

Lake Limerick C.C.



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LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

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Meeting Minutes

Meeting ID: 835 9644 2794 Password: 345233

March 20, 2021 @ 9:00AM

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. **Action: Motion to approve the Minutes from the February 2021 Meeting.**

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

3. **Financial Report – C. Wong**

- a. **Action: Motion to approve the Treasurer's Report.**

C. Wong reported that Golf revenues continue to break records, so our revenues are looking very well. This month Golf was at \$54,000.00. Annuals, golf path fees, shed renewals. All other areas performed at budget or better. The only expenses that were high was "licensing/fees" and "travel," and tree felling. Operating cash has a large balance at the end of the month. C. Wong and R. Milliman have asked Ron Harper to look into a couple of discrepancies that have cropped up. On Investments, we are continuing to invest amounts that will bring us more the .5% interest. There have been discussions with Edw. Jones on this. C. Wong has spoken with E. Springer – Johannesen, Water Committee Treasurer, on the Heritage accounts balances are getting high (>450,000.00) again, so could water move some of their money into the Edw. Jones accounts that correlate, to help with that balance. Once we figure out what to do with the PPP monies, we will keep the Heritage balance down to around \$250,000.00. C. Wong also reported that she wasn't provided an updated capital projects sheet for this month. R. Milliman gave a brief report on dates and progress of projects and that they are on budget.

A motion was mad 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**

President Smith asked that all of the “Rules” be pulled from the Consent Agenda and placed on to the Itemized agenda. Done. The “Walker” rules were introduced last month so this is their “second” reading.

5. Additions to the Agenda from the member guests

6. President’s Report: B. Smith

President Smith welcomed us all to Spring! He will forego his report as we have a full agenda, and he will be participating in the upcoming discussions on various topics.

7. CAM Report: R. Milliman –

R. Milliman spoke on some of the projects that are on-going: Golf cart sheds, etc. He mentioned that “Spring is Here!” On March 9th, the Budget plan had been sent out to the Committee Chairs and Managers. We will be using the same tools as the past couple of years. The templates for expenses will be given out by the end of this month. Capital requests are due by the end of June to give time to discuss projects (Committee and Board reviews). He has been working with the Compliance Committee on issues (Peebles Court clean-up) and the attorneys on our legal matters. Olde Lyme Park is progressing on schedule. We encourage all members to enjoy all of our parks during the season. He briefly discussed the Arborist’s report and the “notice of intent” on the lakes’ treatments filed with the Dept. of Ecology (May – Sept.). Members that have signed up for our PSN has steadily increased. Currently we have 444 for Due’s payments and 557 for Water payments.

8. Water Report: D. Bird

D. Bird reported that revenue is up >\$6,000.00 over budget YTD and operating expenses are tens of thousands below budget YTD. However, we currently have significant engineering projects that have not hit the accounting sheets yet. Rhonda is working on A/R over 90 days and is doing a great job pursuing these accounts, as shown, the amount decreases each month. Our Water Mgr. reports that we have good water capacity and quality. We still have a high level of water loss for February, but leaks have been repaired on Dartmoor, Road of Tralee and Clonakilty. The water engineering firm will be giving us a report in about a week on the hydrant testing and the other things that they have been evaluating. D. Carothers has been communicating with them on a regular basis. D. Carothers and Rhonda will also do some meter reading to check on to see if the repairs we made have resulted in a reduction of water loss. Discussion ensued on the leaks and repairs from: C. Wong, D. Bird, R. Milliman, B. Smith, P. Paradise and J. Ingemi.

9. Consent Agenda:

- 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

The Lake/Dam Rules have been removed from the Consent Agenda for further review by the Lake/Dam Committee, as requested by the Chairperson, Kelly Evans.

President Smith requested that the Greens Committee “Walker Rules” be pulled from the Consent Agenda and moved to Old Business for final approval from the Board.

The Reserve Study motion was removed from the Consent Agenda to be further discussed during the Reserve Study Update & Report.

