



LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

MINUTES

September 17, 2016

I. ROLL CALL:

President Kelly Evans, Vice President Paul Wagner, Treasurer Norm Bartoo, Secretary Penny Cory, Directors, Glen Bachman, John Torkelson, Glen Zevenbergen, and Water Chair Phyllis Antonsen. John Rizzo and Dave Kohler were excused.

II. APPROVAL OF MINUTES:

Board Minutes August 20, 2016

A motion was made by Glen Zevenbergen seconded by Glen Backman and passed with 0 nays as follows:
To Approve the Minutes of August 20, 2016 as written.

III. FINANCIAL REPORT: Review of Financial Status.

Norm Bartoo provided a graph showing trends in cash positions and cash balance in all accounts from previous day summary. Cash summary shows peak during August and has been trending down as expected because we bill quarterly. Treasurer Norm Bartoo gets daily reports on balances, income, and expenditures from our office manager.

A motion was made by Paul Wagner seconded by Glen Zevenbergen and passed with no nays as follows:
To Approve the Financial Reports.

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

<u>Div/Lot#</u>	<u>Member Name</u>	<u>Item to add to Agenda</u>
2-36	Nan Stricklin	Length of proposed closure of Café
3-323	Kelly Asche	Security
3-373	Pat Paradise	Request Café Closure item be removed from Consent Agenda

V. CONSENT AGENDA: (Committees motions, attached)

After discussion, Motion to remove Inn Committee's Motion to close Café from Consent Agenda made by Paul Wagner seconded by Penny Cory passed with no nays.

Remove second Motion from Inn Committee as it appears to be ambiguous.

A motion was made by Penny Cory, seconded by Glen Zevenbergen and passed with no nays as follows:
To Approve the Consent Agenda as amended and to include the approval of all Committee Minutes, in particular the Architectural Minutes.

VI. OLD BUSINESS:

1. Dredging Status Update – Brian Smith

Active dredging has stopped, a few days sooner than planned. Initial estimates were for removal of 5,000 cubic yards, however the material was lighter than estimated and approximately 6,000 cubic yards were removed. Weeds were also harvested which lessens the areas that will need treated this year. The contractor also did some "prop washing" along the shore, which was not a part of the contract, but helps move the material down from the shore into the deeper part of the lake. Residents who want to prop wash along their shore, go ahead. Demobilization has started, and the geo bags have begun to dry out. There was a change order to the contract with regard to the disposal of the material, and Kelly will discuss that later. The contractor will work with Jason on restoring ground conditions at Log Toy Park.

Kelly explained effects of the dredge will continue for several months, as material moves from along the shore into the deeper, center areas of the lake. We have learned a great deal that will help those dealing with future dredging needs and possibly a maintenance type of dredging process. Special thanks to Brian Smith for his hard work and diligence on this project!!!

2. Update on restructure – Handbook revision

Penny Cory clarified that the item for approval today is the Employee Handbook piece of the overall LLCC Handbook that John Torkelson is working on. Motion by Glen Zevenbergen second by John Torkelson and passed with no nays to approve the revised Employee Handbook.

3. Railroad Update – Navy Team Report

Glen Zevenbergen advised that there is nothing to report at this time.

4. Gas Company Water Contract

Gas Company contract is complete, income realized is \$654.00. Kelly explained that, though there was some confusion earlier, water is for members only per our Water Committee Bylaws. It was noted that the County and Fire Departments are authorized to use our water when necessary, but it is not for sale. Kelly asked that members notify the office if you see someone in an unmarked truck taking water.

5. Trees in Greenbelt

Penny Cory reported there are two issues. First: Trees that have been identified as dead in Tipperary, Log Toy and Banbury Parks, and we have a bid for \$5400 for removal. Motion by Penny Cory, second by Glen Backman and passed with no nays to accept the bid of \$5400 from Beco Tree Service to remove the dead trees in the parks.

Second: Residents along Connemara who will be affected by logging behind their property because of wind and fire breaks. We have contacted the Frank Family Foundation and the contractor. They have agreed that they will treat this area just as the lots along Penzance when logging took place there. They will remove trees in the greenbelt that pose a threat, which will be harvested and sold along with the Frank Foundation trees, and will pay LLCC the proceeds. We will contact homeowners affected, and if the recommendation is to remove trees, but the homeowner does not want them removed, the homeowner must put in a written request to leave the trees and accept liability.

