

Lake Limerick C.C.



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**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS**

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**Meeting ID: 875 6897 5467 Password: 891139
January 16, 2021 @ 9:00AM**

Meeting Minutes

- 1. Roll Call:** President, Brian Smith; Vice President, Dean Dyson; Secretary, John Ingemi; Treasurer, Connie Wong, Directors; Pat Paradise, Amanda Stephen, Sheila Nokes, Tamra Ingwaldson, Stacie Stoney, Don Bird (Ex Officio), Invitee: Roger Milliman, CAM

Amanda Stephen will be co-hosting the meeting with B. Smith. A. Stephen will have everyone on mute who is not speaking.

- 2. Approval of Minutes:**

A motion was made by D. Dyson and seconded by S. Nokes to accept the minutes as presented. Motion passed unanimously.

- 3. Financial Report – C. Wong**

Overall, the HOA budget, through the month of December, is performing well and better than plan. Both Current Month and YTD Revenue was higher than budgeted now 3 months into our fiscal year.

Café, golf, lounge and restaurant all have revenue above budget. We are on track, with Members consistently paying dues.

Expenses – Janitorial and Laundry are running higher than expected for both the Restaurant and café. Small tools and equipment are high for both Maintenance and Greens – root causes are being identified and analyzed. The budget was forecasted to take into consideration the challenges of the pandemic. Managers are doing a good job managing revenue and expenses.

Balance Sheet – Cash and AR look fine. As mentioned before, we monitor these each month.

Capital Expenditure Sheet - Approved capital projects have spent \$98,500 to date from a \$266,750.00 budget. This leaves us with around \$170,000 left. This is split over 7 of the 15 approved projects: deck, electrical for storage shed/maintenance shop upgrades. New truck for maintenance, Olde Lyme Park, F&B appliances, and Inn/Restaurant improvements.

C. Wong answered questions from A. Stephen on how some things were calculated and/or spread out over the year. P. Paradise brought up the tree cutting budget and what do we do as

we have spent all of the monies currently allocated. Discussion from C. Wong and B. Smith (R. Milliman was having technical difficulties). It was determined that we would just continue to monitor tree cutting activities and expenses as they occur.

B. Smith asked K. Skinner about status on getting more tables/chairs/booths as this appears to be the best time to get them. K. Skinner stated that we are looking for the best deals available. They went over the capital purchases that were made already.

A motion was made by J. Ingemi and seconded by D. Dyson to accept the financial report as presented. Motion passed unanimously.

4. Additions to the Agenda from Board

No additions from the Board Members.

5. Additions to the Agenda from the member guests

No additions from the members/guests present.

6. President's Report: B. Smith

B. Smith stated that we thought that 2021 had to be better than last year. And we are still hoping for that but, in the first 2 weeks we have had our Governor's Mansion invaded, we've had the Nation's Capital taken over by white supremacists; we've had a second impeachment, DC is now "Baghdad on the Potomac" as they set up a Green Zone for an Inauguration. President Smith announced that George Miller passed away earlier this month. And, on top of all of this, we find out that our vaccine reserve was all "magical thinking." As it never really existed! So, it's been a hell of a start for us. As an Association, we have done "not too badly." He feels that this has a lot to do with the membership and a lot of cooperation from the members. Also, R. Milliman and his staff have been very adaptive and innovative in changing rules and trying to keep operations as normal as possible. Food & Beverage has been particularly hit with changes. Due to a survey, they have been working on plans on how to handle delivery services, in addition to the Inn's take-out service. The Executive Committee spoke with R. Milliman on this subject, at great length, and we had a number of safety concerns, particularly in the dark of the winter, and some other questions that will need to be worked out if we were to try to do a delivery service. We made the decision to look at it again in the Spring because to try this right away, delivering in the dark, on streets that aren't very well marked, driveways that aren't terribly accessible, to houses that don't always have numbers, present both logistical and safety issues. These outweighed attempting this right now.

Please read the Newsletter. R. Milliman has done a nice job recapping some of the successes that we have had over the passed year, as an HOA. Elections are coming up in April and we are looking for people to work on the Nominating Committee (see T. Ingwaldson and S. Stoney) and members to run for Office.

7. CAM Report: R. Milliman

R. Milliman reported that we finalized our 2021 medical coverage for employees. 7 employees opted in and we are continuing with our Regence Insurance program. We also did an analysis of the new PPP and the bottom line is that we didn't qualify. We are currently working over in the maintenance shop to create more office space for the Water Department. The Green's crew that was working on clearing the water meter boxes have completed that job and have been re-assigned to Park Maintenance. They will be keeping them ready for opening up in the Spring. PSN continues to grow and we are now at 411 for Dues payments and at 536 for Water

payments. The program is working and has significantly reduced call-in payments. Those who continue to call in with "credit card" payments are being charged the \$2.50 processing fee for each transaction. On Needle Point Bipolar Ionization, we have installed 3 units in the Inn and one in the Pro Shop / Café building approximately 2 weeks ago. We have gone a long way in improving air quality for our employees and members. We are also still researching for a portable unit to place in the office, which is not covered by the current systems.

