



**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
MINUTES
December 17, 2016**

I. ROLL CALL:

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

II. APPROVAL OF MINUTES:

Board Minutes **November 19, 2016**

A motion was made by Brian Smith seconded by Glen Zevenbergen and passed with no nays as follows:
To Approve the Minutes of November 19, 2016 as written.

III. FINANCIAL REPORT: Review of November Financial Reports

Review by Norm Bartoo of financial reports. As expected, we dropped into the reserve funds. We expect it to remain in the negative for the first part of January. We also discovered that LLCC operating account has been paying the obligations for Water Distribution Taxes for many years, so a transfer of approximately \$64,000 from the Water account into the LLCC Operating account is justified. We are developing winter/summer models for financial management. We now have more information than we have had in the past for making financial decisions.

A motion was made by Dave Kohler seconded by Glen Zevenbergen and passed with no nays as follows:
To Approve the Financial Reports for November 2016

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

Div/Lot#	Member Name	Item to add to Agenda
2-36	Nan Stricklin	Request for report from Nominating Committee.

V. CONSENT AGENDA: (Committees motions, attached)

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

VI. UNFINISHED BUSINESS:

1. Study Session – Progress on G.M. Job description

Board met and worked on developing a “General Manager” job description. Brian Smith compiled a previous document and, after additional input, has provided the Board members with the inclusive document. The next Board study session on January 7 at 1:00pm will include additional work and attempt to formalize a final document. The Board will also work on a financial plan now that we have more accurate information available.

2. Railroad Update – Navy Team Report: Nothing to report at this time.

3. Kimber Construction review of options Brian and Linda Smith: Brian Smith reported that Dan Barnett is now working with them preparing an action plan for attempting to recover funds paid to Kimber for which they have done no work.

4. Mouenke Dock update: There has been a review by our attorney and the letter will go out this week.
5. Date change for Board of Directors meeting (correction of Agenda item "Study Session date change).
Due to absences in January BOD meeting needs to be changed. Motion by Brian Smith second by Dave Kohler to change the date of the meeting to January 28, 2017. Approved with no nays
6. Café rebranding/remodel plan: Paul Wagner explained next steps as gathering volunteers and committee members to review list of work to be done and assigning tasks to those who would like to get involved. Expect to have a game plan in place by the next Board meeting.
7. Dam Operations Manual approval: Being reviewed by Lake Dam Committee for final approval and signatures.
8. Extension of dredging Permit to 2020: Brian Smith reports that although the actual dredging of the lake is completed, there are tasks associated with the dredge that need to be completed, such as vegetation removal and replanting, monitoring the new growth, etc. Brian recommends that extending the dredge permit to its maximum 5 years for a minimal cost of approximately \$150 would remove deadlines and allow us to complete the tasks in a reasonable time frame. Motion by Dave Kohler second by Glen Zevenbergen to extend dredging permit to 2020 for a cost of approximately \$150. Passed with no nays.
9. Request from Greens Committee to divert establishing fee structure until March: Motion by Dave Kohler seconded by Penny Cory, passed with no nays to delay sale of any Annuals until such time as the fee structure is approved. (Discussion also reviewed possibility of changing "Annuals" to a "Seasonal Pass" for less than a year, so until structure is finalized, sales should be delayed.)
Additional discussion: Winter fees have been reduced without approval of the Board. Motion by Brian Smith seconded by Dave Kohler to restore fee to previous level. Passed with no nays.

VII. NEW BUSINESS

1. Project Approval Process: After review of proposals from John Torkelson and Brian Smith regarding Project Management and Project Approval, Brian and John agreed to work together to create new documents outlining Management and Approval for projects that include points outlined from both proposals to present at the next Board meeting.
2. Water Tax Adjustment: See comments under item III Financial.
3. Planning January Town Meeting: Scheduled for January 28th after the Board meeting. We will have a specific agenda for the meeting including discussions about Winter/Summer models for Golf, Restaurant and Café.
4. Sale of property/title transfer fee structure: We need to set a fee for work done by office staff when there is a transfer/sale of property, due to the amount of work involved producing documents and information. Motion by Penny Cory second by Glen Zevenbergen to set a fee of \$300 for property transfers. Passed with no nays.
5. Listing and sale of LLCC owned property: LLCC owns several pieces of property that are currently not listed for sale. Prior listings have expired. Discussion of options and having a packet of properties for sale. Glen Zevenbergen volunteered to assess values and sales of the lots with a broker
6. Resolution 2016-2 for naming of Devlin Cove: Motion by Brian Smith second by Dave Kohler to approve the naming of area from Lot 69 to Lot 76 as "Devlin Cove" Passed with no nays.
7. Inn remodel plan and ADA: After lengthy discussion of the Inn remodel plan and written comments presented by John Torkelson and Brian Smith, Motion by Brian Smith second by Dave Kohler and passed with one nay by John Torkelson to refer the plan to the Inn Committee to review for merit and determination of

8. Insurance Policy renewal: Paul Wagner reported that our insurance policy is up for renewal and he has met with the agent for a review of coverage to verify what is appropriate and necessary. Motion by Penny Cory second by Glen Zevenbergen to renew the policy with Paul Wagner negotiating terms and costs. Passed with no nays.

