson from entering the Maintenance Yard Fence, the Office and the Kitchen.

This motion did not receive a second and discussion was as follows:

At the retreat next month this topic will be part of the agenda, matters addressed will be a flow chart and the lines of authority.

The policy now stands that Employees report to the General Manager who reports to the Board President.

A new policy will be set so that meetings with the General Manager are preapproved with a set time and the topic of discussion as well as what information needs to be provided by the GM for the meeting.

At this time President Kelly Evans has instructed all Board Members to have no or limited contacts with employees until after the retreat.

### **XIII. OTHER BUSINESS**

#### **1. Manager's Report, attached**

##### **Items discussed:**

Cell phone Boosters for the Lounge/Restaurant areas were discussed at the last BOD Meeting. Research has been done and a booster that will accommodate "most carriers" will cost \$408.80. This was approved by the BOD.

Jason met with Western Equipment to discuss final equipment lease options. The final quote is attached.

A motion was made by Esther Springer-Johannesen, seconded by Penny Cory and passed with no nays as follows:

To approve the equipment lease proposal from Toro for the 60 month lease to own program.

A new range and broiler have been purchased, the Range has been installed. The Broiler is in storage until the hood system is in compliance, please see the attached quote.

A motion was made by Esther Springer-Johannesen, seconded by Glen Bachman and passed with no nays as follows:

To have an email vote for a replacement hood system once the second opinion/bid is received.

#### **2. Board of Director Emails**

Kelly has directed that each Board member will have a designated Email address with a common carrier assigned to them for contact with the membership. Kelly will also be taking photos of each BOD member at the retreat these will be posted on the bulletin board along with their designated email addresses.

### **XIV. CORRESPONDENCE:**

A Thank you Card from Bobby Brown's Family was shared with the Board.

### **XV. ANNOUNCEMENTS**

July 18, Town Meeting 2:00 p.m.

July 22, Ladies Golf Guest Day

July 25, Community Garage Sale

July 25, Adopt a Pet Tournament

July 25, Class Reunion

August 1, Golf Tournament

August 1, Wedding

August 8, St. Andrews Open Tournament

August 9, Church event

August 15, Golf Tournament

August 15, Next BOD Meeting

### **XVI. MOTION TO ADJOURN MEETING**

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

To adjourn the meeting at 11:20 a.m.

BOARD OF DIRECTORS MEETING

July 18, 2015

	Division/Lot #	Printed Name	Signature
1	1-46	Linda Blowers	Linda Blowers
2	3-84	Debra R Moore	Debra R Moore
3	1-34	Keery Tockety	Keery Tockety
4	2-51	C. Jeannine Metz	C. Jeannine Metz
5	1-44	L Blowers	L Blowers
6	2-150	JEROME NOKES	Jerome Nokes
7	2-36	NAN STRICKLIN	Nan Stricklin
8	2-150	Sheila Nokes	Sheila Nokes
9	2-247	Laura Russell	Laura Russell
10	1-15	Clara Robinson	Clara Robinson
11	2A-21	Marylou Trautmann	Marylou Trautmann
12	2-113	Bonnie Morrow	Bonnie Morrow
13	1-17	BRIAN SMITH	Brian Smith
14	1-41	Dave Kohler	Dave Kohler
15	1-14	Karen Kohler	Karen Kohler
16	5-36	Jamala Frank	Jamala Frank
17	5-124	REUBEN NUTT	Reuben Nutt
18	2R-21	DAVE GILES	Dave Giles
19	1-48	ROGER ALBERTS	Roger Alberts
20	2-113	Budd Morrow	Budd Morrow
21	3-160	Dick Sirokman	Dick Sirokman
22	1-45	Dorothy Fowler	Dorothy Fowler
23	2-129	CHRIS JOHANNSEN	Chris Johannsen
24	2-298	Sharon Laworth	Sharon Laworth
25	3-515	Rhonda Mayner	Rhonda Mayner
	1-153	PAUL WAGNER	Paul Wagner

