



**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
MINUTES
January 16, 2016**

I. ROLL CALL:

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

PRESIDENT'S OPENING REMARKS:

Kelly thanked all of those who attended, attendance shows that they care about the community and can speak to their concerns.

Kelly announced that Clint Moorehead has returned as our Chef. The hiring process was reviewed with those present.

The next meeting will be held in the Restaurant.

II. APPROVAL OF MINUTES:

A motion was made by Dick Sirokman, seconded by Mark Franklin and passed with no Nays as follows:
To approve the Board Minutes of December 19, 2015 as written

III. FINANCIAL REPORT, Attached

A motion was made by Mark Franklin, seconded by John Rizzo and passed with no Nays as follows:
To approve the Financial report for December 2015 as presented

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

02-113 Bud Morrow, Website

2R-021 Mary Lou Trautmann, 50th Anniversary

02-150 Jerry Nokes, Resolution Revision

02-048 Robbi Alberts, Great Hall meeting use and Birthday Dinners

02-282 Jack Betterley, Main Entrance Sign.

V. CONSENT AGENDA: (Committees motions, attached)

The Architectural Motion regarding using the Logging Funds to donate towards a generator was discussed. Research will be done to determine the exact needs of both the pro shop and inn for use during power outages and as an emergency shelter.

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 presented and to include the approval of all Committee Minutes, in particular the Architectural Committee Minutes.

VI. OLD BUSINESS:

1. Dredging Status Update – Brian Smith reported that the contract negotiations with Agua Tierra are almost complete. Fred and Sue Ledeman voiced their concerns regarding the Tipperary Culvert sediment issues caused by the wash out were discussed. It was indicated that the dredging plans show work to be done to the mouth of the creek. LLCC will continue to work with the County and Fish & Wildlife to correct any issues caused by the replacement of the culvert.

2. Committee Resolutions, Ad-Hoc Committee Report, Dave Kohler reviewed the recommended changes for the Committee Guidelines, Committee Resolutions in particular the Greens and Lake Dam Committees, the declaration of candidacy for both water and board, and the addition of phone conferencing etiquette.

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

To approve the Committee Guidelines with the following changes: Item #4 remove greens committee option for membership of non resident members, #3 Meetings – add *remote participation does not constitute a missed meeting*, Add item #7 If a request to be added to a committee is denied that person shall receive due process to determine whether they can be part of a certain committee, Add item #8 One vote per member, when members are voting on an emergency basis (cannot wait till the next meeting) this vote will be reflected in the next months meeting minutes.

A motion was made by Dick Sirokman, seconded by Glen Bachman and passed with no Nays as follows:
To approve the changes to the Lake Dam Committee Resolution as follows; Item #3 strike Lake Patrol, Committee Make Up – the limitation of the number of members was removed and change to the Board or Lake Dam Committee may remove members from the committee.

A motion was made by Mark Franklin, seconded by Penny Cory and passed with 3 Nays from Esther Springer-Johannesen, Dick Sirokman and Norm Bartoo as follows:

To approve the changes to the Greens Committee Resolution choosing option 2 which allows non resident members to participate in the greens committee as an advisory member, they may not vote.

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

To accept the changes made to the Declaration of Candidacy for both the Board and the water Committee as follows: Add remote participation, when allowed, cannot be used for more than 2 months without approval of the Board and the word limit was changed from 150 to 400.

3. Railroad Update – Navy Team Report Glen Bachman

Glen reported the following three items are in progress, 1. A meeting is needed with the Sheriff's Office to determine if we can widen the road area that goes to #4 on St. Andrews Drive; 2. The dam access road, may be able to make it part of the maintenance procedures for dam safety and if so have it include the Navy, 3. We will be asking to preserve the #9 tee box.

4. Entrance Signs – Linda Smith

Jack Betterley reported that the current sign can be saved but it is in bad shape, this restoration will take a great amount of time by whom ever does the job. Linda reported that she has contacted several vendors regarding the restoration, no one is interested! To replace the sign in kind would be cost prohibitive due to the size and the use of cedar. Linda will continue research on this and bring options for a smaller different kind of wood and some other composite options.

Linda has found a vendor to do our street entrance signs they quoted for 5 signs at \$2,300.00 with a 10 year warranty. It was noted that there should be 6 entrance signs, this will add an approximate amount of \$460.00 to the final quote.

