

Lake Limerick C.C.



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**LAKE LIMERICK COUNTRY CLUB  
BOARD OF DIRECTORS**

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**Meeting ID: 847 4058 2234 Password: 980835**

**February 20, 2021 @ 9:00AM**

**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(excused), 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 S. Nokes and seconded by D. Dyson to accept the minutes as presented. Motion passed unanimously.***

- 3. Financial Report – C. Wong**

Treasurer C. Wong gave a brief report on the financials that were distributed. For Golf, Café and Restaurant, revenues are all performing better than budget. She will create a spreadsheet to compare with prior year(s) to see where the differences are as we are still dealing with COVID-19. Operating expenses are \$28,000.00 better than for the current month and overall total income is \$11,000.00 better than plan for the month and \$40,000 for the year-to-date, even with the large tree-felling costs that are over-budget. A/R is holding steady, cash is good. Everything appears to be running as planned or even better.

B. Smith questioned the Tree Felling expenses and Travel expenses. While the tree felling has been projected to be overbudget, the Travel expenses were from driving to Idaho to pick up the Maintenance vehicle that we purchased.

B. Smith brought up that we don't appear to be moving on either Water capital projects or even HOA capital projects. Although some will be later in the year (lake treatment issues). C. Wong stated that she spoke with E. Springer-Johannessen and their projects are in the works. D. Bird stated that we are waiting on the engineering analysis report for guidance on some of these. Some have been initiated (Storage Bldg., etc.). K. Skinner reported on the Inn projects that the lighting for the Lounge is on order right now. We have made some headway on tabletops for both the restaurant and lounge. We found a new supplier that has the product that the Design Committee wants to go for (the "Northwest Bistro" look.) We are currently looking at sizing, fitting, etc. so we can make some purchases and see how it shakes out. We will be fitting this within our budget.

R. Milliman spoke on the Pump House repair and progress. On the Card Reader Project at Anglia Park, he has been working with Southgate Fence (original vendor) along with IT support from HCC to figure out how to talk to that Control Box. We have a phone line now for remote access. On the HOA phone system, R. Milliman reported that he and D. Bird were working on assessing the quality of our internet feed from PUD3 and measuring outages so that we have facts and data to go back to PUD3 to say that it's not reliable enough to go to an IP based phone system. There was discussion on this being a priority by C. Wong, J. Ingemi, D. Bird, and R. Milliman. B. Smith stated that we need to take the appropriate steps so that we can complete the Capital Projects that we can within this fiscal year. T. Ingwaldson suggested a column be added to the Capital Projects sheet that shows an estimated target date for completion. There was discussion on this, as well as using monies from this year as they might not get carried over to the next fiscal year. From R. Milliman, K. Skinner, J. Ingemi, B. Smith, P. Paradise, K. Evans, C. Wong, D. Dyson and V. Duggan.

***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 the Board:**

None

**5. Additions to the Agenda from the member guests:**

V. Duggan on Pro-Shop door issue. Moved to Item 11f under New Business

**6. President's Report: B. Smith**

President Smith spoke about the snow issues and how we should have sympathy for Texas and the people there. He mentioned the importance of having a good infrastructure and the importance of maintaining it. As we talk about Reserve Studies and Capital projects, engineering studies on our Water system, there are reasons why we do these. While walking thru the Parks, he stated that the Greens crew that have been assigned to winter cleanup have been doing a great job. There is noticeable improvement.

**7. CAM Report: R. Milliman**

R. Milliman spoke on several updates that have occurred over the past several weeks: The Deck (underneath section) has been completed and allows us to have patio seating. He reported that staff are now starting to input Names, Division, and Lot numbers into the POS system. This will allow us to do some data analysis for marketing type research. He stated that he is still assisting the Compliance Committee with letters; still working with Legal on ongoing issues. He has been working with the mother of the Prater-Traylor (04 – 168) couple on cleanup of their property and what their intention is for the lot. He has been working with L/D on updating the Park Maintenance and Service Schedules. We have hired a Facilities Asst. and he has started already. The bathroom on Hole #5 has finally been repaired although there are issues still to be discussed with the contractor. He reported that we now have 432 members signed up for dues payments and 536 for Water payments on the PSN system. Lastly, we are currently preparing to start Budget preparation for next year and he has been working with C. Wong on this. The intention is to gather data earlier than we did last year. There was discussion on Capital Projects and money carry-overs from R. Milliman, J. Ingemi, and K. Skinner.