9. Website progress: We have the template established and now will meet with our committees and departments to identify what features and content should be included. We expect to completion by mid-January.

10. Park Host Stipend: We have received feedback from park host candidates pointing out that our stipend is far below the average. Discussion of raising the stipend amount and/or making additional employment opportunities available. At this time we are not prepared to address these issues, and we will include this with our financial discussions at upcoming study sessions and meetings.

11. Architecture Committee Sub-committee: Brian Smith reported that the Architecture committee has established a sub-committee to review several issues such as winter permits and home occupations such as bed & breakfasts, hair salons, acupuncture clinics. They will review covenants, impacts, ways to manage these issues and report their findings to the Board at the February meeting.

12. Paul Wagner raised the issue of our current financial situation and the cost for Sheriff Deputy patrols. After discussion, Motion by Glen Zevenbergen second by Paul Wagner to discontinue the patrol, at least temporarily, passed with one nay by John Rizzo.

13. Employee Party: Kelly Evans reported that we received a lot of positive feedback and thanks from our staff for the employee party and for the presence of Board members. Next year we will calendar events so we can be better prepared, and consider a different day of the week.

14. Meeting with Martig Engineering: Linda Smith reported that the meeting with Ken Martig, Joe Castelluccio, Jack Betterly, Brian Smith and herself to discuss options for restoration of the Inn Island and swim area went very well and Ken will be putting together a plan that will have positive impacts.

15. We have cleaned up the mailing list to include only Members (LLCC Lot Owners), reducing the list by 250+for cost savings. Both Architecture and Water both need current address and phone lists.

VII. OTHER BUSINESS: Restaurant will be closed over the Christmas weekend.

VIII. CORRESPONDENCE: None

IX. ANNOUNCEMENTS

December 17th Christmas Dinner at the Inn
December 31st New Year's Eve dance
Jan 1-12 Inn closed for deep cleaning-re-open Jan 13

X. MOTION TO ADJOURN MEETING

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

To adjourn the meeting at 12:05 p.m.

These minutes have not been approved by the Board of Directors

Respectfully Submitted by: Penny Cory

Lake Limerick



COUNTRY CLUB

LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

SIGN IN SHEET

December 17, 2016

NAME

LOT/DIVISION

Don Bird		48 48 / 3
Mark - Sammie Fran	11	36 / 5
Karen Kohler	Karen Kohler	1-41
Nan Stricklin	Nan Stricklin	2-36
Dorothy Fowler	Dorothy Fowler	1-45-
Rhonda Mayner		3-371
LINDA SMITH	Jodi Smith	1-17
Kathy Jensen	Kathy Jensen	1-59
Marylou Trautmann	Marylou Trautmann	2R-21
Howard Cornish	Howard Cornish	2-259
Bud Morrow	BUD MORROW	2-113
Maryann Wagner	MARYANN WAGNER	1-153

Office Expense					
Computers & Electronics Expense	429.52	-	135.63	565.15	
Office Expense - Other	3,116.71	931.81	64.31	4,112.83	
Office Supplies	1,354.82	109.70	138.10	1,602.62	
Payroll Expenses	75.25	-	516.50	591.75	
Postage	-	99.00	84.99	183.99	
Professional Services	1,000.00	1,796.90	10,657.41	13,454.31	
Promotional Expense	-	-	94.00	94.00	
Promotional Expense Youth	214.77	-	-	214.77	
Promotional Expense - Social	184.96	345.00	1,500.00	2,029.96	
Refund/Credit	144.00	-	25.00	169.00	
Repairs & Maintenance		1,895.90		1,895.90	
Equipment	1,402.21	28.21	-	1,430.42	
General	563.00	8,463.00	1,118.79	10,144.79	
Golf Carts	561.99	196.20	-	758.19	
Greens Repairs	160.00	324.96	-	484.96	
Repairs & Maintenance - Other	326.21	1,361.39	-	1,687.60	
Security Expense	4,620.23	92.23	192.93	4,905.39	
Small Tools and Equipment	28.31	-	30.79	59.10	
Supplies				-	
Supplies Kitchen	182.01	-	983.88	1,165.89	
Supplies - Other	863.47	868.76	34.15	1,766.38	
Supplies Fertilizers Golf	2,443.30	-	-	2,443.30	
Taxes			74.11	74.11	
Property Taxes	3,467.10	-	-	3,467.10	
Telephone	1,107.57	54.78	1,100.93	2,263.28	
Travel/Parking	11.00	-	-	11.00	
Uniform/Clothing Expense	96.88	-	52.41	149.29	
Utilities	6,552.30	1,348.13	5,985.56	13,885.99	
Total Expense	<u>101,179.76</u>	<u>72,555.64</u>	<u>106,424.89</u>	<u>280,160.29</u>	
Net Ordinary Income	179,904.55	(54,000.26)	(91,008.96)	34,895.33	
Other Income/Expense	41,689.80	-	-		
GOLF - SPECIAL ASSESSMENT	41,689.80	-	-		
Total Other Income	<u>41,689.80</u>	-	-	<u>41,689.80</u>	
Net Other Income					
Net Profit (Loss)	<u>221,594.35</u>	<u>(54,000.26)</u>	<u>(91,008.96)</u>	<u>76,585.13</u>	