There was discussion from J. Ingemi and B. Smith on the Compliance Committee's request to remove items from the Register. B. Smith stated that, on some, there has not been posted a "clear reason" to remove them. He would like a notation on resolution of the issue on the Register.

P. Paradise questions the purpose of the Consent Agenda and wonders if we can debate the merits of having it. Some discussion ensued from B. Smith, P. Paradise, S. Stoney, J. Ingemi, C. Wong. S. Stoney suggested we bring up the matter to the new upcoming Board for its determination.

B. Smith requested that we pull the Compliance Committee's recommendations of removing items from their Register until they are completely filled out.

B. Smith brought up the issue of the Boat Cover motion from the Lake/Dam Committee. K. Evans described the reason for the cover and motion. There have been numerous bids (7) on this. R. Milliman stated that this was not budgeted. V. Duggan suggested that this is actually a maintenance issue and should be out of operations. There was further discussion from R. Milliman, C. Wong, B. Smith, and J. Ingemi. There was no objection to keeping this motion within the Consent Agenda.

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

10. Old Business

a. Status of Deck Project and ADA bathroom – P. Paradise

P. Paradise reported that the underneath of the deck is finished. Our contractor is due back to put one or two coats of sealant on the deck flooring and install the railing. They have been in and out due to weather and, most likely, other jobs. P. Paradise has solicited gutter downspout pricing and he has procured the material to fabricate flashing covering for the fascia boards that are exposed to the weather. This will be painted to match the beams. The ADA bathroom has had another floor plan change. There will be a shared opening for the staff entering the kitchen (right) and the ADA bathroom (left). R. Milliman mentioned that we are also installing a hand-washing sink in the kitchen to replace the one that is being enclosed into the bathroom. S. Stoney brought up the black plastic covering that is blocking daylight from entering in the office. R. Milliman stated it is there until the deck flooring is completely sealed. S. Nokes asked if there was an estimated time for completion. We are just waiting on the contractor.

b. Reserve Study Update & Report – C. Wong

C. Wong reported that the Committee met and decided to accept the report, as is, and she is getting some push-back on changing the Reserve Account start date. Some of the reasoning behind this is because you can't change the date due to the funding being calculated from that date. It can be updated at the next report seeing that we are not going to fund at the level listed in it at this time. So, the thought was to just accept the report, as written, because we only had sixty (60) days to review, which ends April 1st. There are going to be things that need to be refined as we go along. There was a lot of discussion on the "initial" beginning balance of the funding of the Reserve, the source of the funding going forward, and what our responsibilities are, from P. Paradise, C. Wong, B. Smith, D. Dyson, J. Ingemi, S. Nokes, D. Bird, K. Skinner, V. Duggan, M. Robinson, and K. Evans. C. Wong stated that the reserve company isn't concerned about tax requirements. Any funds that can be used for repair and maintenance of the community assets can be included in balance.

A motion was made by J. Ingemi and seconded by S. Nokes to accept the Reserve Study Report for its informational content and for the purpose of completing this portion of the contract and getting the contractor paid. Motion passed unanimously.

c. NWS proposed contract changes update – R. Milliman, D. Bird,

D. Bird reported that R. Milliman, D. Carothers and himself had developed a matrix of responsibilities that show the previous responsibilities prior to D. Carothers being hired and what they are now, between NWS and LLCC. Within the next week he will firm these up and then they will meet with NWS and negotiate the modifications/changes with them. Discussion ensued from B. Smith, J. Ingemi, P. Paradise, and D. Dyson.

d. Green Belts & Trails – T. Ingwaldson

T. Ingwaldson reported that P. Paradise, K. Evans, D. Muretta, R. Milliman and herself went to Log Toy Park to assess the situation with the trees. With the Arborist's report in hand, we now have a starting point on how to proceed, what some of the costs will be, some important recommendations, etc. In summation, ten trees have been tagged and six are dead and four are poor. Some of R. Milliman's recommendations are for 2-3 bids for removal of trees and debris, closing the park while work is being done, moving the dock to avoid damage, etc. J. Ingemi just sent the Arborist's report to all Board Members. Discussion on the report from B. Smith, T. Ingwaldson, C. Wong, R. Milliman, P. Paradise, K. Evans. As an important point of information, R. Milliman reported that it would cost significantly more to do the removal "piecemeal," due to scheduling, permits, equipment placement, etc.