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

To approve the bid for the 6 street entrance signs at an approximate cost of \$2,760 and to choose option "C" as the final design.

5. Code of Conduct/Civility in Contacts Resolution

Two resolutions were presented for review.

1. John Torkelson's original submittal as well as the marked up copy done by Dave Kohler. John stated that he believes the marked up version should be approved and if there are changes needed at a later date they can just be done. It is noted that this proposal is for the Board of Directors Only it is a Code of Conduct.

2. Penny Cory's original submittal regarding behavior towards others including employees as well as a new version presented by Attorney Rob Wilson-Hoss which address all members of LLCC and employees.

It was determined early in the discussion that these are two entirely different documents and should be considered separately.

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

To approve the Board of Directors Code of Conduct as a operating policy not a resolution, so the word "resolution" will be removed from the title, the page number will be removed and the date changed, the preamble will be removed and replaced with "LLCC Board members shall act politely and with courtesy and civility", the words "and employees" will be removed, and the "Sell of any personal possession to the association" will have added "without full disclosure and acknowledgement of such relationship by the Board"

6. Nominating Committee; Co Chairs will be Mary Lou Trautmann, Linda Smith, and Samantha Franklin.

VII. NEW BUSINESS

1. 2016 Golf Rate Recommendations as presented by Dennis Bates, LLCC Pro (attached)

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

To approve the Golf rates for 2016 as presented

2. Lounge Heating Unit Proposal

Glen Bachman stated that the unit proposed did not include "outside air" and would circulate the air in the room only. It was also stated that three bids must be obtained prior to approval from the Board.

3. Irrigation Central Control System

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

To approve the Irrigation Control System unit as presented by Greens Superintendent Jason Howerton

4. Audit for FY 2015-2016 as approved by the Membership October 2015

Esther presented an option given to us by one of our audit bidders to come in prior to the actual "numbers" audit and do a procedural audit to assure that all procedures are being done in the most prudent manner to guard against fraud and/or theft.

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

To approve the Procedural Audit not to exceed \$6000

Guests From the Floor Discussion requests:

02-113 Bud Morrow, Website ~ location of agenda on the website, Sheila will ask Vince.

2R-021 Mary Lou Trautmann, 50th Anniversary announcement that we have wine, glasses and clothing for sale to commemorate the occasion. Sheila reported that we had received our endorsement from the Liquor Control Board to sell the Special In House wine for use off premises.

02-150 Jerry Nokes, Resolution Revision, taken care of in item 2 under Old Business

02-048 Robbi Alberts, Great Hall meeting use for the Mason County Sheriff's to meet with our community to share ideas on how to protect ourselves from recent incidents. This is tentatively set up for February 20th.

02-048 Robbi Alberts, Since Birthday Dinners have been eliminated we may want to consider a "Punch Card" that affords one free dinner a year after the purchase of 10 dinners. There was discussion on the amount of dinners before a free dinner was awarded. This matter was sent back to the Inn Committee for consideration.

02-282 Jack Betterley, Main Entrance Sign, taken care of in Item 4 under Old Business

02-150 Jerry Nokes, Time of Greens Committee Meeting needs correction on the website.

VII. OTHER BUSINESS

1. Manager's Report, attached

VIII. CORRESPONDENCE: None

IX. ANNOUNCEMENTS

January 21, Free Family Night Bingo

February 7th, Super Bowl Sunday

February 13th, Wedding

February 14th, Valentine's Day

February 18th, Free Family Night Bingo

February 20th, Next BOD Meeting

X. CLOSED SESSION: None

XI. MOTION TO ADJOURN MEETING

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

To adjourn the Meeting at 12:07 p.m.

