



**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
MINUTES
October 17, 2015**

ROLL CALL:

President Kelly Evans, Treasurer Esther Springer-Johannesen, Secretary Penny Cory, Directors, Mark Franklin, Dick Sirokman, Norm Bartoo, Glen Bachman, John Torkelson, and Water Chair Phyllis Antonsen. Vice President John Rizzo was excused.

OPENING COMMENTS, President Kelly Evans

Kelly requested that all BOD members speak up while talking so that the entire room can hear the discussion.

Kelly also reminded the BOD and audience of the Semi Annual Meeting today at 2:00 p.m.

APPROVAL OF MINUTES:

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

To approve the Board Minutes of September 19, 2015 as written

FINANCIAL REPORT:

Esther reviewed the recap and reported that we will begin working with a three year comparison vs the recap we currently use.

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

To accept the Financial Report for September 2015 as presented

GUESTS FROM THE FLOOR: Request to be added to the agenda

Dave Kohler	Division 1, Lot 41	Discussion of Greens Committee Motion regarding Resolutions
Bud Morrow	Division 3, Lot 113	Frank Foundation, tree cutting

CONSENT AGENDA: (Committees motions, attached)

The Greens Committee motion regarding their Resolution was pulled from the Consent Agenda to be returned to the Ad Hoc Committee for further review.

The Architectural Committee motion regarding Division 3, Lot 151 was pulled as the situation has been resolved and there is no need for attorney contact.

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

To approve the Consent Agenda as amended to pull the Greens Committee Resolutions Motion and the Architectural Committee Division 3, Lot 151 motion and to include the approval of all Committee Minutes, in particular the Architectural Committee Minutes.

OLD BUSINESS:

1. **Dredging Status Update**, the Contractor's Bid Packets are in progress

2. **Committee Resolutions, Ad-Hoc Committee Report**, Esther reported that all Committees have received their first drafts for review. The Committees will return their reviewed resolutions to the Ad Hoc Committee after their November Meetings. It was stated that all comments and recommendations from the Committees will be welcomed and are encouraged.

3. **Railroad Update** – Navy Team has received some drawings from the County regarding the crossing area, they are unreadable and the Team is working on getting better copies. It was reported that once Glen Zevenbergen returns from Palm Springs he will begin diligently working on this project. Kelly asked for reassurance from John Torkelson regarding the time frame we have to work with the Navy, John stated that as long as there is progress the Navy will continue to work with us.

4. **Code of Ethics** – Request for Approval from John Torkelson, the BOD stated that they would like another copy of the revised Ethics Code for review and discussion at the next BOD Meeting. Dave Kohler will send Sheila the most recent version so that everyone is working from the same version. It is also recommended that this go to the attorney for review.

5. **Entrance Signs** – John Torkelson reported that a new main entrance sign could cost up to \$20,000. The possibility of refurbishing the current sign is being investigated. The sign will be removed and brought into the shop to determine the status of the sign board itself. A full presentation will be ready next month and John recommended that Brian Smith be the Lead on this project while John is down south.

NEW BUSINESS

1. **Determination of Division 5, Lot 22**, Email Poll results, Clean up and sell. There are several interested bidders regarding this house. It was recommended that the sale be turned over to our Realtor Kristy Buck to receive the bid packets and present them as sealed bids to the Board of Directors.

A Motion was made by Penny Cory, seconded by Glen Bachman and passed with no nays as follows:

To have Kristy Buck list the house and proceed with collecting bid packets for presentation to the Board of Directors.

2. **Determination of Division 4, Lot 132**, the current owner has offered to donate this lot back to Lake Limerick. The current amount due on this lot is \$589.22 including taxes.

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

To accept the offer of the Donation of Lake Limerick Division 4, Lot 132

3. **Youth Committee Volunteers**, Penny Cory brought a recommendation for a flyer to be handed out at the Halloween Party. This flyer will inform our members that we will no longer be hosting Youth events if we can not get volunteers to coordinate them through a Youth Committee. The Halloween Party is being organized by our Employees who are donating their personal time so that this event can be held this year. The discussion of allowing tenants to volunteer on the Youth Committee was discussed. It was determined that they should be encouraged to volunteer but would have no voting authority as a non member, it is important that this is made clear to those who join the committee.