**8. Water Report: D. Bird**

D. Bird spoke about the meeting we had with the Central Mason Fire Department concerning the fire hydrant bagging and water pressure issues. Also, that Keith Reitz, the Deputy Fire Marshall attended the Water Committee meeting last week. He reported that we now have an engineering firm looking at the issue and will provide analysis for our system needs. They will be exercising our hydrants, reviewing variable frequency drive controllers, and looking at the capabilities of our current pumping system. This has in all likelihood changed over the 50 years it has been in service. Water quality has seen no problems to date. Financials are good, with the exception of some late invoices that were from last FY that we have to pay. E. Springer-Johannesen and C. Wong are looking into this. R. Hunt has sent out notices to members who are over 90 days overdue. She has notified them that the moratorium on shutoffs expires at the end of April 2021. She is requesting that they contact her to come up with a plan to pay on these delinquent accounts. We still have several known leaks on Dartmoor, Road of Tralee and Clonakilty. These are not easily identifiable as to the exact location so we are waiting for drier weather when we can do some further testing and approval from the County to drill some holes through the asphalt to see if we can locate the actual leak. The Maintenance, Water and Greens are working on re-allocating space within the Maintenance Shop. The Water Dept. actually needs more space allocated to them for office, planning and supplies.

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

- a. Architecture, Compliance, Greens, Inn, Lake/Dam, Water, Welcoming
- b. **Action:** Motion to approve Consent Agenda and Committee motions, in particular the Compliance and Architecture Committee Reports

***Greens Committee Proposed Walker Rules pulled from the Consent Agenda and under Old Business.***

B. Smith brought up the issue of the Compliance Register not have an “as of” date. He stated that there are a number of actions that haven’t been updated since December or January. D. Dyson stated that we are looking at an older register and he hadn’t had time to update it correctly. Both Christy and Carrienne had changed the format earlier in the month and D. Dyson hadn’t had time to get to it. He noticed it late Thursday evening after the packets were sent out. He had also noticed things in the minutes that should not be posted. So, that’s why you got a second set of minutes. This is because Carrienne is new and working with Christy to get things set up and formatted correctly. We are all (L. Roswell, D. Dyson, J. Ingemi, Christy and Carrienne) going to sit down and get it all done at a meeting so it will be correct going forward. J. Ingemi brought up that on the Register, it says things like, “Dean spoke with this person and someone spoke with that person.” J. Ingemi feels that this doesn’t take the place of an actual letter being sent to the person. Or, if in fact we are going to go that route, it should be documented in the file that on such and such a date, “Dean” spoke with this person and what was discussed, and this was the result of the conversation. This is so we have some history on the particular issue. We need to have documentation on things. The second thing J. Ingemi stated was, when removing things from the Register, we should have something in the file, from the Committee Chair, that this item is being removed from the Register at such and such a time and why. This is so that if an incident happens again, we will see the information is filed. B. Smith stated that he would strongly encourage that the “dirt” files contain records of actions and not just have them maintained in a “working” file somewhere. There have been many times that we have had to pull files and it’s amazing what you might find in there. C. Wong stated that S. Sande had a sheet for file closing. D. Dyson concurred that there is a sheet, and these will be completed for each of the items on the Register and put into the files before things are removed. This will be part of the conversation with Carrienne at our meeting. T. Ingwaldson stated that we should be sending a “follow-up letter” recapping the conversation and the action plan that was agreed to before any formal letters are written. This could also double as a record keeping tool. D. Dyson stated, “we haven’t always done this.” T. Ingwaldson said that there does need to be an

email or something that says, “just to reiterate what we have discussed” or something of that nature. C. Wong agreed.

B. Smith on idea of a memo-to-file could be in the form of an email to them. It could be handled by the Architecture/Compliance Secretary and contain, date, time, what was discussed and agreed to. It doesn’t require a “formal” letter, but it gives us the documentation we need.

C. Wong had a question on the Architecture Register on the Jewet fence issue. It stated that they will be moving the fence 50 ft. from the shoreline but there was no date as to when. S. Hamilton reported that they were supposedly working on it right now. The Committee members have been going out and checking on this. They have also turned in a new plot plan to show where it is going to be and followed this up with an email to me.