8. Water Report: D. Bird

D. Bird reported that we had a power failure this week and, if you were up in the middle of the night, you would have noticed that we still had water running! The generators worked this time around and D. Carothers monitored the system overnight. Water quality continues to be good. Most of this is covered in our Newsletter. Financials are doing ok. We are still under budget. New staff member, Michael Boyd, is working out very well. The Green's crew that was working on cleaning up and clearing out the water boxes have completed this work. They have done an excellent job and have also identified a number of leaks during this process and they have been repaired. We have done more water hydrant testing and as a result of these tests, you may see sediment in your water. This is normal and not harmful. We are very close to hiring an engineering company to help us analyze our water system and assist us in coming up with solutions as to why pumps are not starting quick enough when the hydrants are open, etc. We are still experiencing significant water losses. The leak on Dartmoor, D. Carothers is waiting for "drier" times to be able to locate the leak. Members are finding leaks in their own water systems and the number of leaks flagged has gone down. P. Paradise asked if there was any explanation as to why the pumps started this time but not last time? At this point, it seems like, "luck of the draw."

9. Consent Agenda: Motions to the Board from Committee minutes.

Compliance register is a problem with the way it prints out. J. Ingemi asked if B. Smith could retrieve some examples of the way it was done a few years back. Also, A. Stephen has volunteered to assist with getting it better formatted on EXCEL.

D. Bird on a late addition to the Consent Agenda from Water on a "forgiveness note." \$468.25 for B. Angel. The Water Committee took an e-vote and agreed to this. There was no opposition to this.

The Water Engineering RH2 contract proposal was pulled from Consent Agenda and added to New Business C.

C. Wong on Architecture Committee issue on a private wooden fence going down to the shoreline (Leprechaun). Did member ask to build a "wire" fence down to the water? S. Hamilton will re-write letter and make the recommended changes suggested (date for response, deadline for removal of fence closer than 50' from lakeside property line.)

A motion was made by D. Dyson and seconded by J. Ingemi to accept the Consent Agenda as amended. Motion passed unanimously.

10. Old Business

a. Status of Deck Project – P. Paradise

We have got our contractor back, at least one day this week. The work they've done to date has been good but, need to keep them here to finish up our job. R. Milliman has been on top of them to get it completed. We have our "blue pine" soffit material on site, and we laid out the

penetrations thru the deck for the downspouts. And installed specially fabricated flashing to accept the gutter(s). We still do not have a “gutter” contractor and want to be prepared for when we do.

b. Reserve Study Update – C. Wong

C. Wong stated that we are still awaiting the draft report from Associated Reserves, which should be finished by the end of this month.

c. Fireworks Survey – A. Stephen

A Stephen gave an update on the survey. It officially ended on December 31st and we got 236 responses. She stated that she did remove some “duplicate” submissions with the same Div/Lot. She then broke down the responses by Division. Div. 3 made up over ½ of the responses. There was very little feedback from Divisions 4&5. She proceeded to go over the questions and the varied responses. There was a lot of discussion from both Board Members and guests on this. The results do not show LLCC members supporting a ban on fireworks. A complete report will be worked on by A. Stephen so that we can post it on our website. Her work on this was very much appreciated by the rest of the board.

d. Needlepoint Bipolar Ionization System update – R. Milliman

See CAM Report

e. Nominating Committee update – S. Stoney

B. Smith was wondering if a “drop dead date” had been decided for members to notify the Nominating Committee that they are going to run. S. Stoney said it hadn’t been decided yet and K. Paradise has agreed to help her and T. Ingwaldson and has again taken the lead and she is very knowledgeable as to what needs to be done, and when. C. Smith is working with the Committee to establish the timeline of events. So far, it is looking like March. We want to do a “Candidate’s Night” on Zoom. Maybe a 30 second clip of people introducing themselves. S. Stoney said she has spoken with many people who are interested in, not only running for the Board but also interested in getting involved in Committees.

f. Status of Boat Fee proposal – S. Nokes

S. Nokes stated that she had received the preliminary report from the L/D Committee on her proposal for boat fees. She stated that she has disagreements with what was said and is aware that this proposal has been brought up before and shot down because L/D doesn’t feel it necessary. The process for collecting fees would not be a problem for the office as they already have in place a system for collecting golf cart fees. One reason stated for their refusal is that the lake(s) are a “common” area for all members of LLCC to use. Well, so are all of our amenities. The Lakes, the parks, the sports courts, the Golf Course, the Golf Course paths, etc. This is not Lake vs. Golf, but members are charged to use their carts on the golf course but not to use their boats on the lakes. Monies from these fees go into the general fund to offset costs of maintenance of these areas. Discussion ensued from K. Evans, B. Smith, P. Paradise, D. Kohler. B. Smith pointed out this is still being discussed by the L/D Committee and is not ripe for Board discussion until a recommendation comes from the Committee. He asked that L/D provide a copy of the report that will be discussed at the next meeting to S. Nokes so that she can participate meaningfully in the Committee meeting.