4. **Budd Morrow, Division 2, Lot 113**, Frank Tree Farm Harvest. Mr. Morrow has requested a written statement that any property damage that occurs to his lot during the removal of trees be taken care of, he has not received a response. Chris Johannesen reported that he has talked to the logger(s) who are doing the job for the Frank Foundation. There are three items that Chris is currently working on with the logging company: **a.** A letter that states that all damages will be repaired at the end of the project. The logging Company must have bond with Mason County concerning the road(s), Chris will inquire if a bond can be created for both LLCC and Mr. Morrow; **b.** Lake Limerick's green belt trees and Member trees that will be exposed, these danger trees have been marked; **c.** The importance of the County ditch that drains the entire Penzance Road and its continuing function of keeping water draining properly so as to prevent flooding.

5. **Chip Card Reader System**, Kelly asked the GM to explain the new system as there seems to be a lot of confusion regarding the new tipping process. It was explained that the "swipe" cards can be accessed later in the evening so that the server can add tips at the end of the night. The new "Chip" cards are inserted into a slot and need to be processed all the way through prior to pulling the card, once the card is pulled it cannot be accessed later to retrieve the tips. The POS has been set up so that the tip line is on the original receipt given to the customer. The consensus was that Members would like to see the portable card readers available to our servers so that the entire transaction can be taken care of at the table.

6. Kelly reported that an **Attorney Letter** was received by Lake Limerick in regards to harassment claims against John Torkelson. This matter has now become a legal issue, no actions can be taken and this will not be discussed in an open meeting.

OTHER BUSINESS

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

2. **Security**, Sheila inquired about the discussion of the security at the September Meeting. No resolution was made that day as to whether the BOD wants to increase security and if so, how many hours and by what means? It was determined that Sheila and Esther would work on hour recommendations and that the consensus is that the Sheriff's office would be the better choice at this time as they are able to make arrests when necessary.

3. Dave Kohler recommended that the Ad Hoc Committee be prepared for questions concerning the Resolution changes. He also stated that we should let people know that we encourage recommendations, ideas and comments.

4. Glen Bachman suggested that we may want to offer a gift to those who work as volunteers to show our appreciation. Several spoke up that they have volunteered for many years and would be just as happy if they were given a letter of recognition and a mention in the newsletter. It was agreed by all that volunteers are all appreciated for their value of service.

VIII. CORRESPONDENCE:

The Martin's who live next to Tipperary Boat Launch sent a letter to the Board requesting a fence be put in between their lot and the park. A letter will be sent to the Martin's stating that all other park fences were installed by the member next to the park. The Architectural Committee will however work with them to recommend variances to the Board for approval

IX. ANNOUNCEMENTS

October 17, Semi Annual Meeting, 2:00 p.m.

October 24, Magpies Annual Bazaar 10:00 a.m.

October 31, Kids Halloween Party 5:00 – 7:00 p.m.

November 7, Lake Dam Meeting 9:30 a.m., Guest Limnologist Harry Gibbons, followed by the End of Season Meeting.

November 19, Free Family Bingo Night 6:30 p.m.

November 21, Next BOD meeting 9:00 a.m.

November 21, Thanksgiving Dinner, (Part of the weekend menu)

December 1, Decorating of the Inn, 9:00 a.m.

December 15, Employee Christmas Party

X. CLOSED SESSION: None

XI. MOTION TO ADJOURN MEETING

A motion was made by Dick Sirokman, seconded by Penny Cory and passed with no Nays as follows:

To adjourn the meeting at 10:26 a.m.