LAKE LIMERICK COUNTRY CLUB				
June-15				
FINANCIAL RECAP				
	2015	2014		
Cash In Bank Admin	\$5,344.02	\$3,343.27		
Cash In Bank Water	\$194,230.70	\$185,292.13		
Reserves Admin	\$81,271.52	\$ 45,537.48		
Reserves Lake Mgmt	\$4,409.29	\$3,269.89		
Reserves Water	\$154,124.42	\$156,414.90		
Reserves Water Main Line	\$ 159,831.57	\$ 99,826.57		
Dredging Account	\$560,741.82	* \$ 163,499.08	* loan drawn down Jan 23, 2015	
Well#6 Reserves	\$37,925.00	\$ -		
	Jun-15	Jun-14	YTD	YTD vs Budget
Revenue Admin	\$81,790.00	\$81,686.67	\$741,325.16	\$ 745,038.75
Gross Revenue Sales	\$ 113,546.76	\$ 101,686.52	\$776,201.51	\$747,903.00
Net Income	\$ 195,336.76	\$183,373.19	\$1,517,526.67	\$1,492,941.75
Direct Costs	\$22,815.67	\$22,395.67	\$152,423.22	\$147,375.00
Gross Profit	\$172,521.09	\$160,977.52	\$1,365,103.45	\$1,345,566.75
Expenses	\$137,031.16	\$151,662.46	\$1,003,073.78	\$1,229,801.25
Operating Profit	\$35,489.93	\$ 9,315.06	\$362,029.67	\$115,765.50
Other Income/Expenses	\$1,764.17	\$904.02	\$2,701.73	\$ 19,500.00
<b>Net Profit</b>	<b>\$37,254.10</b>	<b>\$10,219.08</b>	<b>\$364,731.40</b>	<b>\$135,265.50</b>
Dredging Assessment	\$ -	\$ -	\$125,847.29	\$126,705.78
Net Profit including SA	\$37,254.10	\$10,219.08	\$490,578.69	\$261,971.28
<b>GOLF</b>	\$ (2,770.93)	\$ (8,334.16)	\$ (84,676.98)	\$ (113,250.00)
Café	\$ (4,775.77)	\$ (3,174.57)	\$ (31,950.23)	\$ (37,500.00)
Green	\$4,166.25	\$ (1,506.89)	\$ (29,024.06)	\$ (54,000.00)
Pro Shop	\$ (2,161.41)	\$ (3,652.70)	\$ (23,702.69)	\$ (21,750.00)
<b>INN</b>	\$ (13,406.71)	\$ (9,164.05)	\$ (93,000.99)	\$ (66,975.00)
Total Receivables:	As of 6/30/15>	\$421,540.13		
Receivables over 90 Days:	As of 6/30/15>	\$282,061.74		
There are 39 Legal accounts for a total of:				
Total Legal Receivables:		\$ 188,579.73	44.74%	< of total receivables
Legal Receivables over 90 Days:		\$ 145,775.99	51.68%	< of 90 day receivables
*Top 5 Legal accounts = 40% of total Legal a/r		\$ 74,800.64		
*Top 10 Legal accounts 50% of total legal a/r		\$112,487.01		

\*\*\*\*\*This Fiscal Year To Date \$93,448.08 has been paid from 20 Legal Accounts

**CONSENT AGENDA**  
**July 18, 2015**

**WATER COMMITTEE:**

**A motion was made** by Mark Franklin, seconded by Gary Lentz and passed with no nays as follows:  
To approve the Minutes of June 13, 2015 as written.

**A motion was made** by Don Bird, seconded by Mark Franklin and passed with no nays as follows:  
To approve Steve's attendance at the September Conference to include lodging and meals, not to exceed \$1,000.00

**A motion was made** by Mark Franklin seconded by Gary Lentz and passed with no nays as follows:  
To accept the Bid from Liquivision in the amount of \$4950.00

**LAKE DAM COMMITTEE:**

A. Approval of Previous Minutes: Debbie **moved approval**, Karen seconded, passed unanimously

**GREENS COMMITTEE:**

The June Minutes were **approved** as written

**Approve** purposed committee to follow up and get answers on handling of the issue with railroad property and golf course.

The Annual Golf purchase and Use Policy was reviewed and written by Tom Taylor. The Greens Committee voted and **approved** the policy as written (see attached).