A motion was made by J. Ingemi and seconded by T. Ingwaldson to instruct R. Milliman to get 2 – 3 bids for the felling and removal of the 9 trees recommended in the Arborist's report and get a budget established for this. Motion passed unanimously.

e. Nominating Committee update – S. Stoney, T. Ingwaldson

S. Stoney reported that she has met with R. Milliman and Christy on getting the "Meet the Candidates" event established. It will be held on April 3rd from 2:00 – 4:00PM. S. Stoney will be moderating the event. There are currently 6 candidates running for the 3 open positions on the Board. There are also 2 candidates running for the 2 open Water Committee positions. There will be "Welcome" opening remarks and then each candidate will be given a chance to talk a bit about themselves and why they are interested in these positions. There will be a Q&A session as well. A. Stephen suggested that S. Stoney could set it up so that any questions to the candidates have to go through the moderator. She will get together with her to explain how that works.

f. Status of Water System Engineering Contract – D. Bird, R. Milliman

D. Bird reported that the Engineering Study that is ongoing will be giving us a report sometime next week. There was discussion pertaining to the Social Media questions of, "should we put a moratorium on building new homes because of water pressure." After discussion from C. Wong, J. Ingemi, B. Smith and P. Paradise. D. Bird gave a lengthy answer to the water pressure question and assured all that new homes were not a major contributing factor to the pressure issues.

g. Discussion on how to conduct the Semi-annual Meeting next month – B. Smith et al

B. Smith stated that the topic of how we would conduct the Semi-Annual Members Meeting next month, came up at the CAM meeting this past week. There were various ideas discussed and it was decided to bring it before the Board. After discussion on this issue from B. Smith, J. Ingemi,

A. Stephen and K. Evans it was decided, by consensus, that we will continue to use ZOOM up until is safe for all of us to meet together in public.

h. Golf Path Walker Rules – V. Duggan, S. Nokes

A motion was made by D. Dyson and seconded by S. Nokes to accept the Golf Path Walker Rules as written. Motion passed unanimously. B. Smith wants to have the Rules notated that these were approved by the Board on 3/20/21. R. Milliman will handle that as well as, posting them on the website and placing them in the new Member packets.

V. Duggan complimented everyone involved for the process by which the rules were developed.

11. New Business

a. Governor’s Proclamation on (Phase 2, 3 and 4) and our ongoing activities – R. Milliman

R. Milliman reported that the Governor announced on March 11th that we were going from a regional to a county-by-county assessment of being in compliance with the COVID metrics. On the 22nd, the whole state goes into Phase 3 which means for our F& B operations that masks are still required unless seated. We will continue with temperature taking and the other measures that we feel are keeping our members and employees safe. Golfing rules now allow tournaments up to 400 participants. R. Milliman stated that we have worked to long and hard to keep everyone safe to open up everything too early. After discussion, it was decided that we should keep the office closed as well until we continue to learn more. He noted that we have one office staff member who has not yet been vaccinated. F&B workers can now get vaccinated, so our staff is excited about that.

b. Status of Water Trestle Project Waterline Engineering Contract – D. Bird, R. Milliman

D. Bird reported that we have requested to set up a bypass route for water around the construction that has been proposed by the Navy at the railroad trestle on Mason Lake Road. D. Bird, R. Milliman, D. Carothers and another engineer met at the trestle with the surveyor to help the surveyor understand the pathways that the temporary bypass and the permanent construction would take, so that the surveyor could note those on the Navy’s engineering drawings. D. Bird thought the meeting was very successful. R. Milliman reported that the Navy has agreed in writing, to allow us to put in a temporary pipe during construction to maintain our water pressure and a permanent pipe to be installed during road construction. This will lead up to an Easement agreement with a survey account of where the new pipe will be positioned. At this point, there have been no permit applications filed by the Navy or their contractor for this work with the County. There was some further discussion from P. Paradise R. Milliman.