These minutes have not been approved by the Board of Directors
Respectfully Submitted by: Sheila Hedlund

BOARD OF DIRECTORS MEETING

October 17, 2015

	Division/Lot #	Printed Name	Signature
1	2-51	Jeannine Metz	<i>Jeannine Metz</i>
2	2/67	Don Cox	<i>Don Cox</i>
3	2-70	TOM TAYLOR	<i>Tom Taylor</i>
4	1-48	ROGER ALBERTS	<i>Roger M Alberts</i>
5	1-48	Robbi Alberts	<i>Robbi Alberts</i>
6	3-391	Jim Thomas	<i>Jim Thomas</i>
7	2-259	Howard Cornwell	<i>Howard Cornwell</i>
8	3-329	JANICE PARADISE	<i>Janice Paradise</i>
9	1-17	Brian Smith	<i>Brian Smith</i>
10	1-41	Dave Kohler	<i>Dave Kohler</i>
11	1-41	Karen Kohler	<i>Karen Kohler</i>
12	3-282	Sue Bachman	<i>Sue Bachman</i>
13	1-17	LINDA SMITH	<i>Linda Smith</i>
14	2-113	BUD MORROW	<i>Bud Morrow</i>
15	2A-21	Mary Lou Trautman	<i>Mary Lou Trautman</i>
16	2-142	SHARON HADSALL	<i>Sharon Hadsall</i>
17	2-259	Jan Cornwell	<i>Jan Cornwell</i>
18	2-113	Bonnie Morrow	<i>Bonnie Morrow</i>
19	1-35	Laura Lee Berlin	<i>Laura Lee Berlin</i>
20	1-153	MaryAnn Wagner	<i>MARY ANN WAGNER</i>
21	1-153	PAUL WAGNER	<i>Paul Wagner</i>
22	1-45	Dorothy Fowler	<i>Dorothy Fowler</i>
23	3-515	Rhonda Mayner	<i>Rhonda Mayner</i>
24	2-86	Nan Stricklin	<i>Nan Stricklin</i>
25	2-150	Sheila Nokes	<i>Sheila Nokes</i>
	2-157	Ed Irwin	<i>Ed Irwin</i>

	September-15			
	FINANCIAL RECAP			
	2015	2014		
Cash In Bank Admin	\$ (44,378.45)	\$ (50,534.04)		
Cash In Bank Water	\$212,382.59	\$203,499.10		
Reserves Admin	\$89,466.53	\$56,917.01		
Reserves Lake Mgmt	\$3,084.11	\$14,501.49		
Reserves Water	\$ 159,489.43	\$ 157,085.24		
Reserves Water Main Line	\$ 185,801.57	\$119,111.57		
Dredging Account	\$427,533.14	* \$ 202,459.82	* loan Jan. 2015	
Well#6 Reserves	\$46,886.50	\$ -		
	Sep-15	Sep-14	YTD	YTD vs Budget
Revenue Admin	\$82,991.80	\$84,267.16	\$990,727.55	\$ 993,385.00
Gross Revenue Sales	\$ 88,174.42	\$79,454.73	\$ 1,089,095.43	\$ 997,204.00
Net Income	\$171,166.22	\$163,721.89	\$ 2,079,822.98	\$1,990,589.00
Direct Costs	\$20,198.94	\$18,677.99	\$ 240,840.96	\$196,000.00
Gross Profit	\$150,967.28	\$ 145,043.90	\$ 1,838,982.02	\$1,794,589.00
Expenses	\$124,466.79	\$206,356.69	\$ 1,447,813.66	\$ 1,535,635.00
Operating Profit	\$26,500.49	\$ (61,312.79)	\$ 391,168.36	\$ 258,954.00
Other Income/Expenses	\$ (2,906.92)	\$ (4,332.71)	\$ 15,992.39	\$24,500.00
Net Profit	\$23,593.57	\$ (65,645.50)	\$ 407,160.75	\$283,454.00
Dredging Assessment	\$ -	\$ -	\$ 168,802.76	\$169,564.80
Net Profit including SA	\$23,593.57	\$ (65,645.50)	\$ 575,963.51	\$453,018.80
GOLF	\$ (19,058.60)	\$ (24,245.73)	\$ (156,343.20)	\$ (151,000.00)
Café	\$ (1,203.19)	\$ (3,820.10)	\$ (34,903.25)	\$ (50,000.00)
Green	\$ (12,679.56)	\$ (14,685.10)	\$ (83,874.38)	\$ (72,000.00)
Pro Shop	\$ (5,175.85)	\$ (5,740.53)	\$ (37,565.57)	\$ (29,000.00)
INN	\$ (7,359.61)	\$ (15,773.73)	\$ (135,352.94)	\$ (89,300.00)
Total Receivables:	As of 9/30/15>	\$290,676.22		
Receivables over 90 Days:	As of 9/30/15>	\$248,986.09		
There are 35 Legal accounts for a total of:				
Total Legal Receivables:		\$194,034.89	66.75%	< of total receivables
Legal Receivables over 90 Days:		\$159,744.55	64.16%	< of 90 day receivables
*Top 5 Legal accounts = 44% of total Legal a/r		\$84,785.80		
*Top 10 Legal accounts = 63% of total legal a/r		\$ 122,104.69		