**INN COMMITTEE:**

**Approval** of June Minutes:

**ARCHITECTURAL COMMITTEE:**

**Approval of Minutes:** The minutes of the June 13, 2015 meeting were approved as submitted.

**EXECUTIVE COMMITTEE:** Scheduled for July 18, 2015 @ 8:30 a.m.

# Navy Encroachment Team

## Team Goals

- Further define tasks required to vacate Navy property
    - detail design, costs, implementation schedule
    - Perform trade studies as needed
  - Provide a single focal point to the Navy
  - Get Memo of Understanding (MOU) with the Navy prior to any construction work
  - Provide monthly reports to the board
  - Provide quarterly reports to the community via the news letter
  - Provide final design and costs to the HOA board for approval
-



# Lake Limerick Country Club

(Titled Property Owners)

## Annual Golf Purchase and Use Policy

Lake Limerick titled property owners may purchase a total of two (2) golf annuals per year at the reduced owner rate as set by the Board of Directors.

Lake Limerick titled property owners having two (2) or more lots may purchase a maximum of four (4) golf annuals per year at the reduced owner rate as set by the Board of Directors.

The following rules and restrictions apply:

Golf annuals may not be shared between two or more players; every annual purchase is a one player annual. At the time of purchase the Lake Limerick titled property owner must declare the name(s) for which the golf annuals are purchased. Golf annuals may not be resold.

Lake Limerick titled property owner may purchase their allotted golf annual(s) for relatives or any person(s) in residence with the titled property owner. For the purpose of this policy, relatives are defined as grandparents, parents, grandchildren, children, aunt, uncle, niece or nephew.



**GENERAL MANAGER'S REPORT**  
**July 18, 2015**

**ADMINISTRATION:**

The new Quick Books Company has been created. This is still in progress...As budget time approaches I will be spending many extra hours in August getting this wrapped up.

- I will be taking vacation time July 25<sup>th</sup> through July 29<sup>th</sup>.
- Cell phone Boosters for the Lounge/Restaurant areas were discussed at the last BOD Meeting. Research has been done and a booster that will accommodate "most carriers" will cost \$408.80.

**INN:**

- Banquets and Weddings, new additions ~ August 9<sup>th</sup> Church Event, September 16<sup>th</sup> Hartstene Island Ladies Club Luncheon, September 23<sup>rd</sup> Retirement Party, December 4<sup>th</sup> Hartstene Island Travel Club, December 11<sup>th</sup> Equestrians.

The incident in our Kitchen on June 6<sup>th</sup> was a malfunction of the broiler. I received the final report from the Fire Department Last week.

I will be in touch with the Manufacturer now that I have the photos from the Fire District's Investigation

A new range and broiler have been purchased, the Range has been installed. The Broiler is in storage until the hood system is in compliance, please see the attached quote.

**MAINTENANCE DEPARTMENT:**

**Completed Projects:**

- ✓ Assembled Patio Heaters and Fire Pit
- ✓ Cleaned up Upper Deck Storage room
- ✓ Set Hall for Memorial
- ✓ Weed whacked Leprechaun Dam
- ✓ Graded Sleaford Road Repair
- ✓ Installed new sump pump in kitchen
- ✓ Cleaned Snack Shack, hooked up water and Set up for Limerick Daze
- ✓ Set up for Community Clean Up Day
- ✓ Assembled new picnic tables
- ✓ Monthly Logger readings, Assembled temperature history Data for Erica, Met with Erica to go over data
- ✓ Hired and training of new Janitor
- ✓ Replaced a dozen boards on Anglia Dock
- ✓ Worked with contractors on getting bids for air systems at both Café and Inn
- ✓ Repaired picnic table at Olde Lyme
- ✓ Completed Banbury including repairs to doors, so Porta Potty could be removed
- ✓ Installed "No Swimming/Diving" signs for Log Toy and Tipperary
- ✓ Installed exhaust fan in Ice Room
- ✓ Infant swing was installed at Island Park