These minutes have not been approved by the Board of Directors

Respectfully Submitted by: Sheila Hedlund

	December-15					
	FINANCIAL RECAP					
	2015	2014	2013	2012		
Cash In Bank Admin	\$5,391.08	\$ (55,173.19)	\$(14,867.22)	\$ (9,742.13)		
Cash In Bank Water	\$225,091.98	\$199,475.94	\$132,262.38	\$121,190.06		
Reserves Admin	\$89,468.82	\$73,306.98	\$22,241.34	\$21,934.99		
Reserves Lake Mgmt	\$5,957.98	\$489.54	\$5,758.23	\$3,613.52		
Reserves Water	\$160,155.76	\$157,747.62	\$154,102.32	\$151,313.40		
Reserves Water Main Line	\$199,746.57	\$136,181.57	\$70,781.57	\$ -		
Dredging Account	\$430,328.30	\$217,486.72	\$101,570.81	\$ -		
Well#6 Reserves	\$55,253.50	\$15,206.50	\$ -	\$ -		
	Dec-15	Dec-14	Dec-13	Dec-12	YTD	YTD vs Budget
Revenue Admin	\$89,051.50	\$81,415.49	\$83,789.00	\$74,849.00	\$265,847.67	\$287,625.00
Gross Revenue Sales	\$64,337.75	\$62,555.10	\$61,077.22	\$59,871.83	\$194,509.59	\$252,070.87
Net Income	\$153,389.25	\$143,970.59	\$144,866.22	\$134,720.83	\$460,357.26	\$539,695.87
Direct Costs	\$21,919.78	\$19,333.17	\$14,840.42	\$13,561.16	\$51,292.34	\$69,084.22
Gross Profit	\$131,469.47	\$124,637.42	\$130,025.80	\$121,159.67	\$409,064.92	\$470,611.65
Expenses	\$118,087.02	\$114,300.61	\$107,428.91	\$83,550.05	\$400,860.92	\$472,898.06
Operating Profit	\$13,382.45	\$10,336.81	\$22,596.89	\$37,609.62	\$8,204.00	\$(2,286.41)
Other Income/Expenses	\$ (4,770.28)	\$2,344.56	\$4,347.75	\$5,780.70	\$42,936.76	\$44,671.36
Net Profit	\$8,612.17	\$12,681.37	\$26,944.64	\$43,390.32	\$51,140.76	\$42,384.95
Dredging Assessment	\$ -	\$ -	\$ -	\$ -	\$48,843.50	\$42,344.31
Net Profit including SA	\$8,612.17	\$12,681.37	\$26,944.64	\$43,390.32	\$2,297.26	\$40.64
GOLF	\$ (27,279.08)	\$ (17,605.68)	\$(18,355.60)	\$(21,789.45)	\$(87,614.83)	\$(66,630.64)
Café	\$ (2,235.35)	\$ (2,457.77)	\$ (2,389.92)	\$ (4,188.47)	\$ (8,311.17)	\$ (9,717.09)
Green	\$ (20,619.21)	\$ (15,162.53)	\$ (15,275.33)	\$(16,051.72)	\$(60,427.63)	\$ (43,953.17)
Pro Shop	\$ (4,424.52)	\$14.62	\$ (690.35)	\$ (1,549.26)	\$(18,876.03)	\$(12,960.38)
INN	\$ (14,871.21)	\$ (12,123.29)	\$ (7,281.68)	\$ (2,349.99)	\$(40,230.63)	\$(46,121.66)
Total Receivables:	As of 12/31/15	\$410,247.92				
Receivables over 90 Days:	As of 12/31/15	\$396,003.09				
There are 32 Legal accounts for a total of:						
Total Legal Receivables:		\$190,700.01			46.48%	of total receivables
Legal Receivables over 90 Days:		\$170,142.28			42.96%	of 90 day receivables
*Top 5 Legal accounts = 49% of total Legal a/r		\$ 93,251.50				
*Top 10 Legal accounts = 69% of total legal a/r		\$ 131,113.74				

CONSENT AGENDA
January 16, 2016

WATER COMMITTEE:

A motion was made by Don Bird, seconded by Brian Parnell and passed with no nays as follows:
To approve the minutes of December 12, 2015 as written

Generator Maintenance – Review of the recommendation from Joe to hire out the annual maintenance and load banking of all well site generators these procedures will ensure performance during power outages.

A motion was made by Brian Parnell, seconded by Gary Lentz and passed with no nays as follows:
To approve the proposal for annual generator maintenance and load bank testing with Legacy Power Systems for an annual fee of \$3,095.00.