B. Smith directed a question to R. Milliman on our using the Adobe Cloud Application. R. Milliman stated we use Adobe when the file size doesn’t allow us to send it by email.

T. Ingwaldson brought up the issue of complaints on Nextdoor, concerning Sleaford Road and people’s living behaviors and choices. She was wondering if there were any updates on police canvassing, etc. B. Smith stated that he had gone over there and spoke with one of the chief complainants. He lives across the street from where some of the activities were taking place (squatters). The squatters were arrested, and they also picked up a chainsaw – that was probably the one mentioned in previous postings. B. Smith has been contacting the Operations Chief in the Sheriff’s Dept. on this and the house up the street (E. Sleaford). He also has a few other issues to discuss with him. There are about 150 pages of documented police activity that spoke to about 11 incidents on 151 E. Sleaford during a six (6) month period. If activity hasn’t subsided substantially, we will have no choice but to give an ultimatum to the property owner that will involve litigation.

***A motion was made by J. Ingemi and seconded by D. Dyson to approve the Consent Agenda with the removal of the Greens Walker proposal to Old Business. Motion passed unanimously.***

## **10. Old Business**

### **1. Status of Deck Project – P. Paradise**

P. Paradise reported that the underside of the deck has been completed. He is incredibly happy with NW Intergrated’s work. It looks like cabinet quality work on the soffits below. We will be looking to seal that soffit work inhouse as it is not part of the contract. He has also been in contact with a downspout and gutter contractor that will be coming in for a walk thru. They will also check the screens in our other gutters as well. There are two downspouts that go under the concrete slab (patio) and we don’t know where they end up at. We are going to install some color-coded flashing on the outside fascia board for protection. We have a couple more coats of sealant that need to be applied to the deck, then the outside railing will be installed. We are ready to install the door to the storeroom beside the deck (from the great room). P. Paradise wants to give a “shout out” to R. Milliman for being instrumental in staying involved with this project at a remarkably high level. Also, a “shout out” to John Torkelson, who spent an enormous amount of time trying to get this built. His vision and original drawings that Pat modified were instrumental in getting this job done. R. Milliman and P. Paradise have also been working with the contractor on the ADA bathroom remodel. We are looking to modify the kitchen’s “ice/water” sink and make it an employee handwashing sink, as the one they have been using will be enclosed as part of the bathroom remodel. There was discussion from S. Nokes, P. Paradise, T. Ingwaldson, and B. Smith.

## **2. Reserve Study Update & Report – C. Wong**

C. Wong stated that the report is in and the Committee has reviewed it. It has been sent out to the Committee Chairs for them to review items and make sure everything we need is in there. Especially accuracies on costs. The major issues on the report are the Lake dredging. We are thinking of having a retreat with the Executive Committee and M. Fleming to go over everything. We could invite the whole Board but thought we would start with just the Executive Committee to get everyone familiar with the report and a general understanding of it. Essentially it is a tool for budgeting purposes and for Capital projects, for replacement and repair, etc. The Committee is still working on issues like, Community communication of the report, actions needed to be taken, etc. These are things that will have to be presented to the Board for their determination.

B. Smith suggested a “ZOOM” retreat that could very easily include the entire Board, as well as the Committee Chairs. He stated that it would be very useful to have the consultant (Mike Fleming) walk us through his methodology, what his sources are and his advice, etc. There was further discussion pertaining to dredging, the over-all report, the scope of each committee, how we will fund the Reserve and what we see it actually being used for, the proposed retreat, from B. Smith, J. Ingemi, C. Wong and P. Paradise, K. Evans, V. Duggan, D. Dyson, K. Skinner, and R. Milliman. It was decided that we would have a ZOOM retreat to go over the entire report and all of the questions and issues raised at this meeting. C. Wong will work with the consultant and get a couple of possible dates that will work for the majority (or all) of the Board and Committee members.

