

Lake Limerick C.C.



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LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

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Meeting Minutes

December 18, 2021 @ 9:00AM

1. **Roll Call:** President, Brian Smith; Vice President, John Ingemi; Secretary, Dean Dyson; Treasurer, Connie Wong; Directors, Steve Saylor, Sheila Nokes, Tamra Ingwaldson, Stacie Stoney, Mitch Robinson, Don Bird (Ex Officio), Roger Milliman, (CAM)

2. **Approval of Minutes:**

A motion was made by S. Nokes and seconded by J. Ingemi to accept the November 2021 minutes as presented. Motion passed unanimously.

3. **Financial Report – C. Wong**

Financials: P & L. -

Revenue for the month is above budget (golf)

- Monthly revenue is 177k and Ytd revenue 346k. – golf ->below budget->weather affected.
- Expenses are under budget almost 14K for the current month, and 35K Ytd. giving us a monthly income of 43.5K. YTD 70.5
- Professional fees are over both mo. And Ytd due to CPA expense of preparing 2018 and 2019 taxes.

Other than that, I didn't see anything unusual in the line item expenses that caused concern.

Cash: Cash is normal. There is about 21K to go to EJ reserve account from HOA operating, for October November reserve transfers.

Balance sheet:

-Accounts receivable in 90 days is increasing. Number of accounts in each category is: current -649; 1-30 -296; 31-60 -1;61-90 -203; greater than 90 days – 149.

-Accounts payable is being kept current. The 90 days past due is a single bill we received, dated currently for work done over 3 months ago. Aqua Test.

-Investments:

- Edward Jones reserve account will be getting 21K deposited so balance will be up to We have stopped buying short term cd's at a premium and are only going to by cd's at par from now on, as we anticipate interest rates increasing on those types of investments. Our investment strategy has been to buy only insured cd's, so we don't have any risks on our money.

A motion was made by S. Saylor and seconded by S. Nokes to approve the financial report as presented. Motion passed unanimously.

4. Additions to the Agenda from Board

Added to new business: Public Safety Issues.

5. Additions to the Agenda from the member guests

Added to old business: a) fire hydrant bagging and b) tiered water rate structure.

6. President's Report: B. Smith

Because of the Winter surge of COVID, it would behoove everyone to be mindful of their neighbors and possible changes in LL virus protocols.

It would be helpful if everyone would be respectful of each other and each other's points of view without name calling etc. All members have the best interest of LL at heart

7. CAM Report - R. Milliman

Today I'm providing a summary status of recent community activities:

Members enjoyed last Saturday's Holiday Family Social at the Inn with children activities, caroling and tree lighting masked up. Including Chef Jon's meatloaf special dinner, it was a terrific family event sponsored by the Inn Committee.

Member support of the F&B continued with strong customer usage through the month of November. Chef Jon and new café cook Brian know how to feed you well with their skills. Plan to come in and enjoy our customer service open weekly Thursday thru Sundays including our annual Christmas dinner this evening. Reservations are recommended.

Our Water System Manager gave his 2-week resignation notice on Friday Dec 10. A replacement hiring process has started. In the interim the DOH licensed company Northwest Water Systems is providing system coverage and support along with Mike Boyd our Water assistant.

The updated as of December reserve study was communicated to the community last week for review. A town hall meeting will be scheduled in 2022 to present to the membership. The reserve study has yet to be Board adopted.

LL's general liability, cyber coverage and D&O policies renewed on Dec 17. Our carrier is Philadelphia Insurance and as forecasted the premium increased 12% for a total of \$95,883 per year.

For managing our lake assets, the Lake Dam Committee has scheduled a working session zoom meeting with our consultant Lake Advocates on Monday Dec 20 at 7pm. Login information is posted on the website and community calendar. Meeting login ID is 919 5163 9416. The community is encouraged to join and listen in to gain valuable knowledge.

As reported last month, I've been in contact with a surveyor hired to complete 3 LLCC survey projects. Last week he submitted revised surveys for the Navy golf course property.

As a result of recent golf cart and propane tank thefts, we have met with a local video camera security company WMG owned by Bruce Loftin. We have secured bids for the interiors and exteriors of the Pro Shop Café and Inn buildings. We'll

discuss these sole source quotes during New Business including 3 additional Project Approval Request form for:

- transitioning to MSFT Exchange to improve outbound emails
- remodeling the Inn restaurant bathroom to make ADA compliant
- video advertising designed to promote of Lake Limerick assets

All 5 PARs are posted on the website and within the Board packets

8. Water Report: D. Bird

As Roger mentioned, Doug Carothers has resigned as the Water Department Manager as of December 24, 2021. Don pointed out Doug's many accomplishments in the 1 ½ years he worked here.

Financials: Income was less than predicted. The expenses are about \$51,000 below budget mostly due to not yet starting major projects that were budgeted. Net income is about \$25,000 above expectations. Accounts that are over 90 days past due are about \$21,000 on about 170 accounts.

Water quality continues to be good. Water loss seems steady at about 4%.

Projects status: Have signed the contract to upgrade the water billing software. On schedule for mid-February for training on that. It appears that it would be implemented in March and would cover the February billing. Another project is to evaluate each of our wells to see how much water they can produce and to see if the wells and pumps need any maintenance. Better details in the contract need to be worked out for this project.

Flow meters arrived this month and scheduling needs to be worked out with NW to get KCL, our contractor, to install.

Billing system is showing 86 customers with possible leaks. Office is notifying customers of leaks.

There has been a preliminary exit interview with Doug Carothers and a final one on December 23 where keys, etc. will be returned to the office. Then all codes and passwords will be changed. This is the normal process when an employee leaves.

Question: Has LL considered using an outside company to run the Water Department instead of doing it in house and would it be cost effective?