**Upcoming projects:**

- ✓ Install entry floor in Sheila's office
- ✓ Lake/Dam Projects; Install new buoy lines at Banbury & Log Toy, Change out anchors and all orange buoys, install white buoys at swim areas, order & Gravel Olde Lyme and Banbury, Install black rock at Tipperary and Banbury Boat ramps, Install black rock at Leprechaun, Place debris timbers in front of Leprechaun spillway, Repair dam fence, Install new sign at Log Toy, demo old Basketball court at Log Toy
- ✓ New Street signs (for the missing ones), rehab entry signs
- ✓ Inn roof safety lines to be installed
- ✓ Install Inn Lawn Sprinkler System
- ✓ Repair Bus stop enclosure and roof
- ✓ Continue Shop remodel for installation of Lift
- ✓ Grade & Gravel Shop

**PRO SHOP REPORT, (Hours June through August 7:00 a.m. 7:00 p.m.)**

- The Pro Position: We have hired Dennis Bates who is currently relocating his family to Shelton, he will begin work as soon as possible but no later than August 1, 2015.
- Heather informed the Greens Committee that we will be posting the Café Menu on the course so that golfers can order from the field and have their food ready upon arrival.  
Heather will also be asking for clarification from the Greens Committee regarding Annual Trail Fees. It seems there are a "few" golfers that buy one Annual Trail Fee but it is used by two people, it is transferred from cart to cart. This matter did not get discussion at this month's Greens Committee.
- Heather is researching electronic tee sheet programs
-

## CAFÉ REPORT

- The new Café Chairs are here! The old chairs will be for sale at the Annual Community Garage Sale July 25<sup>th</sup>...
- Congratulations go out to the Café Staff ~ On July 5<sup>th</sup> the sold over \$600 in less than 2 hours! This is an all time record! Great Job!

## GREENS REPORT

- Jason met with Western Equipment to discuss final equipment lease options,. The final quote is attached.
- Jason has met with an Architect regarding #7 and #8 greens. The cost to redo these is more than reasonable. The final design has not been submitted to date.
- The new parking area around the backside of the maintenance fence is progressing.
- Jason is scheduling Aeration of the Course the week of August 24<sup>th</sup>.

## LAKE DAM REPORT

- Kimber Construction has the permits for Banbury, the Island Projects, and Anglia Repairs in hand. I finally received a call from Jessica last Friday. I called today (7/17/15) as I had not heard from her, she had been researching our file to see exactly where we stood and how long each project is estimated to take to complete. We are tentatively scheduled for the end of August.
  - Dredging Update
    - July 9: The Hearing Commissioner has APPROVED our requests for Substantial Shoreline Development.
    - July 9: Start of Washington State Dept Ecology review and appeal period (one week to "receive" documents. 21 days statutory appeal period thereafter. Thus 28 days effectively).
    - August 6<sup>th</sup>. Likely date of verbal approval from WDOE. All permits in hand by Aug 7<sup>th</sup>. Contractor green light to start pumping.
- I am hoping for a Scope of Work prior to this meeting and for use at the Town Meeting July 18<sup>th</sup> at 2:00 p.m.
- The Geo Study for Leprechaun has been completed, a report is available in the office.

## WATER REPORT

- The fence @ Well #5 still needs to be moved/repared this will also be done in house as time permits.
  - Two valves need to be replaced and water will be out for a short time on St. Andrews and Shamrock, this will be done as time allows, it is not an emergency repair.
- Water usage in June was the highest in our history! The most pumped in the past was 8 million gallons, this month we pumped 9 million gallons. Got to love those 90 degree days!

## LONG TERM PROJECT LIST:

- The project to accomplish the restoration of the pond #6 and to create a rain garden on the property across from #6 is in the works. Jason has a sub-committee from the Greens Committee he is working with.
- The temperature of the lake was discussed with members of the Squaxin Tribe in regards to the salmon habitat and how the warmth of the lake can be detrimental to them. Discussion on ideas of how to cool the lake water as it goes over the dam was productive. Erica has given us the following schedule as a common goal to determine possible solutions.

