

Lake Limerick C.C.



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LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
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Meeting Minutes

February 19, 2022@ 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 T. Ingwaldson and seconded by S. Saylor to accept the January 2022 minutes as presented. Motion passed unanimously.

3. **Financial Report – C. Wong**

- a. December Financial report: Revenue looked good. Nothing stood out in expenses except Professional fees due to CPA bill for the completion of the taxes and a pesticide spraying. We are \$66,000 to the good for the year to date.

A motion was made by D. Dyson and seconded by J. Ingemi to approve the December 2021 financial report. Motion passed unanimously.

B. Smith noted that the accounts receivable are and have been for quite a while about \$230,000. The BOD is taking action later in the meeting to work to correct this.

- b. January Financial report: Revenue YTD is \$639,000, Golf is low but the weather has been poor and other areas are making up for that. Gross profit for the month is about \$10,000 over budget. Expenses are significantly under budget. Operating Income YTD \$87,000 over budget. Expenses are under budget. Accounts Payable is current. A question as to whether the funds that were set aside to correct the drainage problem across holes 6 and 7 on the golf course and neighboring properties had been spent. The answer was yes.

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

4. **Additions to the Agenda from Board**

Added to Old Business: Hearing Committee up-date.

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

- a. Water billing tiered system to Old Business
- b. Park Access during winter to New Business

6. President's Report: B. Smith

Brian said that the members should be proud how well they supported LL staff and services during the COVID pandemic. For the most part the staff remained intact, and we are better for it.

One accomplishment is the establishment of a Reserve Fund. We need to take care of fifty years of wear and tear on the facilities and a lot of deferred maintenance from past years and even decades.

We still have a lot of challenges. We still have an issue of water flow to fight fires that we should address we are a suburban area not really an urban area. Our last Water Manager had to work over \$50,000 dollars in overtime due to problems water system. The water control system has the ability to be accessed remotely and it frequently sets off alarms even in the middle of the night that have to be responded to. This continues to happen although we are trying to tweak this. This speaks to a Water System that is old with some reliability problems and that is why the Water Committee is continuing to work with NWS and RH2 to find our options for water flow and to bring the system and its parts into a more reliable condition that does not need continuous tweaking.

Another challenge is finding volunteers to run for the Board and Water Committee and a Chairperson for the Nominating Committee. Brian stated that he was unhappy with social media sites because of some of the false accusations that appear there. He feels that it maybe this kind of "crap" that is keeping people from running for these positions.

7. CAM Report - R. Milliman

On Thursday Governor Inslee announced the statewide indoor mask mandate will end on March 21. LLCC will continue to follow state mask mandates and lift the requirement on March 21.

The Water System Manager open position has an applicant who meets LL's requirements. He has been interviewed by myself with the support of President Brian Smith and Water Chair Don Bird. Last Tuesday he toured our water system. The Water Committee is in agreement to make a contingent employment offer. More information will be shared as the offer process evolves that includes a background check.

Merrill Ring Timber Company is logging on the northside of LL property. I've been in contact with the company's COO to resolve the location of the property line including the trail easement adjacent to homeowner property.

The conversion of LL email to Microsoft Exchange has successfully completed improving email deliveries. Based on your individual email service, you may be receiving LL emails in your spam folder. If this is happening, you are encouraged to contact your email company and request lakelimerick.com be "whitelisted".

The restaurant ADA bathroom is open for use during remodel. We are waiting for ordered flooring that has been delayed until March.

The Inn Committee's sponsored Valentine's dinner event last Saturday was very successful with 58 reservations plus Blarney Room walk-ins. The community was entertained by local musician the Oma Wilcox trio. More events are planned throughout the year with Saint Paddy's Day next on March 17 in the dining room and lounge. Outdoor music events at the Inn will be planned with several Committee's supporting.

The HOA spring event is the annual Fishing Derby on April 23. The lead sponsor is the Lake Dam Committee with food and beverage service supported by the Inn Committee and staff.

I'm pleased to report that 2 Member accounts with past owed Dues and Water that were liened have been paid with the support of our attorney. All-in, LL received \$26,181.27 reducing Accounts Receivable. Going forward both of their mortgage banks will be invoiced monthly for Dues and Water. Plus, recently 2

Members on their own paid amounts owed totaling \$2,879. I'll be providing more information during Old and New Business agenda items on the Collections Policy, Cellular Tower, our telephone system and janitor service.

Question: Will there be live music at the St. Patrick celebration? NO, but there will be some Irish Shenanigans.

Mitch Robinson complimented the LL staff for all the great work they do with vast amount of topics and projects they need to deal with. Question: If COVID continues to wane, will the COVID signage be removed? YES, if the State rules, which we follow, approve.

Question: Will the new email serve allow for individual addresses of LL members so that Board members can use an email other than their own private email? Yes, but at the cost to LL of \$12.00 per month per address. Usually, each member uses an email of their own choosing. If emails come to the office for a particular member the office forwards those to the appropriate member.