LAKE DAM COMMITTEE:

Approval of Previous Minutes: **Linda Smith moved approval, Tim Reber seconded, passed unanimously**

GREENS COMMITTEE: No Meeting Conducted in January

INN COMMITTEE:

Approval of December Minutes—**A motion was made** by Penny Cory to approve the Minutes. It was 2nd by Mary Lou Trautmann and passed unanimously.

Emily Lawrence (soon to be Fleshman) of Division 5. Lot 149 has volunteered to run our Youth Committee (a position we have been unable to fill). She has interest, enthusiasm, and energy which are all good things, however, until she is married or in ownership of a home, she cannot be a Committee Chair. If the Inn Committee will temporarily oversee the Youth Committee, she could participate as an advisor until such time as she is qualified to assume the position of Chair Rhonda Mayner **moved** and Penny Cory 2nd that we accept supervision of Emily Lawrence as the new Youth Advisor under the auspices of the Inn Committee. The vote was unanimously in favor of the motion.

The office had a complaint that the current allowance of \$15 towards a Birthday Free Dinner was not adequate. During the Committee's discussion which followed that the social privilege members including golfing annual membership's (non member) now include a free dinner based on our accountant's advice. The Committee was already struggling with the administration of these meals and rule consistency so a suggestion to eliminate free birthday dinners, effective immediately (as the Inn has not been open this year) was offered but retaining a free Birthday drink.

A motion to make this change was made by Penny Cory and 2nd by Sheila Nokes. It passed with one no vote from Nan Stricklin.

ARCHITECTURAL COMMITTEE:

Approval of Minutes: Chris Johannesen **made a motion**, seconded by Samantha Franklin to accept the minutes of the December 12, 2015 meeting. Motion passed.

Motions to the Board: Chis Johannesen **made a motion**, seconded by John Botton that funds from trees harvested by the Frank Foundation off the greenbelt and trees donated from members be used to purchase backup generation for the Pro Shop and or Inn. Motion Approved

EXECUTIVE COMMITTEE: Scheduled for January 16, 2016 @ 8:00 a.m.

Lake Limerick Country Club Code of Conduct for Board of Directors

Lake Limerick Country Club Board members shall act politely and with courtesy and civility

Board members should:

Always speak with one voice, supporting all duly-adopted board decisions, even if the board member was in the minority regarding actions that may not have obtained unanimous consent.

Disclose personal or professional relationships with any company, employee, or individual who has or is seeking to have a business relationship with the association.

Strive at all times to serve the best interests of the association as a whole regardless of their personal interests

Act within the boundaries of their authority as defined by law and the governing documents of the association.

Board members should not:

Sell any personal possession to the association, without the full disclosure and acknowledgement of such relationship by the Board.

Hire for employment anyone that is related to a board member, committee chair or current employee of the association, without the full disclosure and acknowledgement of such relationship by the Board.

Allow the use of any association significant equipment for personal use by any board member, employee, relative of a board member, or home owner.

Award contracts to any contractor that has an employee that is a relative of any current board member, committee chair or employee, without the full disclosure and acknowledgement of such relationship by the Board.

Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.

Make unauthorized promises to a contractor or bidder.

Spend unauthorized association funds for their own personal use or benefit.

Accept any significant gifts, directly or indirectly from owners, residents, contractors or suppliers. A significant gift would be anything of value that would arguably influence or be perceived to influence the judgment of a Board member.

Make personal attacks on colleagues, staff or residents.

Harass, threaten, or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.

2016 Golf Rate Proposal

	Weekday	Weekend
Daily Fees	<u>9 Holes/ 18 Holes</u>	<u>9 Holes/ 18 Holes</u>
Members	\$13/ \$18	\$15/\$22
2015	\$13/\$18	\$15/\$22
Public	\$18/\$27	\$20/\$29
2015	\$17/\$27	\$17/\$27
Twilight	\$15	\$15
	\$25 with 1/2 Cart	\$25 with 1/2 cart
	\$30 Single Rider	\$30 single rider
2015	\$13	\$13
Punch Cards (10 rounds)	<u>9 Hole</u>	<u>18 Hole</u>
Members	\$130	\$180
2015	\$130	\$200
Public	\$180	\$270
2015	\$160	\$270
Junior	\$50	
2015	\$30	
Cart Fees	<u>9 Holes</u>	<u>18 Holes</u>
Per Cart	\$15	\$25
2015	\$15	\$25
Single Rider	\$10	\$15
Annual Trail Fee	\$90	
2015	\$90	
Daily Trail Fee		
2015	\$5	
Annual Cart Shed	<u>2016</u>	<u>2015</u>
Member Gas Cart	\$250	\$225
Member Electric	\$300	\$250
Public Gas	\$325	
Public Electric	\$375	
Annual Memberships		
Single Member	\$550	\$525
Single Public	\$700	\$625
Junior	\$125	\$100

GENERAL MANAGER'S REPORT

January 16, 2016

MANAGER'S REPORT:

I would like to announce the return of Chef Clint Moorehead as our head chef!