I met with Erica on Monday (the 13<sup>th</sup>) (her report is available in the office) we reviewed the Goal List below and the updated each item:

### January- February 2015-

- ✓ Erica will bring together all available temperature and flow data for Cranberry Creek and Lake Limerick. Specifically looking for temperature records from upstream of Lake Limerick and downstream of the lake. COMPLETED
- ✓ Larry Duvall, will supply the records of water level in the weir at the lake outlet. COMPLETED.
- ✓ Ken Martig, will provide further information on cooling towers, an email has been sent.
- ✓ Erica will do some basic water and heat balance calculations to determine how much we can cool Cranberry Creek with a cooling tower versus a siphon. Pending

### March-April 2015

- ✓ Erica will develop a short work plan for deploying temperature monitors into Cranberry Creek and Lake Limerick. She will try to obtain enough monitors to do the work and will also include spot checks at regular locations. She will be distributing the plan to all of us when complete. A plan was not developed (and most likely will not be at this time) but three additional temperature monitors have been installed to date.

### May 2015

- ✓ The temperature monitors were deployed, COMPLETED

### June-September 2015

- ✓ Erica and her crew will begin temperature spot checks at regular locations. Larry Duvall has been assisting with the monitoring during his regular maintenance routines.

**August 2015 From this point on these items will most likely be done in 2016...**

- ✓ If needed, we will experiment with cooling the water at the dam outlet by some means, and we will measure downstream temperature and discharge in the creek over a period of days.
- ✓ Erica will complete a summary of our field work and distribute it.

Work with the Mason County Department of Public Works on sidewalks/walking paths, still have not received any further information. **Long Term**

### **2015**

July 22 Ladies Golf Guest Day  
July 25, Adopt A Pet Tourney  
July 25, Class Reunion  
July 25, Community Garage Sale  
August 1, Minihan Tourney  
August 1, Sandy Daughter's Wedding  
August 8, St. Andrews Open Tourney  
August 8, Jason Bennett & Roni Pease, Wedding  
August 9, Benner Church Event  
August 15, Nokes Tournament  
August 22, Hren Tourney  
August 22, Kastonoff Tourney  
August 24, (Week Of) Golf Course Aeration  
August 29, Alberts Tourney  
August 29, End Of Summer Bash  
September 8, Magpie Social  
September 8, Simpson Retirees  
September 10, Men's Golf Banquet  
September 16, Hartstene Ladies Club Luncheon  
September 19, Seafood Scramble  
September 23, Ladies Golf End Of Season Luncheon  
September 23, Vocke Retirement Party  
September 30, October Fest  
October, Weir Boards Lowered  
October 3, Fall Glow Ball  
October 17, Semi Annual Meeting 2:00 P.M.  
October 24, Magpies Bazaar  
October 31, Kids Halloween Party – 5 – 7 P.M.  
November 1, Parks Closed  
November 21, Thanksgiving Dinner  
December 1, Inn Decorating  
December 4, Hartstene Island Travel Club  
December 5, Pro Shop Open House 4-7pm  
December 8, Simpson Retirees Luncheon  
December 11, Equestrians  
December 12, Tom & Jerry Party 5-7 Pm  
December 18, Pud Xmas Party  
December 19 Christmas Dinner  
December 31 New Years Eve Party

# Air Systems Engineering Inc.



3602 South Pine Street | Tacoma, WA 98409 |  
253-572-9484 | [www.asei.wa](http://www.asei.wa) | AIRSYE\*229KN

July 17, 2015

Larry Duvall

Lake Limerick Country Club

## Re: Inn Kitchen Hood Replacement

Upon inspection of the Inn kitchen hood, it does not meet code (Fire/International Mechanical Code) for clearance from cook top to the underside of the hood system. This clearance deficit creates an unsafe work environment and potential for injury. Our suggestion would be to replace the existing Type 1 hood with a custom (due to the semi-below grade location, and low ceiling height) hood, and connect to the existing exhaust duct and fan system. The make-up air ductwork will need to be re-configured for a compensating-style hood (make-up air ducted into the front of the hood) and the systems will require an air balance for proper hood performance. A control tie-in between the exhaust and make-up systems is imperative.