8. Water Report: D. Bird

A prospect for the Water Managers position has been interviewed. He is well qualified, and he has the correct certifications. He seems very promising. The Water Committee has moved to go ahead with hiring this candidate if he passes the background checks.

Don complimented Mike Boyd for stepping up and providing day to day support along with NWS to the system.

Water financials: Esther is putting together water quarterly reports so that it is easier to compare water use from season to season. January financials show that income is below budget but the expenses are so far well below budget, so the operating funds are about \$70,000 over budget. This is mostly due to the lack of a Water Manager to coordinate water projects. Cash is good with about 1.3 million in all accounts, about \$880,000 in reserves, and past due accounts of about \$24,000 over about 150 accounts. Water quality continues to be good. Well #6 is back online after replacing the Variable Flow Drive (VFD) with some difficulty because it was slightly a different size than the one that it was replacing,

A generator company has looked and performed some minor repairs on the generators at wells # 3 & 6. Therefore, the next time we have a power outage we should not have a problem with the water pressure.

A company has been scheduled to install 3 flow meters so we can have more accurate info on the water flowing from the wells into the system.

The metering system shows that there are 91 customers with leaks. Please check your water bills to see if you are one of those with possible leak and get them repaired.

Mitch Robinson thanked all the Water Committee members for volunteering and doing all the work they do to keep our private system operating. Question: Did the Water Committee consider other possible ways to operate the Water System other than with our own Water Manager. YES, a sub-committee spent some time looking at a variety of different options and felt that at this time it would be best to continue with our own Water Manager with the support of NWS. Question 2: Roger did you contact past employers of the Water Manager candidate? Yes, the City of Hoquiam gave him glowing references.

Mandy Paradise requested notes of the Sub-Committee on how they came to the decision on the Water Manager operating our Water System.

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

Items removed from the Consent Agenda:

Lake Patrol Guidelines to New Business item f
Golf Cart Purchases to New Business item g
Full-time Manager for Lakes Dams and Parks to New Business item h.
Permanent Audio-Visual Facility to New Business item i.

Long Range Electronic Storage to New Business item j.
Inn request for Painting & Flooring of Great Hall to New Business item k.

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

10. Old Business

- a. Collections Policy – first reading by Roger. It is posted online.
- b. A letter stating what is meant by “a member not in good standing” will also be sent to those receiving a collection notice.
- c. Communications Tower- On the advice of our attorney’s review of the Lease Option Agreement, it is not in LL’s best interest to do business with Skyway Towers on HOA property. Roger encouraged the tower company to contact owners of adjacent properties to set up their tower.
- d. We are still in need of someone to act as chair of the Nominating Committee. The duties of the position were explained. There was some discussion on getting members to run for the 3 BOD and 2 Water Committee positions.
- e. Update by Steve Saylor on the Study of past and present Lake Advocate documents to help understand where LL needs to go to keep our lakes in good health. A 1991 report has been found and has been added to the other reports. Christy has found a way to get all the documents onto the web site so that everyone can view them. Steve would also like to add 2 other documents to this study list, the minutes of the 12/20/21 zoom meeting between the Lake/Dam Committee and Lake Advocates and the 2021 Annual Report from Lake Advocates. This would make 17 documents for this study.
- f. Hearing Committee update by Sheila Nokes chair: The committee is getting ready to review 4 requests for hearings. This committee would welcome more members to help with decisions. At this time the meetings will be held on Zoom.
- g. Water Allowance (the tiered billing structure): This is another request to return to a water billing policy of not billing for excess water usage until using more than 6000 gallons per month. Don Bird said the water Department is always looking at their expenses and the amount of fees needed to support those expenses. The committee will gather water use info to see the difference of funds acquired at the lowest tier of 5000 gal./mo. as compared to 6000 gal./mo. Don said that the new billing system, that will be implemented next week, may help with this type of information gathering. It was thought that the Health Department or census data for the Lake Limerick area may have good data about families which may help with billing decisions. Brian said he would investigate this.

11. New Business

- a. Emergency Response/Preparedness

Purpose - Plan a tabletop exercise (or series of) to walk through one or more of the following scenarios (water shortage/system breakdown, fire, earthquakes, tornado) for how we as a community can/should respond.

Thoughts -

Emergency exits (from LL) defined based on where road blockages may be. Great Hall building & Cafe building - how could they be used as shelters if needed.

Community Notification Process - what are ways we can get all notified as quickly as possible.

Here is link for MC: <https://public.alertsense.com/SignUp/public.aspx?regionid=1187>

Possible Community Partners - CMFD, MC-DEM, MC Health, MCSO...

What do other HOA communities have in place?

Promote Certified Emergency Response Team Volunteer program (MC-DEM manages this - I think) to help us have a supply of trained spontaneous volunteers.