## **3. Green Belts & Trails – T. Ingwaldson**

T. Ingwaldson reported that she is trying to work on this issue, in direct response to what has been previously discussed at Board Meetings and things that had been posted on social media. R. Milliman has shared with us some of the liability issues (concerning hazardous trees) that had been discussed with our insurer. B. Smith stated that T. Ingwaldson had volunteered to be the start of a workgroup, from the Board, that would look at this issue in the longer term. This is something that we need to get a handle on as it is going to be an expensive item budget-wise. R. Milliman would like to start this process by focusing on the issue at Log Toy Park. We have many trees that are dead and need to come down. He recommends hiring an arborist to do an assessment and give a recommendation on what are needs are there. Then get some bids from tree felling companies. We also might consider asking for a global view for an assessment of Lake Limerick as a whole based on their experience of what they are seeing from other parts of the State of WA for tree damage and tree management. There was a lot of discussion on this by P. Paradise, B. Smith, D. Bird, R. Milliman, T. Ingwaldson, and J. Ingemi. T. Ingwaldson volunteered to chair this sub-committee of the Board.

## **4. Nominating Committee update – S. Stoney, T. Ingwaldson**

T. Ingwaldson reports that they (with S. Stoney) are working on getting nominations from members and are trying to figure out the scope of their responsibilities. We are also getting support and advice from K. Paradise, who has done this before. We are looking for what our “due” date for nominations should be. Discussion ensued on the filing date deadline. Moving backward from the election date, candidate’s night, paperwork (notices, ballots etc.), leaves us with a deadline date of around March 12<sup>th</sup>. B. Smith suggested that, given our timeline, the Office put out an email blast giving the dates and reminding everyone that there is an election coming up and encouraging members to consider running and the link to the forms. There are 3 Board positions and 2 Water positions open.

## **5. Walker Rules from Greens Committee – V. Duggan, S. Nokes**

P. Paradise had requested that this item be pulled from the Consent Agenda to be discussed in detail by the Board. He stated that the last time (a few months ago) this came before the Board, the Greens Committee was going to get a few “walkers” together and discuss rules that everyone could buy into. V. Duggan responded this current proposal is a compilation of rules that we have discussed for the last 6 months. This is just a draft as we would like to get something out there as to what should be happening on the paths. J. Ingemi stated that he had spoken with S. Nokes and they weren’t successful in getting any walkers to partake in the discussion. S. Nokes also stated that, once rules are approved, they will be in the ProShop and available from the Marshalls, who will be giving them out as well. D. Bird gave some suggestions on the wording of the first sentence – it sounds a little negative and some suggestions on the list of rules. S. Nokes and V. Duggan will take the suggestions and make some changes. There was more discussion from P. Paradise, J. Ingemi, V. Duggan, B. Smith, S. Nokes, C. Wong. B. Smith stated that, this should be considered being “introduced” to the Board this month for discussion and approval the following month.

B. Smith brought up the dog waste issue. What is wrong with using garbage waste receptacles for this purpose. V. Duggan brought up the issue of trash barrels with liners and covers vs. the wire mesh baskets that are at the various holes on the course. V. Duggan also brought up the issue of staff not wanting to empty barrels with dog waste bags in them. There was a lot of discussion on this topic from B. Smith, V. Duggan, C. Wong, J. Ingemi, A. Stephen, S. Nokes, T. Ingwaldson, R. Milliman, K. Evans, P. Paradise. B. Smith stated that this will be put on next month’s agenda for consideration of adoption of these rules. They can either be on the Consent Agenda or under Old Business.

## **11. New Business**

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

R. Milliman stated that we are finally in Phase 2, which allows in-door dining at 25% capacity. Looking at the revenue from the past couple of nights, people are returning. Many of the same rules are still in existence, such as wearing masks when not seated. One of the new rules is allowing up to 6 persons per table from 2 mixed households. We are asking for members cooperation in adherence to that, and all rules. We are continuing with volunteers from Inn Committee/Board for checking people in. We are keeping a log for contact tracing. We are also continuing with the “take-out” service as a value-added feature.

### **b. Status of Water Engineering Contract – D. Bird, R. Milliman**

D. Bird reported that this was covered in his report, unless there are any questions?

### **c. Dog waste stations in Parks and on the Golf Course – B. Smith**

B. Smith asked for the status of Dog Waste Stations in the parks. R. Milliman reported that there is a work order in Maintenance for this. They are only currently installed at the Inn Park and Lake Leprechaun Park. We also have 1 trashcan at each park – for the winter months. R. Milliman brought up the issue of L/D requesting that, once COVID-19 restrictions are lifted, that we go back to our regular restrooms and eliminate the Sani-cans. He wants everyone to be aware that our restrooms in the various parks are incredibly old and that they are part of the Reserve Study. He feels that with all the various types of vandalism that the restrooms have been subjected to,

that we might want to consider what to do in the future. There was a brief discussion on this by R. Milliman, B. Smith, P. Paradise and T. Ingwaldson. On the Dog Waste Stations timeline, he will ask Duane to inventory what we had already purchased, and we will order some more to cover all parks. D. Bird asked if these “stations” could include a dog waste receptacle (covered)

