

*Lake Limerick C.C.*



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LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

[WWW.ZOOM.US](http://WWW.ZOOM.US)

**Meeting I.D.: 846-3094-0906 Passcode: 473420**

Meeting Minutes

June 18, 2022, 9:00 am

1. **Roll Call:** President; John Ingemi, Vice President; Tamara Ingwaldson, Secretary; Sheila Nokes, Treasure; Connie Wong (excused) - Directors; Steve Saylor, Mitch Robinson, Pat Paradise, Mandy Paradise, Kelly Evans (Ex Officio), Roger Milliman, (CAM)

2. **Approval of Minutes**

Corrections from last month's meetings:

***A motion was made by M. Robinson and seconded by E. Springer-Johannesen to accept the May 21, 2022, minutes with corrections. Motion passed unanimously.***

3. **Financial Report – Roger Milliman**

**April Financials:** revenues were \$3900 below plan primarily to the weather. Overall revenue looks good. Net income is better than predicted.

**May Financial:** Again, revenues are better than expected. Overall YTD We are looking better than budgeted. Financial reports for April and May can be found on the website.

M. Paradise shared a presentation she put together on data she gathered. This was her own personal analysis of the budget and not board approved. After much discussion on the subject, we will continue the conversation at our financial budget meetings.

**The questions Mandy would like address are as follows:**

- a. What happens when an amenity goes over budget?
- b. What is the trend over the past 15 years?
- c. What is the right share of cost?

**A motion was made by M. Robinson and seconded by P. Paradise to accept the April and May financials. Motion passed unanimously.**

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

P. Paradise would like to address the painting of the fire hydrants; this was added as new business item I

M. Paradise added to old business B. Water review by CPA

S. Saylor added old business items C. Short Term Rentals, D. Lake Advocate 2021 Report and E. Boat Fees

T. Ingwaldson would like to discuss with Mason County our road conditions as well as speed. This will be added to our next month's agenda.

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

None

## **6. President's Report: J. Ingemi**

See John's attached statement

## **7. CAM Report - R. Milliman**

- a. On June 1, President John Ingemi and I met with our attorney discussing 2 topics, the 20-foot horse trail easement in Division 3 that I'll summarize in Old Business.
- b. The other topic was placing a structure in the shop yard for potential future employee offices. We were advised that LLCC has the right to do so based on the 1966 Articles of Incorporation Section I paragraphs 1, 2 & 3.
- c. Regarding replacing our POS system by 1 Q 2023, 9 vendors have been identified and are being reviewed based on selection criteria supplied from golf, food & beverage, and administration departments.
- d. The Anglia gate project is on hold.
- e. We are still waiting for ordered digital NEC telephone equipment.
- f. We have held Tupper's flooring final payment pending an issue resolution with the new carpet installation.
- g. Painting the Great Hall fireplace will be scheduled soon based on the contractor's availability. Update, fireplace completed June 22.
- h. The first new park entrance sign is installed at Anglia Park for BOD and Lake Dam Committee review.

Questions asked: P. Paradise asked about some FB chatter about fire hydrants with Fire Chief Paddy. Roger response is he has heard nothing regarding this.

M. Paradise inquired about if sales tax is included in our actual. Response from Roger is they do not include tax or tip.

## **8. Water Kelly Evans**

The water financials can be found on the LLCC website.

Chris McMullen our water manager is working well with the other departments. He reported all 6 wells are online and working good. Well #2 is still offline due to electoral issues. We have received a bid for repairs and have asked for more information. Chris is troubleshooting a few other issues and will report on those at a later date. There was a leak on Ballycastle last weekend and Mike from water was on site along with John I. and Kelly E. to determine the problem. Since it was a slow leak and not moving any ground the decision was made to keep an eye on it over the weekend and then make the repairs on Monday. When asked by wait since the leak was not determined to be an emergency and due to the cost of a private company to come in and make repairs on a weekend the cost would have been in the thousands of dollars. On Monday the Water, Maintenance and Greens committees worked together to make the repairs. No members were without water during this time.