VII. NEW BUSINESS

1. Projects not completed 3 years after approved.

Discussion of keeping budget current and prioritizing projects by funding and need. Also with large projects, phasing them into parts for approval in steps. Motion by Penny Cory seconded by Glen Zevenbergen and passed with no nays Projects not completed in the year approved will be re-prioritized and considered by Board of Directors on the next year's budget.

2. I.T. Specialist contract for AccuPOS & QuickBooks interface.

Kelly Evans reviewed need for improved interface between systems so we can get reports and information for management of our finances. Paul Wager provided information about an expert we have interviewed. The individual is agreeable to working on a contractual basis and has the skills we need to establish the templates for reports and interface of systems. These skills are beyond regular bookkeeping, they will require a specialist, and will streamline processes, save employee time and provide information on costs and inventories. Motion by Glen Zevenbergen, seconded by Glen Bachman and passed with no nays to Accept the contract with the I.T. specialist at the rate of \$25 per hour for a period up to 100 hours not exceed \$2500, details of the contract to be negotiated by Paul Wagner.

3. Dredge Change Order.

Kelly Evans reported that due to the lighter weight of the materials dredged from the lake, and reduced disposal costs, the contractor has proposed a Change Order to the Dredge Contract which results in a cost savings to LLCC of \$66,670. Motion by Norm Bartoo, seconded by Glen Zevenbergen and passed with no nays.

4. Item removed from Consent Agenda, Closure of Café.

Much discussion regarding pros and cons of closure, the effect on budget as well as members. Closing for up to 5 months will save enough money to remodel inside, update and create a true Pro Shop style area. Inn would be open for breakfast on Saturday and Sunday, with no impact on tax structure.

Motion by Penny Cory, seconded by Glen Zevenbergen and passed with no nays to bring the Café under management by the Inn Committee and the café be closed no later than November 1 for remodel, cleaning, and rebranding with new management, and to open no later than March 31.

5. Budget.

Water budget review of income and expenses, wells and mainline anticipated costs, as well as training regarding availability of grants and loans. Motion by Paul Wagner, seconded by Norm Bartoo and passed with no nays, to approve the water budget as proposed.

LLCC operating budget review of income and expenses. We have a shortfall due to prior budgets being based on total number of lots, not actual collections, which varies by about 15%. Motion by Penny Cory, seconded by Norm Bartoo and passed with no nays, to approve the budget as proposed.

6. Question regarding Golf Assessment. There are 3 remaining assessments and funds will be available for the last 2 projects, cart paths and restoration of pond at #7

7. Member from the floor- Kelly Asche regarding security, neighborhood watch and light at Leprechaun.

8. Motion by Penny Cory, seconded by Glen Bachman and passed with no nays, to adjourn the meeting.
Meeting adjourned at 12:01 p.m.