11. New Business

a. Governor's Proclamation on (Phase 1, 2) and our ongoing activities – R. Milliman

R. Milliman reported on the Governor's new, "Healthy Washington Roadmap to Recovery" which took effect on January 11th. Mason County is now in the NW Region (Kitsap, Jefferson, Clallam and Mason Counties). All areas of the State are starting in the new revised Phase 1. There are 4 metrics that have to be established and maintained before a region can move into Phase 2. The State will update its dashboard every Friday with the "go / no go" information for each region. For us, Golf operations remain normal. Indoor dining is still prohibited, and outdoor dining rules were discussed. Discussion ensued from P. Paradise, J. Ingemi and B. Smith, who brought up the State's website with the dashboard information? R. Milliman also pointed out that there is a link on the current newsletter that will take you to the site with all the available data. Also, we are continuing with takeout service for both the Inn and Café as we are in Phase 1. Briefly, what Phase 2 will look like for us at LLCC, it will provide 25% capacity for indoor dining (again) and lounge and Café. The staff at all of our locations do miss the personal interactions with the members.

b. Modifying vote counting and reporting in BOD and Water Committee elections – B. Smith

B. Smith recapped our currently practice with regards to casting our ballots and the timeframes that are currently used. He then brought up the issues that we have been having with the Post Office and mail deliveries. Because of these issues, he is proposing that we do not finish counting the ballots until, at least, Sunday morning to allow for the ballots that were mailed in to be counted and make the official announcement on Monday morning. The second issue is the election of officers. Instead of immediately running upstairs after the election results are completed, and selecting officers, maybe we should wait until the next meeting of the Board and make the selection then. This would give everybody time to see who the best candidate for each position may be. Discussion ensued from P. Paradise, D. Dyson, D. Bird, C. Wong, R. Milliman, K. Evans, M. Robinson, J. Ingemi, and D. Kohler. It was suggested by D. Kohler to look up our document(s) that contain the rule on this issue and then consider making changes to the rule. B. Smith agreed that we will look up the documents and discuss the matter again.

c. Water Engineering Contract proposal

D. Bird stated that we have several issues that the Water Committee is working on/looking at. We have decided that we need professional help with a number of them. Solicitations had gone out to, at least, 7 engineering firms, and like we faced when searching for contractors for the deck, we have received one (1) response "RH2." They gave us a proposal and a cost proposal. Primary items would be to look at our VFD controls, how they currently operate and make a recommendation for improvement on responsiveness. Along with that we have had some power issues and want them to look at our generators, why they are not starting up. Also, with the VFD drives, there were power "blips" and / or anomalies. They will also do a new hydraulic analysis to determine how our system operates now and show potential problems within the water system. Do we have enough water capacity in actual fact? We currently have some good information on what the pumps are supposed to provide but we don't have information on what they are actually providing. They will look to give us answers on this. As a Committee, we have voted to go ahead with this so, we have the proposal, with costs, that we are looking for Board Approval on. Total would be \$47,700.00 for 200 hours of work. This is within the budget that we had allocated monies for. There was some concern about the "ownership" of the data and that has been resolved to our satisfaction. There was further discussion from R. Milliman, D. Bird, B. Smith, C. Wong and P. Paradise.

A motion was made by C. Wong and seconded by B. Smith to approve the contract conditioned on the additional information concerning payment schedule, withholding, first bullet, clarification of ownership of data, second bullet being that the task one deliverables be modified to include possible improvements. Also, that approval includes the conversations/emails that have gone back and forth with D. Bird and the Contractor and whatever agreements that they have made. Discussion ensued with D. Bird, B. Smith, P. Paradise and C. Wong. Motion passed unanimously.

12. Other Business

13. Correspondence

14. Announcements and Upcoming Events

- a. Board of Directors meetings to be held via ZOOM will continue
- b. Committee (and other) Meetings being held via ZOOM if over 5 persons attending.
- c. All HOA Events are still CANCELED until further notice

15. Motion to Adjourn to Closed Session to discuss legal/personnel issues.

There was no motion to adjourn to Closed Session.

16. Motion to Adjourn

A motion was made by J. Ingemi and seconded by T. Ingwaldson to adjourn. Motion passed unanimously.

Respectfully submitted,

***John C. Ingemi, Secretary
LLCC Board of Directors***