Testing of the fire hydrants will take place by H2 to determine water pressure and flow for use in case of a fire. The report will be sent to the water committee. The bagging of the hydrants was done by a precious water manager do to the fact not all hydrants are capable of adequate water flow and could damage the water system if used. Painting of the hydrants could be an option when we know the results of the H2 testing. The Fire department did back flush the 6-inch pipe going into the lake for use if necessary. There was some debris found in the pipe and removed and the system can be used to fill a tanker tender or used for a fire if necessary.

Questions regarding painting the hydrants were asked and answers. Question regarding contacting Lydia at the DOH was made and she has not been contacted at this time. The water consumption report has been updated by Chris the water manager.

M. Robinson thanked the water committee on their tireless work on our water system and the staff for all their work.

Question for a member as to why we would bring well #2 online when the water tastes bad. Answer was a use it or lose it. We have the water rights and want to keep them as we may need that water in an emergency. The water department will be testing the water regularly.

Question regarding more water allotted to each lot and not additional charge. This issue will be addressed during budget meetings.

M. Paradise mentioned she has submitted a letter to the board as to why she asked her questions during our meetings and the reasons can be found in this month's board packet if members want to read it.

#### **9. Consent Agenda Motions to the Board from the Committee Minutes.**

T. Lovgren brought to our attention the Lake Dam motion to the board was left off the consent agenda. Our apologies and we will add it to new business to approve.

E. Johannesen asked why we could not just add the motion to the consent agenda. It was agreed by all board members to do so.

**Motion to the BOD from the Lake Dam Committee to increase the weed treatment budget for 2022 from \$35k to \$40k.**

***A motion was made by S. Nokes seconded by P. Paradise accept the Consent Agenda as presented/amended Motion passed unanimously.***

#### **10. Old Business**

- a. Legal issue regarding 20' easement. After meeting with our attorneys, it was decided it would take a deep dive into properties to research this issue and it has been determined it is not in the best interest of our members financially to do this at this time. No building or fencing is allowed on our easement properties by homeowners.
- b. Review of water budget by CPA: Roger and Connie conferred with our attorney and this would be a component audit of one department and highly unusual. The attorney said it would not be money well spent so Roger has added a \$25,000 amount to next year's budget for a full audit of the association as we are one tax ID number not separate by department.
- c. Short term rentals in our community. The issue has been brought up again and the Compliance committee has formed a sub committee to investigate this issue further. Our attorney will go over any rental agreement we may draw up also to contact Mason County zoning to see if it is legal to run a business like this in our community. There was further discussion on the matter.
- d. Lake Advocates Report. S. Saylor inquired whether the 2021 report would remain open for discussion or if it was not complete. T. Lovgren answered with the report will not remain open. There was a field trip with Ken Marteg and Harry Gibbons. The Lake Dam committee is awaiting the minutes from this meeting and will get back with recommendations and cost.
- e. Boat Fees Question was asked as to why we do not have annual boat fees. The subject has been brought up before and is being readdressed. The letter sent to the board from Lake Dam before will be sent to board members for discussion at our next board meeting.

#### **11. New Business**

- a. Park Survey: Results were complete this past week. The results will be made available to the board and the membership. Most members are satisfied with the parks.
- b. Lake Limerick 2022-23 operating/Capital budget. It is recommended the board meet in person to go over the assumptions for the budget with paper information to review.

**A motions was made by M. Paradise and second by S. Saylor motion to have a special board study session before June 29<sup>th</sup> at 6:00 pm TBD if in person or virtual motion passed unanimously**

It was also suggested we look at which pot of money we use for Capital Project.