CONSENT AGENDA
October 17, 2015

WATER COMMITTEE:

A motion was made by Gary Lentz, seconded by Don Bird and passed with no nays as follows:
To approve the Minutes of September 12, 2015 as written

LAKE DAM COMMITTEE:

Approval of Previous Minutes: Karen Kohler moved approval, Dave Kohler seconded, passed unanimously

Motion: I move that a certified letter be sent to Kimber Construction notifying them of LLCC cancellation of the Banbury, Island and Anglia projects and requesting refund. Motion made by Karen Kohler, seconded by Dave Kohler and passed unanimously.

Motion: I move that LLCC prioritize the Park Improvements related to the special assessment for the Inn Island and Banbury projects to do the Inn Island first, and then the Banbury project as funds are available. Motion made by Dave Kohler, seconded by Karen Kohler and passed unanimously

Motion: I move that LLCC use the Ken Martig design for the repair of the Anglia dock landing at the dam. Motion made by Dave Kohler, seconded by Brian Smith and passed unanimously.

GREENS COMMITTEE:

The minutes were approved by Ed Irvin and second by Gary Yando

Jerry shared the Greens Committee Resolution changes from the Ad Hock committee. The committee made a change to the document and will send it back to the Ad Hock committee for review before it goes to the BOD, **Motion made by Gary Yando** and second by Ed Irvin to make this change:

Note: The Greens Committee may vote to include the presidents of the various Lake Limerick Golf Clubs as *non-voting advisors to the committee*. (Should read) a committee member.

INN COMMITTEE:

Motion: Deana Query moved to approve the September Minutes, Penny Cory 2nd, the motion. It passed unanimously.

Motion: Penny Cory moved that we donate our left over supply of good condition party hats and noisemakers to the Senior Center. Sheila Nokes 2nd the motion and it passed unanimously.

ARCHITECTURAL COMMITTEE:

Approval of Minutes: Jim Nutt made a motion, seconded by Chris Johannesen to accept the minutes of the September 12, 2015 meeting. Motion passed.

Chris Johannesen **made a motion**, seconded by Norm Bartoo to contact Rob Wilson-Hoss on the property line encroachment of Roger and Mashel Silva whose property is located in Div 3 Lot 151 with street address of 1011 E Ballantrae. The garage was built after permit was denied due to setbacks. Motion Passed

(Note from Norm Bartoo: Events are changing. Silvia's setback officially is now inches more than the needed number due to the access road being on his land. Chris met with him and he is arranging to fix the other problems and pay double permit fees. In short, we don't have to get the atty involved for this. Chris will explain to the BOD.

(orm)

EXECUTIVE COMMITTEE: Scheduled for October 17, 2015 @ 8:15 a.m.

GENERAL MANAGER'S REPORT
October 17, 2015

ADMINISTRATION:

The new Quick Books Profit & Loss Reports are complete. The balance of the Balance Sheet is in progress and must be completed by the end of November for submittal to the CPA for our End of Year Review and Tax preparation.