Has LL considered just one flat rate for water instead of the tiered billing system? That was what the past system was but there was no incentive to conserve water.

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

The Welcoming Committee did meet this month which was different than stated in the Consent Agenda. They also failed to submit the minutes of the meeting. There was a motion made at the committee meeting stating: To provide a LL calendar to the first 50 new members of the new year by putting one into their welcoming pack. This motion would be added to New Business.

a. Architecture, Compliance, Greens, Inn, Lake/Dam, Water, Welcoming

Want to pull from the Consent Agenda the drone video motion. Want to pull motion for video cameras in the pro-shop for 2 reasons, (need to understand the rational better) and (the second is that it is a sole source contract). Want to pull the signage for the parks motion because the BOD has yet to review the verbiage. (This will be considered next month). Want to pull L-D motion to test the temperature/dissolved oxygen in the lakes. (More information is requested and this testing would not start until May).

A motion was made by J. Ingemi and seconded by T. Ingwaldson to accept the Consent Agenda as presented after removing the pulled items. Motion passed unanimously.

10. Old Business

- a. M. Robinson presented a draft on how Town Halls may be structured and topics. The sessions may be monthly or bi-monthly. The membership would be surveyed by having those who want to participate go to Survey Monkey and express their opinion as to possible topics. The survey link is: <https://www.surveymonkey.com/r/3YQTJ2P>. The current thought is the meeting would be about an hour long with the first 45 min. for a presenter to speak on the topic then 15 min. for Q&A. This survey should be available next week and be up for 2 or 3 weeks.
- b. Covered fire hydrants: Member proposed color coding hydrants instead of bagging. Since bagging hydrants is the lowest coding for use of hydrants and means that the hydrant is not adequate for use in fighting fires, this means that any other color of LL hydrants would be inappropriate at this time because all other colors mean that the hydrants are usable for fighting fires, which they are not.
- c. Request to raise the Water System's lowest billing tier to 6000 gal. per month. This topic will be revisited over the next year and when looking into the 2022-2023 budget.

11. New Business

- a. Microsoft Exchange E-mail: Many LL's sent emails are frequently not received or delayed for hours making communications very difficult. It is felt that it is due to LL's current carrier, Blue Host. The office is requesting moving to the Microsoft Exchange E-mail, Outlook. The cost will be about \$3000.

Motion made by M. Robinson and seconded by J. Ingemi to update the LL e-mail system to Outlook. The motion passed unanimously.

- b. ADA Restroom: The purpose is to remodel the restroom in the restaurant to make it ADA compliant. As proposed, it will come in at \$5000. The labor will be done by LL's 2 facilities employees.

Motion made by D. Dyson and seconded by S. Saylor to move ahead with the ADA restroom remodel. The motion passed unanimously.

- c. Request that BOD members have a study session on Lake Advocates' past reports so that questions can be developed, for Lake Advocates, that can lead the BOD to what the best direction would be to handle our lakes' growing problems.
- d. Water System Manager: Restated that a final exit meeting will take place on Dec.23rd, and that an advertisement for a new water manager is being prepared and should be ready next week.
- e. Video Security System for inn and pro-shop: Talked with Bruce Lofton whose company is WMG a Shelton video security company. LL has talked with him previously about security around the wells. The proposal is for 6 cameras on the exterior and 2 on the interior of the Pro-shop. The Inn was also looked at and the proposal is for 20 cameras inside and out. The cost for the pro-shop would be \$3133 and for the Inn would be \$6312.

Motion was made by M. Robinson and seconded by J. Ingemi to accept the proposal of video security camera systems at both the Inn and the Pro-shop. Motion passed unanimously.

- f. Greens Committee made a motion to make a drone video of golf course, parks and lakes for promotion of LL assets to members and non-members. The cost would be \$2750.

Motion was made by S. Nokes and seconded by J. Ingemi to move ahead with this drone video advertising promotion. Motion passed with 7 ayes and 2 nays.

- g. Welcoming Committee calendars to new members:

Motion was made by S. Nokes and seconded by S. Saylor to put LL calendars in the first 50 new member packets this coming year. Motion passed unanimously.

- h. Public Safety: J. Ingemi has talked with the Sheriff's office about setting up a Town Hall meeting with LL members and someone from the Sheriff's office at the Inn for either the 7th or the 12th of January in the evening. John is waiting for a response back for final confirmation.

A long discussion followed bring up different illegal and nuisance activities in the community such as drug activity and garbage and derelict vehicles piling up on certain properties. It was the consensus that we need to do more, like legal actions, to get rid of such activities. We need homeowners to file complaints often and to take pictures that are dated and signed. This includes where appropriate filing police reports. It was suggested that we could hire "real security" even though it is expensive.

Sheila Nokes, the new chair of the Hearing Committee is looking for members to become part of this committee so that after the first of the year the committee can meet and resolve the back log of hearing requests.

12. Other Business

There was a suggestion to establish server space for each Committee to post and store Committee data. This would ensure the capture of critical data used by the Committees (e.g. consultant reports, budget data, etc) and allow the sharing of data and eliminate the need to send large emails back and forth.

13. Correspondence

None

14. Announcements and Upcoming Events

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

Motion made by D. Dyson and seconded by J. Ingemi to go to closed session to discuss personnel issues. Motion passed unanimously

16. Motion to Reconvene to Open Session.

Motion made by T. Ingwaldson and seconded by J. Ingemi to return to open session. Motion passed Unanimously.

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

No motions were made while in closed session.

18. Motion to Adjourn

A motion was made by S. Nokes and seconded by T. Ingwaldson to adjourn. Motion passed unanimously.

Next BOD meeting, at 9:00 AM, January 15, 2022

Respectfully submitted,

Dean Dyson, Secretary
Lake Limerick Board of Directors