- c. Water committee study session June 23rd.
- d. Paul Wagner has been voted in as the New Chair of the Inn Committee.

e.” Meetings 101 “M. Paradise has given the document to the board for review and is now opening it up to the membership. We will vote to incorporate the document into our compliance with Bylaws and WAC’s and RCW’s at our next meeting.

f. M. Parades request for answers to the water committee questions are done and will be added to the board packet.

g. Renter Form: this has been submitted to the board from the compliance committee to be approved for use. There were many questions brought up regarding the rental agreement and suggestions that may be added. Further research should be done to cover all areas. Form will go back to committee for further work.

h. Postage Fees: This fee is now being added to the fine invoices.

i. Fire Hydrants:

**Motion was made by Paradise and second by M. Paradise that we paint the fire hydrants black since some are missing their back bags.**

**It was called to close discussion. Motion passed.**

**Vote on painting hydrants motion failed. 5 nays 3 yays**

P. Paradise asked for the CAM to contact the attorney regarding our responsibilities. R. Milliman asked for this request to be submitted in writing

## **12. Other Business**

### **13. Announcements and Upcoming Events**

July 2<sup>nd</sup> the association will hold our annual Lake Limerick Daze with events including, Parade on St. Andrews Dr. at 10 am Boat Parade at 7 pm as well as Strawberry Shortcake, Coney Island hot dogs, Soda’s at the snack shack also a Beer Garden on the Patio and a Corn Hole competition on the lawn. All events put on by the Inn Committee. Please come and volunteer an hour of your time to help out if you can. The Golf community will be hosting a Hole in One Competition as well as a putting contest. Chris Eaks will be performing on the patio with wonderful music on Sunday July 3<sup>rd</sup> from 5-7 and there will be food trucks selling great food as well as our restaurant.

With the Ladies Magpie group dissolving due to lack of volunteers to keep it going the Inn Committee has taken over the events they usually put on for our LL Daze celebration. We thank all the ladies who have done so much for this association over the past 50 years or so.

**14. Motion to Adjourn to Closed Session to discuss legal/personnel issues was made by E. Springer-Johannesen and seconded by M. Robinson. Motion passed unanimously**

**15. Motions to Reconvene to Open Session made by E. Springer- Johannesen second by T. Ingwaldson.**

**Motion Passed unanimously**

**16. Motion made by M. Paradise second by E. Springer-Johannesen to accept all motions made during closed session. Motion passed with one nay**

**17. Motion made by M. Robinson second by T. Ingwaldson to adjourn  
Motion passed unanimously**

**Next Meeting July 16, 2022**

Respectfully submitted,

Sheila Nokes, Secretary  
Lake Limerick Board of Directors

## *Lake Limerick C.C.*



*est. 1966*

### LAKE LIMERICK COUNTRY CLUB

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### President's Report

Good morning, I would like to touch on the issue of Security and Safety within our community. As the former Chair of the Compliance Committee (twice) I have worked with many of our members on this issue. We just had a town hall in February on this subject involving the Mason County Sheriff's representative. This mirrored the one we had on December 6, 2018 with both the Sheriff's Office and the Department of Corrections.

Everyone has to understand that Security and Safety are not "one time" discussions, and we have to be constantly vigilant if we want to be able to meet the challenges that face us. We have made significant inroads in this area. We have worked tirelessly and have got a number of drug houses and other problem areas removed and/or taken care of. But we still have a way to go. We also have to be smart and NOT leave our doors, windows, or garages open when we are not in them. This gives thieves the ability to go by and see what is in there or, at the very least, ways to access. We have had a number of thefts involving garages left open while the owners were in their homes. One of our members who was a victim of a garage break-in asked me if we keep track of these events. I told him we haven't, but I believe we should. He said he went around his neighborhood and asked people if they knew he had been broken into and they told him, "No." He feels, and rightly so, that we need to advertise this and report any break-ins and/or thefts to the Compliance Committee so that we can document it. I watch the news every night and each morning. Unfortunately, we are not alone in this. These issues are affecting everyone in WA and across the country as well.