### Scope of Work:

- ① Demo and remove one (1) existing kitchen Type 1 hood (Demo and decommissioning of fire suppression systems not included)
- ① Demo part of make-up air ductwork system as required
- ① Provide and install one (1) new Type 1 hood (Captive Aire) with slim design and back of hood exhaust for low ceiling condition (includes new grease filters, light fixture with bulb, and grease cup)
- ① Connect new hood to existing exhaust fan and outdoor duct system
- ① Fabricate and install new make-up air ductwork (in kitchen) and connect to new compensating style hood
- ① Minor gas piping revisions per site visit (new or upgraded service not included)
- ① Control tie-in for make-up and exhaust systems (one switch energizes both systems)
- ① Provide and install discharge air sensor for make-up air operation (for heating/cooling changeover)
- ① Re-configure existing exhaust fan pulley/sheave and belts as required for hood capacity (assumes fan is capable of adjustment)
- ① Re-configure supply air (MUA) fan pulley/sheave/belt for required design make-up air volume (80-90% of exhaust) (assumes fan is capable of this adjustment)
- ① Line voltage work as required
- ① New ductwork connection from hood to existing exhaust duct
- ① Air balance hood and make-up air systems to achieve design air flow and velocities per ASEI design

- Ⓢ Engineering work, design and detailing, coordination
- Ⓢ Check, test and start the system
- Ⓢ One year standard warranty on items installed for this scope of work

**Total Price \$21,700.00**

**Exclusions/Clarifications/Work By Other Trades:**

- Ⓢ Washington State Sales Tax
- Ⓢ Permits (Add Budget \$2,000.00)
- Ⓢ Fire suppression/ANSUL systems by (*Amerisafe--our service vendor-* approx \$1500)
- Ⓢ Kitchen equipment, fans
- Ⓢ Natural gas meter(s), sizing, and upgrades, gas piping
- Ⓢ Roof or wall openings, duct wrap or fire protection for grease duct (**Fire Wrap Budget \$1,000.00**)
- Ⓢ Pads or concrete work for outdoor HVAC equipment installation
- Ⓢ Plumbing, condensate receptacles
- Ⓢ Roof access and anchor points for inspections and service
- Ⓢ Rated shaft construction
- Ⓢ Fire dampers, fire/smoke dampers, connections to fire/life safety systems
- Ⓢ Hole cutting, patching, painting, concrete coring
- Ⓢ Alarm panels and alarm work, fire department notification systems
- Ⓢ After-hours work

**Billings Terms:**

100% due at completion of the scope of work pending customer credit approval. Billings will be payable upon receipt.

**For your acceptance of this scope of work please approve below:**

Print Name: \_\_\_\_\_ PO: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely,

Jeff R. Tweedy

Project Sales

jefft@asei.ws

253-572-9484 Office

253-405-2224 Mobile

Western Equipment  
Distributors, Inc.

Quote



Western Equipment Distributors, Inc.  
23224 - 80th Avenue South  
Kent WA 98032-1288

Prepared for:  
Lake Umenick Country Club  
790 E Saint Andrews Dr  
Shelton WA 98584

Proposal Date: 07/16/2015  
Expiration Date: 05/27/2015  
Quote ID: 1888390

Prepared by:  
Shawn Frisbee  
shawn.frisbee@western-equip.com

QTY	Model	Description	Unit Price	Total Price
2	104238	Trans Pro 80		
2	104247	Rail Ramp Kit, TransPro 80	\$1,441.25	\$2,882.50
1	109200	ProCore 648		
3	109796	4 Tine 3/4" Plead Set	\$21,973.03	\$21,973.03
1	120-1046	GUARD-TURF, 4-TINE, LONG		
2	120-1045	GUARD-TURF, 4-TINE (SHORT)		
24	108-9139	TINE-HOLLOW (RH-575-4)		
1	109225	Tire Scrapers		
1	44912	GreensPro 1240		
1	44923	GreensPro 1240 LED Light Kit	US Open Unit: \$10,236.00	\$10,236.00
1	44926	Armatrust Kit		
-	103672	Accessories for Reelmaster 5410-D - 36.8 hp Tier 4-compliant Diesel	\$4,029.08	\$4,029.08
1	09671	CrossTax All-wheel Drive Kit (includes 2 post ROPS w/seatbelt)		
1	07390	Workman HDX Auto	US Open Unit: \$19,214.00	\$19,214.00
-	07390	Accessories for Workman HDX Auto		
1	07372	Canopy	\$3,416.66	\$3,416.66
1	07373	Folding Windshield		
1	07394	4-Wheel Drive Kit (Workman HDX Auto)		
1	07279	Workman MD (California CARB Compliant)		
1	07278	Receiver Hitch	\$7,129.00	\$7,129.00
1	30609	Groundsmaster 3500-G (32hp Gas Powered) NOT AVAILABLE IN CALIFORNIA	\$30,026.00	\$30,026.00
1	30629	Deluxe Suspension Seat (GM700 Std Seat)		
3	107-0235-03	BLADE-ATOMIC		
2	GR Flex 21	LR Toro GR Flex 21	\$5,000.00	\$10,000.00

Western Equipment Distributors, Inc.