- We went through a hiring process where ads were placed in the Journal, the Shopper and at Work Source. We received 8 resume's in total. Several were forwarded to the Café for possible hiring of summer help and to fill the vacancy left by an employee leaving. A resume review team met last Saturday to go over those qualified for the position. Two candidates were chosen for interviews on Saturday. The second interview applicant declined the interview at the last moment due to the pay scale.

- December and January are very challenging months for LLCC it calls for the renewal of the Liability Insurance, the Directors and Operators Insurance, Health Insurance, Dental Insurance, Payroll Taxes and W-2's and 1099's! I have accomplished most of these but did have to send the Financial report out a day later than usual. Your patience is appreciated during this time of the year!

- The Sheriff's Office, 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. Please let me know if the BOD would like to continue consideration of this proposal. **As many of you are on the email chain with Robbi Alberts it is apparent that this topic is in need of discussion.**

INN: February

- Super Bowl Sunday the 7th, a wedding is scheduled for the 13th and Valentine's Day will be celebrated on Saturday the 13th as well.

- The Kitchen remodel went off without a hitch and at this time is believed that we have come in under budget. Thank you to our Maintenance and Restaurant staff for all of their hours in getting ready for the remodel and the turn around to get the Restaurant open on schedule!

MAINTENANCE DEPARTMENT:

Completed Projects

Kitchen Remodel which included the removal of a wall to allow entrance into the kitchen with the new hood system, this wall will be left out to make more room for the prep area. The dishwashing station was redone so that the plumbing is now up to code, the storage room outside of the kitchen area has been upgraded to a standard that it can be used as a pantry. Also completed during our closure; window cleaning and carpet cleaning
Green belts, the dangerous trees have been taken out.

Pro Shop ~ Carpets were cleaned.

Lake/Dam ~ Boats put into storage for the winter.

PRO SHOP/CAFÉ REPORT

- 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 golf annual forms that are due out February/March of next year.

- I have asked Dennis to prepare a presentation for the January BOD meeting to recommend rates for our next golfing season.

- 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. Scheduled for after the first of the year.

- Dennis is working on Tournament packages and will be supplying me with a list of currently scheduled tournaments

- Dennis will be managing the Marshall program next year.

GREENS REPORT

The new parking area around the backside of the maintenance fence is progressing the tree and stump removal has been accomplished.

- 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

- The "Dip" project over the Railroad tracks is completed with new direction signs. The Staff has taken into consideration the requests from Golfers and improvements will be made to the signs in this area.

Other scheduled winter projects are the #7 drop area, and bunker repairs.

Jason is currently researching a new irrigation control system, ours is out of date and if it should break down there are no parts available to repair it. Jason as prepared a proposal it will be sent out for review prior to the BOD meeting.

LAKE DAM REPORT

- Kimber Construction has been turned over to our attorney, a second letter has been sent.
- Ken Martig has given us some new ideas for the Island Project, these have been approved. Linda Smith has contacted Mr. Martig and it was decided that this is not a good time of year to proceed with contractors, the lake is high and the weather is uncooperative!
- Dredging Update – Brian Smith is now working directly with Christian to see that the Dredging project stays on track through completion. Contract is in negotiations and has been sent to Attorney for Review. Brian will give detailed information on this during his report.

WATER REPORT

- 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.
- Tipperary Culvert washout on St. Andrews Drive. The water department has completed their portion of the project, the County will do the paving in the spring

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.
- We will continue our work with the Squaxin Tribe regarding the temperature of the lake as they contact us th future projects and/or goals.
- Work with the Mason County Department of Public Works on sidewalks/walking paths, still have not received any further information. **Long Term**