### MAGPIES

It is a sad time for the Lake Limerick Country Club that we have just lost our long-time "auxiliary" body called the Magpies. Although I am still considered a newbie within the Community, I have been privy to the hard work and generosity that this group of women has provided our community and beyond over many, many years. Like all of our committees, it has become harder to get newer members involved in volunteering their time. We hope that the former members of this group will think about joining the Inn Committee and help (as they always have) with the events that support our community and members. On behalf of the Lake Limerick Country Club, I would like to say, "thank you" for the many years of support, dedication, donations, and especially good times that you have provided.

### Library

I would also like to recognize the great posting that was put on FB by M. Berni pertaining to the library up in the Crow's Nest. I have been meaning to write up something myself about the great work our office volunteer Lisa has done up there. But I was also very surprised at the amount of members who responded with the fact that they didn't even know it existed.

Thank you again to all of our members who volunteer

Compliance email is: [compliance@hcc.net](mailto:compliance@hcc.net) and the telephone #: 360-360-0429

John C. Ingemi – President,  
LLCC Board of Directors

## Q&A – Water Committee Report to the Board

- Initiated May 19, 2022
- Submitted to Board representative on May 24, 2022 for follow up at the **June BOD meeting's** Water Committee Report

### Hydraulic Testing:

Hydraulic analysis for hydrant flow and motion – Don touched base with RH2 to inquire about a hydraulic analysis for our hydrants. If we supply an Auto Cad drawing with accurate hydrant placement they can do an analysis. DOH requires one well to be offline during the analysis, well #2 will not need to be operating for the analysis to be done. RH2 estimated the work will be approx. 16 – 20 hours (\$2500.00 - \$4500.00).

**MOTION:** Dan Cossano made a motion to move ahead with the hydraulic analysis for the fire hydrants. RH2 will do the analysis and not to exceed \$5,000.00, seconded by Anne Moen, and carried with no nays.

**Question:** What is the purpose of the Hydraulic Analysis? What is the goal?

**Answer:** To understand flow for the hydrant system in an effort to remove bags.

The purpose is to collect data to determine if adequate fire-flow is available and from what hydrants. We cannot ask the community if working fire hydrants are wanted until we have an idea of what could be offered and what the cost might be.

**QUESTION:** please cite or provide the link to DOH's instructions regarding one well being offline for testing.

RH2 Engineering suggested that one well be off line when testing. They did not cite any DOH directives. It does make sense to test the hydrants in this manner to be sure that there is adequate supply with a margin for error. Since Well #2 is not readily operational at this time, it seemed logical to suggest that it should be the "off-line" well for the tests. RH2 agreed.

**QUESTION:** can we paint them black ourselves, as they are our property?

Once we have determined which hydrants can or cannot be used, we can paint them. Black for "do not use" and color coded (per fire department scheme) to indicate maximum flow available in GPM.

**QUESTION:** Please document the procedure and outcomes so that the Board can be briefed on the findings.

Chris McMullen, our water manager, will document the complete testing procedures and results and share them via Water Committee meetings, the July 27<sup>th</sup> Town Hall meeting, and the LLCC website as soon as they are available from RH2.

**QUESTION:** When can the board anticipate this will be brought back up as part of the Chair's report?

The testing plan will be shared by the Water Committee Chair at the June 18<sup>th</sup> Board of Directors meeting.

**QUESTION** How is this different than the Report we paid RH2 to complete on water system flow in 2021? (see [Water202104Minutes.pdf \(lakelimerick.com\)](#))

*“RH2 Engineering Report Status: 1) RH2 engineering project draft report, meeting, and status – Doug and Don: On Thursday, April 8th - LLCC CAM, LLCC Water Manager, and LLCC Water Committee Chairman met onsite with RH2 Engineering staff. A yet to be completed draft copy of their study report was reviewed and discussed. Input was received and comments taken in order to complete the draft report. Items discussed included water flow rate limitations in our water mains, hydrant flow testing findings, and water pump control strategies. The water committee will review and comment once the draft report has been completed.”*

Coupled with the data from the specific hydrant testing and standard practice engineering algorithms, RH2 will provide specific detail for each hydrant’s capacity.