VII. OTHER BUSINESS

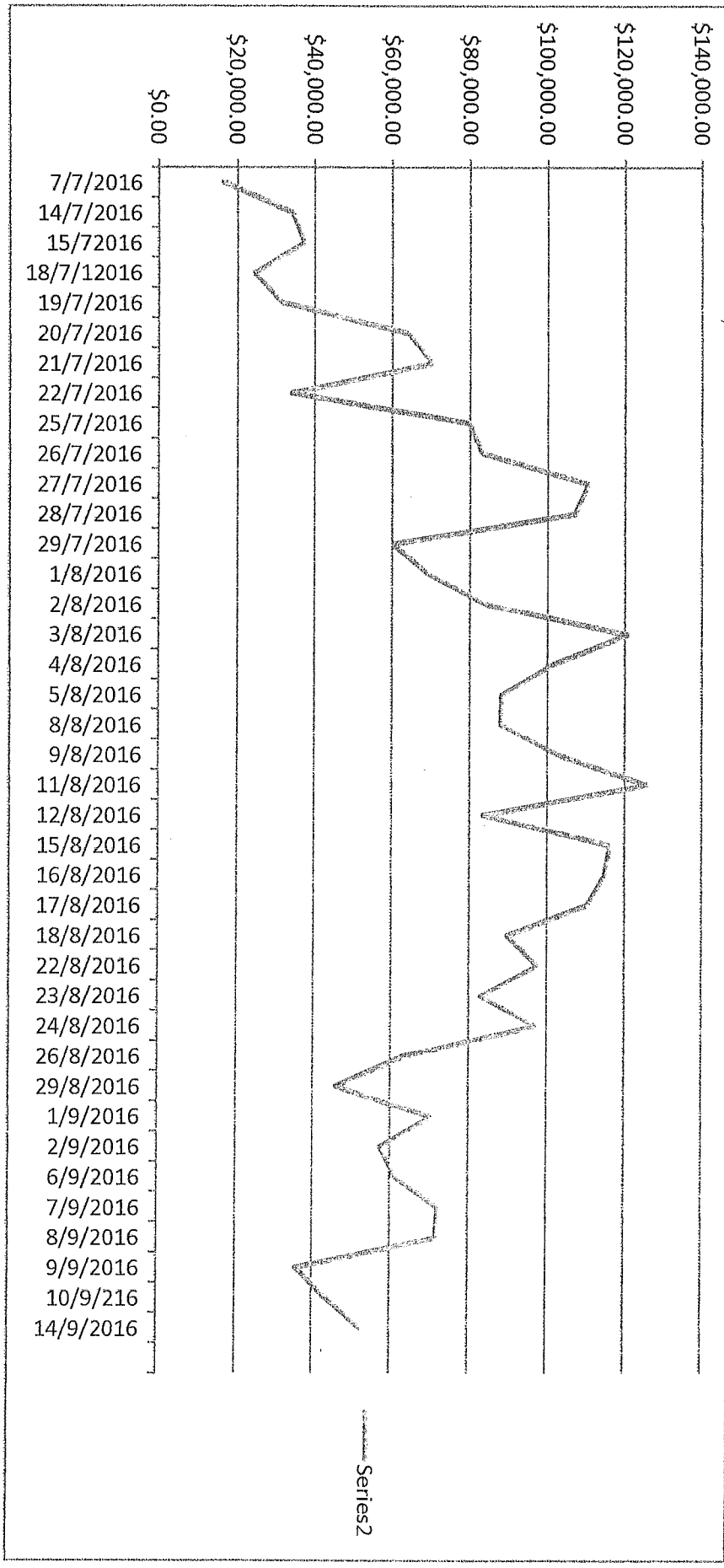
VIII. CORRESPONDENCE:

NONE

IX. ANNOUNCEMENTS

September 24 Magpie Fashion Show
September 28 Ladies Golf End of Year Luncheon
October 12 October Fest
October 15 Semi Annual Meeting
October 29 Magpie's 27th Annual Bazaar
October 31 Halloween Kid's Party (Monday)
November 1 Parks Closed
November 23 Thanksgiving Dinner
November 29 Inn Decorating & Potluck
December 4 Pro Shop Open House
December 10 Tom & Jerry Party 5-7 pm
December 17 Christmas Dinner
December 31 New Year's Eve Party (Saturday)

These minutes have not been approved by the Board of Directors
Respectfully Submitted by: Penny Cory



Lake Limerick Country Club Budget FY 2016 - 2017

Rating Budget 2016 - 2017 Budget Summary		Rating Budget 2016 - 2017 Capital Budget Summary	
Approved by the Board of Directors September 17, 2016		Approved by the Board of Directors September 17, 2016	
INCOME		Capital Projects:	
ADMINISTRATION DUES ONLY (\$780/yr \$195/Qtr)	2016-2017 BUDGET	All capital projects to be approved by Board of Directors on a funds available basis	
ADMINISTRATION, OTHER INCOME/EXPENSES	\$930,852		
WATER REIMBURSEMENT	\$12,600		
GOLF GREENS	\$89,230		
GOLF PRO SHOP	\$172,725		
GOLF CAFÉ	\$74,025		
RESTAURANT / LOUNGE	\$100,000		
TOTAL INCOME	\$275,000		
	\$1,654,432.00		
EXPENSES		NET	
ADMINISTRATION/SOCIAL/MAINTENANCE/LAKE	\$939,917		
GOLF GREENS	\$289,841		
GOLF PRO SHOP	\$74,869		
GOLF CAFÉ	\$115,000		
RESTAURANT/LOUNGE	\$336,000		
TOTAL EXPENSES	\$1,755,627		
PROFIT/LOSS	(\$101,195)		
ADMIN RESERVE	101,195		
NET	\$0.00		
Notes			
Assessment continues until April 2017			
Admin income/expense does not include dredging			
Loan @ Key Bank	\$ 192,043.00		