**d. LLCC COVID Vaccination Site Project (Team Needed) – R. Milliman**

This was a proposal by Roman and Connie Wong to consider having a COVID vaccination site set up at LLCC, to provide a much closer and more convenient place to get vaccinated. R. Milliman reported that we had a meeting with Mason General Hospital staff who put on what they call “Pop-up Events.” They have helped coordinate events with the Senior Center and Christmas Village. So, the discussion was about having a Pop-up Event in the Great Hall at LLCC. He said that C. Wong and himself are working on a draft of putting the bones of an event together. We are looking for volunteers to help staff that. This would be a Community Event for 1<sup>st</sup> time inoculation. MGH said that they would like to have up to, but no more than, 200. That means that the volunteers would do things like: traffic control in the parking lot, make sure that participants have their paperwork filled out to give to the hospital staff, and volunteers to help with the 15 minute waiting period. The hospital will usually have an EMS vehicle present as well in case of any adverse reactions to the shots. Discussion on this included: date, times, who could get shots, appointments, etc. by J. Ingemi, R. Milliman, B. Smith, D. Dyson, T. Ingwaldson, C. Wong, K. Evans, D. Bird, and P. Paradise. R. Milliman stated that there will be more news to come as they get further along with putting the event together.

**e. NWS proposed contract changes – B. Smith, D. Bird**

D. Bird reported that we still have a contract with NWS for “back-up” of Doug Carothers and Mike Boyd. But, since D. Carothers became the Water Manager, and with his credentials, we don’t need a lot of the services that we had have needed under the previous managers. To this end, we are looking to “slim down” the contract and move items of responsibility from the NWS column to the LLCC Manager column. In essence, NWS will become “back-up” and LLCC Manager will become “primary.” Our staff will be responsible for everything except “on-call backup” and the engineering work for the Water System plan. B. Smith questioned the spreadsheet and the various responsibilities listed for the water manager and NWS. Everything seems to be in the NWS column. D. Bird explained that the Contract had not been changed over a long period of time, when other managers were employed. It was agreed that they probably “assisted” in all categories but not really the “primary.” Now, it’s obvious that our Water Manager is accepting most of the responsibilities that were contracted out and NWS is not being required to perform ALL the services listed under the current contract. B. Smith spoke on the importance of redundancy in regard to this contract. He stated that providing water is absolutely the most relevant thing that the Association does. D. Bird will rewrite the spreadsheet to indicate who has the primary and secondary responsibilities for the contracted services. We don’t want to eliminate any of them but redistribute the workload properly. Further discussion ensued from B. Smith, D. Bird, J. Ingemi, T. Ingwaldson, K. Evans, R. Milliman, V. Duggan and P. Paradise. D. Bird and R. Milliman will go over everything discussed here today.

**f. Pro-Shop door issue – V. Duggan**

V. Duggan reported (and gave some justification for) that the staff in the ProShop would like the window from their office to the If-Ida Room to be made into a door, giving them immediate access to the new counter and better access to their customers, instead of going back and forth thru the Café. Discussion followed from: K. Evans, J. Ingemi, R. Milliman, C. Wong, V. Duggan, B. Smith, P. Paradise, T. Ingwaldson, and D. Dyson.

***A motion was made by J. Ingemi and seconded by C. Wong to approve funds for the new door and doorway from the Golf Office to the If-Ida Room, not to exceed \$500.00. Motion passed unanimously.***

**12. Other Business**

**NONE**

**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. April 24<sup>th</sup> Fishing Derby is in a planning phase keeping within current COVID restrictions.
- d. The Exercise Class will be starting up again in a couple of weeks.
- e. All other HOA Events are still CANCELED until further notice

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

**No issues to be discussed in Closed Session.**

**16. Motion to Adjourn**

***A motion was made by J. Ingemi and seconded by S. Nokes to adjourn 1:20PM.  
Motion passed unanimously.***

**Respectfully submitted,**



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