Neighborhood Asset Mapping - who has what skills and where do they reside; medical, mental health, construction, owns generators, owns chainsaws, has fruit & veggie gardens...who are most vulnerable residents & where do they live - who is nearest should they need support/assistance...

Tamra was asked to share these ideas with other LL committees with the idea that a sub-committee would need to be established in the near future to study what is needed to improve the community's emergency responses.

b. NEC Phone System PAR request for BOD approved funding

The current system is completely out of date and no longer supported by the current provider. Therefore, R. Milliman is asking for final approval to spend \$6810.00 to go forward with this much needed improvement in the LL phone system. The vendor will be Hood Canal Communications. A check on others that use this system is positive.

Motion: It was moved by T. Ingwaldson and seconded by M. Robinson to spend the funds to complete this phone system project. The motion passed unanimously.

c. Janitorial Service PAR request for BOD approved funding

The current janitorial provider often does not show up and when they do the quality of their work is not always up to par. The LL staff has complained often to this provider, but the problem persists. Therefore, Roger Milliman is asking to change the janitorial provider to Service Master. This change will cost LL an additional \$936/mo. or an additional \$6552.00 for the remainder of the fiscal year.

Motion: It was Moved by D. Dyson and seconded by S. Nokes to hire Service Master as LL's janitorial provider. The motion passed unanimously.

d. A question from the Water Committee: At what amount for needed repairs and maintenance does the Water Department need to come to the BOD for formal approval to spend the funds

Motion: It was moved by J. Ingemi and seconded by S. Nokes to advise the Water Committee any needed repairs (like for like parts) over \$10,000 will need approval by the BOD to be spent. The motion passed unanimously.

e. Winter access to LL parks. It was felt that this is a topic for the L-D Committee and then it can be brought to the BOD.

f. Lake Patrol Guidelines: There was a concern by the Compliance Committee that the way the Guidelines are written the L-D Committee would have the final say as to fines. It turned out that this had already been changed in the final Guidelines that was not distributed to everyone. The suggestion was to let all BOD member read the final Guidelines and if they had any questions to submit them to L-D. Then L-D would again submit the guidelines next month at the BOD meeting.

g. Greens Committee's request to purchase 5 used golf carts. There was a discussion on the need and the value of golf carts.

Motion: It was moved by S. Nokes and seconded by D. Dyson to purchase 5 used golf carts at a price of \$4,500.00 each for a total of \$22,500.00. The motion passed with 7 ayes and 2 Nays

- h. Request for a L-D Manager and for help from the BOD to find a way to do this so that the major projects that have been recommended by the limnologists can move forward to improve the conditions of the lakes. It was determined that it was best to form a subcommittee with members of the L-D Committee and the BOD.

Motion: It was moved by D. Dyson and seconded by C. Wong to form a subcommittee made up of BOD members and L-D members to discuss the need for a L-D Manager, a job description, how this person would fit into the rest of the staff, how will this person be paid, etc. The motion passed unanimously.

Four members of the BOD volunteered to serve on this committee: Dean, Tamra, Brian And Connie.

- i. Audio-Video Facility: A long discussion on what it would take to have hybrid meetings for committees and the Board and where could such meetings be held. A lot of pros and cons were provided. It was decided to address this topic in New Business at next month's BOD meeting in a discussion titled "What are meetings going to be like after COVID". Will they be in person, via Zoom, or some kind of hybrid meeting style?
- j. Long Term Data Storage: It was felt that setting up this kind of a computing system would not necessarily be difficult, and that the LL community may have quite a few members who have expertise in this topic. Mitch Robinson said with Roger's direction he would work on finding those who could help with fact finding on this topic.
- k. Great Hall Painting and flooring: Question: Were multiple bids sought for these projects? YES

Motion: It was moved by J. Ingemi and seconded by T. Ingwaldson to move forward on these projects. The motion passed unanimously.

12. Other Business

None

13. Correspondence

None

14. Announcements and Upcoming Events

None

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

Motion: It was moved by D. Dyson and seconded by T. Ingwaldson to go to Closed Session for personnel and legal issues. passed

16. Motion to Reconvene to Open Session.

Motion: It was moved by S. Nokes and seconded by C. Wong to return to Open Session. passed

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

Motion: It was moved by S. Saylor and seconded by M. Robinson to move to hire the candidate for the Water Manager. Motion passed with 8 ayes and ONE abstention.

Motion: It was moved by J. Ingemi and seconded by S. Nokes to declare the owners of the property at Div. 05 Lot 012 as "members not in good standing" and to turn off their water subject to review of the LL attorney. The motion passed unanimously

18. Motion to Adjourn

A motion was made by M. Robinson and seconded by S. Nokes to adjourn. Motion passed unanimously.

Next meeting, March 19, 2022, at 9:00 AM

Respectfully submitted,

Dean Dyson, Secretary
Lake Limerick Board of Directors