Contract Modification No. 1 to LLCC Contract No. MIC-2016-107

between

Lake Limerick Country Club (LLCC)

and

Marine Industrial Construction (MIC)

This Contract Modification to the Lake Limerick Dredging 2016 Services Agreement by the above MIC Contract Number, between LLCC and Company will be effective when signed by both Parties. In each instance which the provisions of this Contract Modification contradict or are inconsistent with the provisions of the Agreement, the provisions of this Contract Modification will govern, and the contradicted, superseded, or inconsistent provisions will be amended accordingly.

The Contract Modification is Amended as follows:

Modify Sub-Section 1.04 (Dredging) Part A and Part B effective Monday September 12, 2016 (see detail below for specific contract modifications).

Except as set forth in this Contract Modification, all other terms of this agreement remains in effect.

Lake Limerick Country Club (LLCC)

Marine Industrial Construction

Signature

Signature

Printed Name

Printed Name

Title

Title

Date Signed

Date Signed

Detailed Description of Contract Modification:

Marine Industrial Construction, LLC (MIC) proposes a contract modification to: General Requirements, Section 01 20 00 – Measurement and Payment. The reason for a Contract Modification is that volume of material dredged was lighter than specified in the original contract and the bid prepared accordingly.

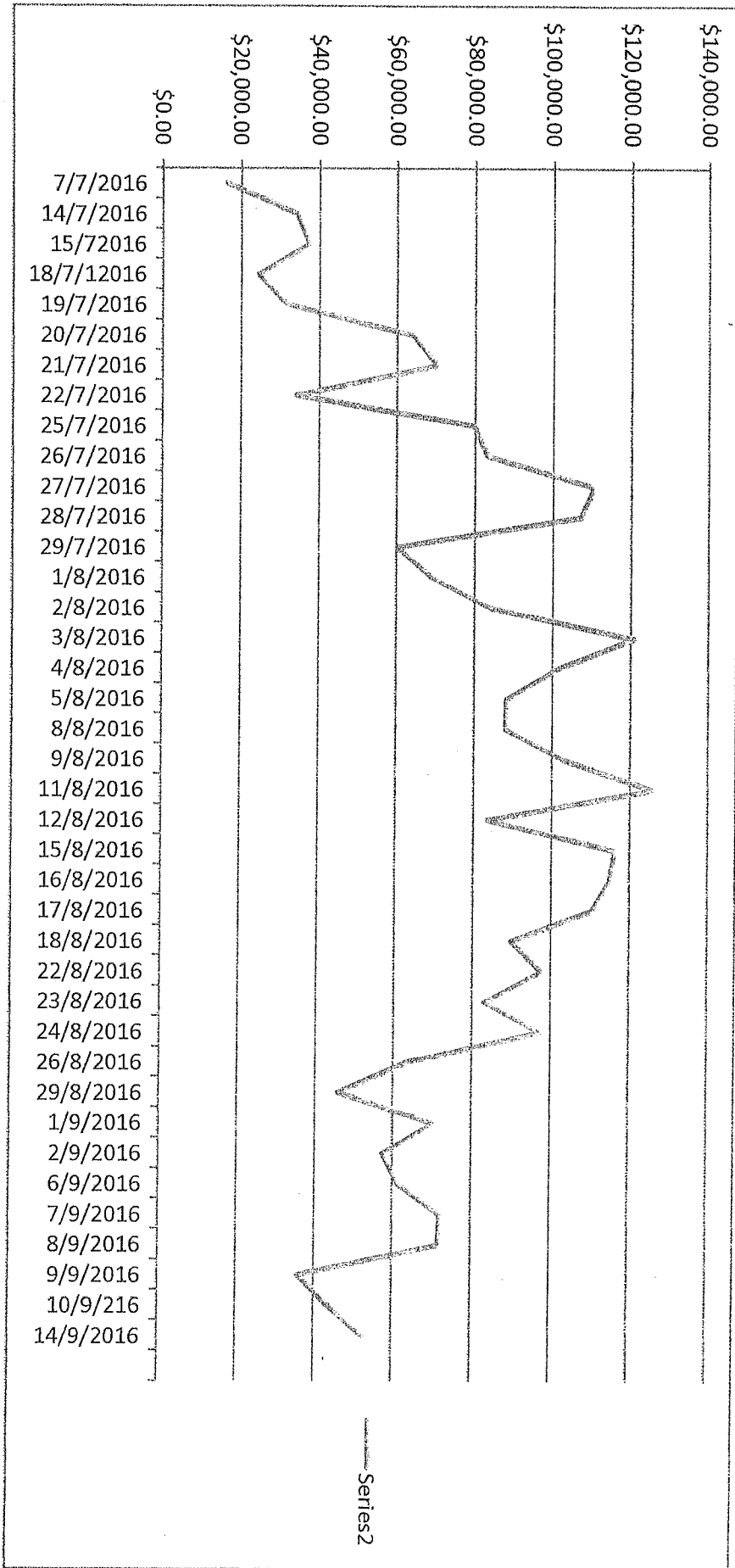
The change is specifically related to the methods and measures used to determine the payment (Sub-Section 1.04 (Dredging), Item A and Item B). The existing contract associates payment based on bone-dry weight of the dredging material with a weight conversion for each truckload of dewatered dredgate. The dredging quantity (volume) is converted to a tonnage with this conversion method. Determining the tonnage requires field measurements of the dredgate after dredging operations have ceased and dewatering has occurred.