### Hydrant Testing

Chris has a hydrant flow test is scheduled in conjunction with the Fire Department June 20-22. Chris will be the lead in this joint project. He will also touch base with the fire department to get in writing, the hydrant painting color codes that correspond with water flow.

**Question:** what liability will LLCC incur if we utilize fire hydrants and the hydrants experience errors or complications? Has there been a projection for hydrant maintenance costs that our community might incur?

**Answer** – Counsel has not yet been consulted

*Advice of counsel will be sought prior to any authorized utilization of hydrants*

**Question:** When is the last time they were flushed and flow tested? Where are the reports? –

**Answer** – do not know. A calendar exists and can be provided.

*There is not a record of flushing or flow testing by previous water managers. Chris McMullen will construct a schedule once it is determined that there would be adequate fire flow and the community has had input*

**Question:** What has the insurance underwriter and lawyer advised with regards to changing our practice from not using hydrants to using hydrants?

**Answer** – No,

*Until we have specific data on flow capacity from the June 20-22 testing and have ascertained the potential costs, and the desires of the community engaging insurance and legal entities about changing current practices is premature.*

**Question:** why? We are already on record to not use the hydrants.

**Answer** – none

*See above response*

### Town Hall Meeting:

**Question:** When is the Town Hall Meeting scheduled? Is it really for May 25<sup>th</sup>? (as of May 20 it is not posted on our website and no notification has come out or been approved by the board)

**Answer – June 1 new date**

Per President John Ingemi the Town Hall Meeting has been rescheduled as a hybrid meeting to for July 27<sup>th</sup> at 7:00 PM. Additional preparation time was needed to review anticipated new data, work out communication logistics and provide the community with ample advance notice.

**Question:** Where has this been posted? How has it been communicated to members?

Notification will be provided by the office with postings on the website, email blasts, and signage posted at the Inn

**Answer –**Not posted or communicated to members yet (as of May 21)

**Question:** Is the staff being paid overtime?

**Answer –**yes. Overtime work is authorized, documented, and paid to all non-exempt employees according to state and federal regulations and LLCC management policies

**Question:** Who from the Water Committee will be presenting and replying to questions?

Town Hall meetings are scheduled by and under the auspices of the LLCC Board of Directors. Board member, Mitch Robinson, will facilitate the meeting and work with the Water Committee members to create the agenda, prepare needed documents and materials, and develop a comprehensive and effective presentation.

**Question:** Where has the announcement for June 1 been posted? How has it been communicated to members?

The rescheduling was authorized by the BOD at the May 21<sup>st</sup> meeting. Because of delays in securing the newest data President John Ingemi authorized moving the meeting to July 27<sup>th</sup>.

### Water Budget: Salary and Bens.

**Question:** The Water budget shows that \$165,850 is our total salary budget, yet we have already expended \$145,764 in costs. This means the committee has spent 88.4% of the budgeted salary with 5 more months left in the fiscal year? How has 88% of the salary has been expended when we should be 58%?

While the Water Committee prepares the budget and oversees expenditures, it does not set/negotiate salaries or benefits for employees. That is the responsibility of the Community Association Manager and the Board of Directors. As shared at the May 21<sup>st</sup> board meeting, since this falls under personnel issues, questions regarding salary/benefit expenditures should be referred to the CAM for clarification.

**Question:** what is the committee doing about the over expenditure for salary and benefits? Under the direction of the CAM and Executive Board, the Water Committee is following directives of the CAM and BOD as well as monitoring all income and expenditures and reviewing



them in detail at open monthly committee meetings. From time to time some financial data is not available from the office in time for Water Committee meetings. In such cases review and approval may be delayed until the next regular committee meeting.

#### Installation of Flow Meters

Status Update: past Motion was approving the purchase and installation of flow meters across all well sites for the total of \$37,000

**Request:** Request to see the contractor's invoice for the installation costs of the well flow meters.

Copies of the invoice will be shared with all board members (and anyone else with a need to know) at the June 18<sup>th</sup> BOD meeting.