Quote



Western Equipment Distributors, Inc.  
20224 - 80th Avenue South  
Kent WA 98032-1285

Prepared for:  
Lake Limerick Country Club  
790 E Saint Andrews Dr  
Shelton WA 98584

Proposal Date: 07/16/2015  
Expiration Date: 09/17/2015  
Quote ID: 1888890

Prepared by:  
Shawn Frisbee  
shawn.frisbee@western-equip.com

07279	Accessories for Workman MD (California CARB Compliant)	\$768.00	\$768.00
1	07324 Canopy (includes all support hardware, installed w/ or w/out ROPS)		
1	07326 Folding Windshield		
		<b>Equipment Total</b>	\$109,674.27
		<b>Freight/Shipping</b>	\$205.00
		<b>Total</b>	\$109,879.27

All prices quoted FOB Turf Care Distributors unless otherwise indicated. The preceding pricing is valid for 30 days. Prices include assembly where applicable and accessibility to parts and service manuals. Timing of delivery may vary and is subject to manufacturer's availability. Purchaser is responsible for applicable taxes and duties.

Note: The above pricing does not include sales tax.


Financing

Dollar Buy Out/CSC (1 advance payment due) on \$109,879.27 (+ \$250 document fee)

Monthly Payment

48 months (tax not included)	\$2,508.54	60 months (tax not included)	\$2,052.55
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Western Equipment Distributors, Inc.	Quote	
Western Equipment Distributors, Inc. 20224 - 80th Avenue South Kent WA 98032-1288	Prepared for: Lake Umbagog Country Club 1790 E Saint Andrews Dr Shelton WA 98584	Proposal Date: 07/16/2015 Expiration Date: 05/27/2015 Quote ID: 1868880
Prepared by: Shawn Frisbee shawn.frisbee@western-equip.com		
<b>FINANCING</b>		
Documentation fee of \$250. Rates set in relation to market conditions, first monthly payment in advance. All rates and terms subject to credit approval. Rates and payments subject to change.		
End of Lease Options		
Fair Market Value		
Purchase equipment for FMV, No-Lease, Return Equipment, Standard return conditions apply, Hourly excess usage charges.		
\$1 Out - Conditional Sales Contract		
Purchase equipment for \$1		



**LAKE LIMERICK COUNTRY CLUB  
BOARD OF DIRECTORS  
CLOSED SESSION MINUTES  
July 18, 2015**

**IV. MOTION TO CONVENE TO CLOSED SESSION:**

A motion was made by Esther Springer-Johannesen seconded by Mark Franklin and passed no nays as follows:

To convene to closed session for election of officers to fill the vacancy left by Kristopher Nelsen

**V. CLOSED SESSION FOR ELECTION OF PRESIDENT AND VICE PRESIDENT**

**Nominations were open for the position of President.**

A motion was made by Esther Springer-Johannesen, and seconded by Penny Cory to nominate Kelly Evans for President

A motion was made by Esther Springer-Johannesen, and seconded by Penny Cory and passed as follows:  
To close the nominations

Kelly Evans was elected President by acclamation, it was passed unanimously.

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**Nominations were open for the position of Vice President.**

A motion was made by Mark Franklin, and seconded by Esther Springer-Johannesen to nominate John Rizzo for Vice-President

A motion was made by Esther Springer-Johannesen, and seconded by Penny Cory and passed as follows:  
To close the nominations

John Rizzo was elected Vice-President by acclamation, it was passed unanimously.

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**VI. MOTION TO RECONVENE TO OPEN SESSION:**

A motion was made by Penny Cory, seconded by Mark Franklin and passed with no as follows:

To reconvene to open session