The permits for this project are based on volumes, and volumes are typically specified in contracts for payment. This projects payment method used weight to volume estimates that assumed the material was heavier.

The original bid specification indicates a dredging volume *in situ* of 5,000 cubic yards with an estimated weight of 1,500 tons. The current contract specifies that 5,000 cubic yards (estimated at 1500 dry tons) would cost \$133.34 per ton for a total dredging cost of \$200,010. The original approach for compensation of work completed has some limitation in terms of measures of materials and estimate of costs.

The modified approach for determination of payment for dredge material disposal is as follows:

In the interest of simplifying measurements, reducing overhead costs for LLCC/TetraTech, and expediting disposal of dredgate, MIC proposes to use the set volume of 5,000 cubic yards with a weight total of 1,000 tons. Using the cost per ton above (\$133.34) with the updated total weight of 1,000 tons would result in a revised cost for Measurement and Payment of \$133,340.00 for a completed dredging project. This represents a cost reduction to LLCC for the total project of \$66,670.00. MIC assumes all costs on transport and disposal.



Lake Limerick Water System Proposed Budget

Fiscal year: October 2016 to September 2017

Ordinary Income/Expense	Budget	Oct. 2015 - Sep. 2016	Oct. 2016 - Sep. 2017	% Of Budget from prior year
Income:				
Gross Revenue Water				
Water Line Damage - Contractor		0	0	0.0%
Water Disconnect Fee		0	0	0.0%
Water Excess Use Charge		15,000	15,000	100.0%
Water Meter/Spigot Hookup		2,000	1,500	75.0%
Water Meter Lock/Lockout		120	100	83.3%
Water Meter Locked		8,600	9,000	104.7%
Water Metered		365,796	365,000	99.8%
Water Non Metered		48,420	23,400	48.3%
Subtotal Gross Revenue Water		439,936	414,000	94.1%
Total Income		439,936	414,000	94.1%
Gross Profit		439,936	414,000	94.1%
Expenses:				
Accounting				
Assistance		0	0	0.0%
Audit/review		1,500	1,500	100.0%
Subtotal accounting		1,500	1,500	100.0%
Bank, Credit, Advertising, Depreciation				
Bank Service Charges		400	400	100.0%
Credit Card Service Charges		2,600	2,600	100.0%
Depreciation		36,500	36,500	100.0%
Advertising		0	0	0.0%
Subtotal Bank, etc.		41,000	41,000	100.0%
Employee Expense				
Dues and Subscriptions		650	650	100.0%
Education		2,500	605	24.2%
Health Insurances		0	0	0.0%
L&I		2,000	2,000	100.0%
Payroll tax		7,500	7,500	100.0%
Retro tax		0	0	0.0%
Salary & wages		75,000	56,600	75.5%
Office staff wages		0	16,224	0.0%
Vacation & sick leave		0	4,000	0.0%
Subtotal Employee Expense		87,000	87,579	100.7%