- Sheriff's Office, I spoke with Officer Osterhout who is in charge of the "overtime detail". He informed me that they no longer offer the Full Time Assigned Officers like at Timber Lakes and Cushman. The hourly rate is an average of \$52/hour depending on the rank of the officer who volunteers. LLCC can request the hours they are here and may also designate areas where problems are occurring, ie thefts, vandals, houses that have heavy traffic, etc.. **No Decision was made on this last month. Does the BOD want to hire extra help? If so, with who and how many hours?**
- I watched a Webinar on 8/26/15 regarding the new EMV credit/debit card requirements. These new cards will have a "chip" that changes its dynamics each time the card is used, current magnetic strip cards keep the information static and more susceptible to fraud.
The new system went into effect on October 1st. Confusion has been created concerning tips. With the new chip cards a tip amount is needed in advance of running the card.
The old system would allow our servers to swipe the card and return the receipt to the customer for signature with a tip line included as the server was able to go back at the end of the night and add tips.
With the new "Chip Card" the card is inserted into the terminal and all information is entered at that time because once the card is removed and returned to the customer the information is no longer available for the server to return to later and add tips.
This will be an industry wide procedure once all restaurants are in compliance with the new system.

INN:

- Banquets and Weddings, new additions ~ None

MAINTENANCE DEPARTMENT:

- **Completed**
Installed Anglia pedestrian gate signs
Installed new Inn pantry freeze fan
Replaced Inn fridge door gasket
Installed new Inn network extender
Checked Inn steam table-referred to Lighthouse Elec (no repairs done/replacing table)
Installed new shop network electric and consolidated equipment
Gathered lake water samples & mailed
Downloaded Loggers and distributed information
Cleaned Snack Shack
Set up End of Summer Bash
Adjusted Cafe cooler belt
Arranged for LP cage to be delivered
Painted more street sign post
Set up Cafe electrical work with Lighthouse Elec (hood/makeup air switch)

PRO SHOP/CAFÉ REPORT, (Hours October 8:00 a.m. – 3:00 p.m. if course is busy the hours can be extended, this will be done on a day to day basis typically depending on weather)

- The Greens Committee discussed Annual Trail Fees and the few golfers that buy one Annual Trail Fee but it is used by two people. This topic will need to be decided prior to the the golf annual forms that are due out February/March of next year.
- Heather and Dennis is researching electronic tee sheet programs
- We are planning on posting a menu on #8 for ordering from the Cafe. Jason has a design that will include a calendar of events, menus and phone numbers this will be built this winter.

GREENS REPORT

- The new parking area around the backside of the maintenance fence is progressing.
- The new drain lines on the course have been completed, Members are pleased with the results.
- A new fence will be put up at bunker area at #6. This fence and the well fence will have fabric around them and landscaping will be done

LAKE DAM REPORT

- Kimber Construction: there is currently a Stop Work Order on all projects! I sent a registered Letter to Mr. Sides of Kimber Construction on October 5th. This letter was designated for his signature only! To date I have not received a

call or letter from Mr. Sides, nor have I had notice from the Post Office of Delivery to him. It has been 10 days (10/15/15)

- Ken Martig was contacted in regards to the Anglia project and has also given us some new ideas on the Island Project. We are trying to arrange a meeting time with Mr. Martig for next month's Lake Dam Meeting
- Dredging Update – Christian sent a SOW on the Dredging project thru completion. I have not to date received a SOW on the mitigation lot, and the bid packages.

WATER REPORT

- The fence @ Well #5 still needs to be moved/repared this will also be done in house when the golf crew is done for the season they will assist with this project.
- 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.

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.

The Goal List below and the updated each item:

Completed Items:

- ✓ Erica has completed the temperature and flow data for Cranberry Creek and Lake Limerick. Specifically looking at temperature records from upstream of Lake Limerick and downstream of the lake.
- ✓ Larry Duvall, has supplied the records of water level in the weir at the lake outlet.
- ✓ Erica will develop a short work plan for deploying temperature monitors into Cranberry Creek and Lake Limerick
*Per Erica a plan was not developed (and most likely will not be at this time) but three additional temperature monitors have been installed to date.
- ✓ The temperature monitors were deployed
- ✓ Erica and her crew will make temperature spot checks at regular locations. Larry Duvall has been assisting with the monitoring during his regular maintenance routines.

Pending Items:

- ✓ 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

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**