c. LLCC COVID Vaccination Site Project (Postponed) – R. Milliman, C. Wong

C. Wong gave an update on this project. We received notice from Terri Gushee, who is the person in charge of the “pop-up site” events. She has recommended that we wait until April because she is having a hard time getting people to work on the weekends and maybe, we should change our event to a weekday. Terri also stated that they are seeing less people coming to the Senior Center to be vaccinated. So, considering this information, we decided to stand down for the time being. There are a lot of immunizations being done at the Port of Shelton and other places so we will wait to see what happens. B. Smith stated that our volunteers for this event should stand ready for a future date.

d. LLCC Real Estate Project – R. Milliman, P. Wagner

R. Milliman reported that D. Dyson, P. Wagner and himself put together a real estate plan and it was reviewed by the Executive Committee earlier this week. To date, 7 real estate companies have been contacted this week and have been requested that they respond, in writing, by 3/31/21 to our inquiries on sales history, a marketing plan and commission rates, etc. to represent the 16 properties that LLCC owns and has for sale. The buyer will be responsible, with their due diligence, to determine (based on LLCC rules, regulations) whether the lot is buildable. Bids on properties will be submitted to the selected real estate company who will forward them to the CAM, who would get them to the BOD for a speedy approval and turnaround. The selected real estate company will handle the closing and escrow process. Discussion ensued from T. Ingwaldson, J. Ingemi, C. Wong, P. Paradise, A. Stephen, B. Smith, M. Robinson, D. Bird and R. Milliman.

A motion was made by J. Ingemi and seconded by T. Ingwaldson to proceed with the developed real estate plan as presented. Motion passed unanimously.

12. Other Business

None

13. Correspondence

C. Wong brought up a letter that was sent to a member about their dock not being in compliance. She feels the letter should be reviewed as she has received a complaint that the letter was very threatening and rude. C. Wong also stated that she feels that the date for compliance of July 1, 2021 is a bit aggressive. There was general consensus that the letter should be "tweaked" a bit for future distribution, but that most people receiving this letter have been previously notified their docks don't comply with the LLCC and state rules.

14. Announcements and Upcoming Events

- a. The Candidates Meeting. April 3, 2021 from 2:00 – 4:00PM via ZOOM
- b. The Semi-annual Members Meeting will be held on April 17, 2021 at 2:00PM via ZOOM
- c. Board of Directors meetings will continue to be held via ZOOM
- d. Committee (and other) Meetings being held via ZOOM if over 5 persons attending.
- e. Most in-person HOA Events are still CANCELED until further notice. Golf events will be planned in accordance with WA State COVID Guidelines.
- f. Modified Fishing Derby – April 24, 2021

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

A motion was made by J. Ingemi and seconded by T. Ingwaldson to adjourn to Closed Session to discuss legal/personnel issues. Motion passed unanimously. It should also be noted that S. Stoney has been excused due to a scheduling conflict.

16. Motion to Reconvene to Open Session.

Motion made by J. Ingemi and seconded by T. Ingwaldson to reconvene to Open Session. Motion passed unanimously.

17. Motion to Accept all Motions Made in Closed Session.

A motion was made by J. Ingemi and seconded by C. Wong to approve all motions and actions made in Closed Session. Motion passed unanimously.

A motion was made by B. Smith and seconded by T. Ingwaldson to have R. Milliman move forward on removing the vehicle from the Ayala property (05-122), following research on who owns the vehicle, and conferring with our attorney on the appropriate legal process for getting it removed. Motion passed unanimously.

18. Motion to Adjourn

A Motion was made by P. Paradise and seconded by S. Nokes to adjourn. Motion passed unanimously.

Respectfully submitted

**John C. Ingemi, Secretary
Lake Limerick Board of Directors**