Total Expense	8,900	334,479	101.7%
Net Ordinary Income	111,036	79,521	71.6%
Other Income/Expense			
Other income			
Interest	800	800	100.0%
Miscellaneous	700	700	100.0%
Service charges	6,000	8,000	133.3%
Total Other Income	7,500	9,500	126.7%
Other Expenses			
Federal income tax	0	0	0.0%
Interest expense well 6	3,500	3,000	85.7%
Miscellaneous	200	0	0.0%
Total Other Expenses	3,700	3,000	81.1%
Net Other Income	3,800	6,500	171.1%
Net Income	114,836	86,021	74.9%

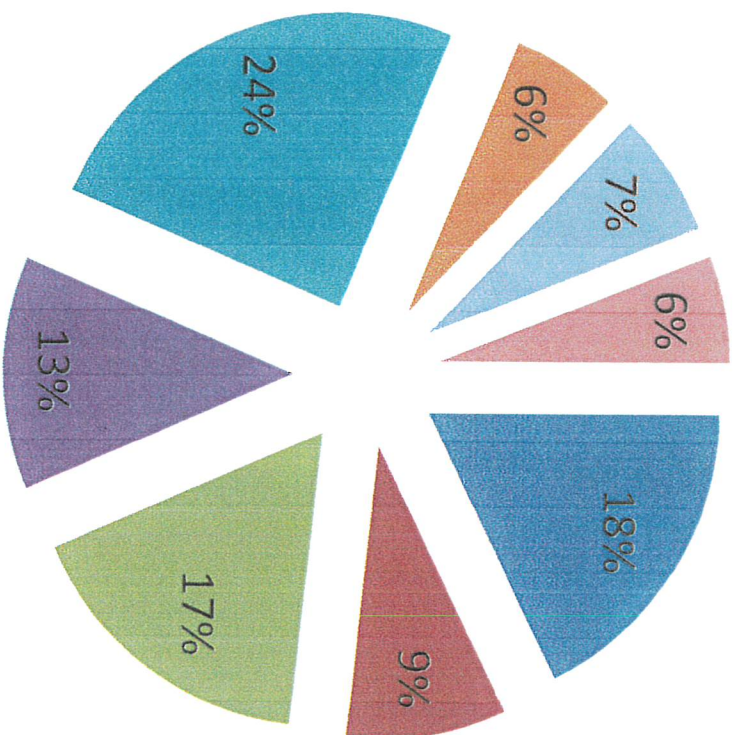
Capital Expenses

Priority Capital Projects

- 1 Scada software and computer
- 2 Well #6 Improvements
- 3 Mainline engineering

30,000
150,000
20,000

PCT LABOR BY DEPT



- rest
- café
- admin
- maint
- greens
- lounge
- proshop
- water

Lake Limerick



COUNTRY CLUB

LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

SIGN IN SHEET

September 17, 2016

NAME

LOT/DIVISION

KERRY Torkelson	1-34
Van Cornell	2-259
Van Duggan	2-253
Howard Cornell	2-259
Bob Van	3-370
MARK FRANKLIN	5-31
JERRY NOKES	2-150
MARtha WILLIAMS	2-217
Rowling Nichols	2-63
Mary Ann Trautman	2R-21
Clara Pearson	1-15
Don B-50	3-48
Nan Stricklin	2-36
Sharon Saworth	2-298
RICH HAMILTON	3-1
KELLY ASCHÉ	3-323
Matt Goodwin	2-31
Jeanine Mott	2-51
Mary Ann Wagner	1-153
JANICE PARADISE	3-329

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