**Request:** invoice record for the purchase of the meters [equipment]

**Question:** Were each and all of the wells installed?

**NO, just three of them.**

**QUESTION:** Why have only three been installed?

**QUESTION:** When can the community anticipate the others being complete?

**QUESTION:** What is the total cost incurred related to the installation of Flow Meters for all well sites?

#### Water System Plan Completion

[Don, Kelly & Chris attended a Zoom call with RH2 and NWS on May 13. DOH now has a 10 year cycle for the water system plan. The committee decided to request the 10 year cycle, this reduces collecting additional data from the last two years. Lydia with RH2 will contact DOH with request and follow up with Don.]

**Question:** when was our Water System Plan due to DOH?

**Answer** – due 2019

**Question:** When will a final draft be submitted to the board for review and approval? [needs to be approved by the community]

The plan will be submitted to the BOD this summer for review and approval. Each time there is a request for additional content revision, delays result. The plan is being created by Northwest Water Systems and is incorporating some data from RH2 Engineering. At its June 12<sup>th</sup> meeting the Water Committee determined that getting the plan submitted was a top priority and that some data from RH2 Engineering could be incorporated as "addenda" when available. It is considered good practice to create a plan that can be modified throughout its life to reflect new information and changing conditions. The delays in receiving a final draft from Northwest Water Systems were caused by four factors: 1) A shortage of NWS staff to collect, analyze, and input

data; 2) An effort to incorporate data from RH2 and determine its correct placement in the plan; 3) Multiple changes in LLCC water system managers; and 4) The unanticipated consequences of the COVID-19 pandemic communication and normal work routines.

**Answer** – planning for this summer (*note: three years late*)

**Question**: How much was approved for expenditure on the Water System plan?

**Question**: are we incurring any additional costs for the meetings held with RH2, NW Water, and other efforts to complete the plan?

**Answer** – Will be additional costs – for RH2; no increase with NW Water

**Question** How much has been spent in consulting fees or contractors' fees and staff hours over/ in addition to the approved initial contractual cost?

I am unable to answer at this time but will work to have that answer for the next BOD meeting.

**Question** How was the additional expenditures authorized?

There are ample funds in the "Professional Fees" budget account. Funds can be used from this account to cover the added costs. They are anticipated to be less than \$6,000. All expenditures requests come in the form of motions to the BOD.

**Question** Are the meetings occurring being invoiced to LLCC? Will we receive a bill? Is there an open PO? What type of contract do we have with our contractors related to completing the Water System Plan (performance based?)?

Contracts are administered by the CAM. He will request information from the Water Committee Treasurer as needed

**Question**: how much have we spent to date?

That information will have to come from accounting.

**Request**: Record or report of the last 12 months of Water System to HOA reimbursements

That information likewise would have to come from accounting. It is normally included in a P/L report created by our bookkeeper.

**Question**: What have we communicated to DOH regarding our Water System Plan being submitted to DOH? Do we have a date set with DOH?

Lydia, from NWS, has communicated with the DOH. She has reported that as long as DOH is kept advised of our progress, even if the report is technically late, we are in compliance.

OVER A YEAR AGO: NWS Water System Plan Status- Don: Final review of NWS Plan by end of December. It was suggested that parts of the RH2 Engineering Study be incorporated into the updated plan. Committee will review once study report has been issued - [Water202104Minutes.pdf \(lakelimerick.com\)](https://lakelimerick.com/Water202104Minutes.pdf)

Tiered water usage.

**Statement:** In the May Board packet it was shared that 183 accounts go over 4k gallons but under 6k

**Question:** Can you please update us on the committee's review of having a tier that allows up to 6k gallons per month?

That work is still being completed. The results should be available prior to the next BOD meeting.

**Question:** How much income was generated by the 4-6k tier accounts?

That work is still being analyzed. Preliminary figures show a total annual income from the 4K – 6K usage range of \$87,654. The final results will be available prior to the next BOD meeting.

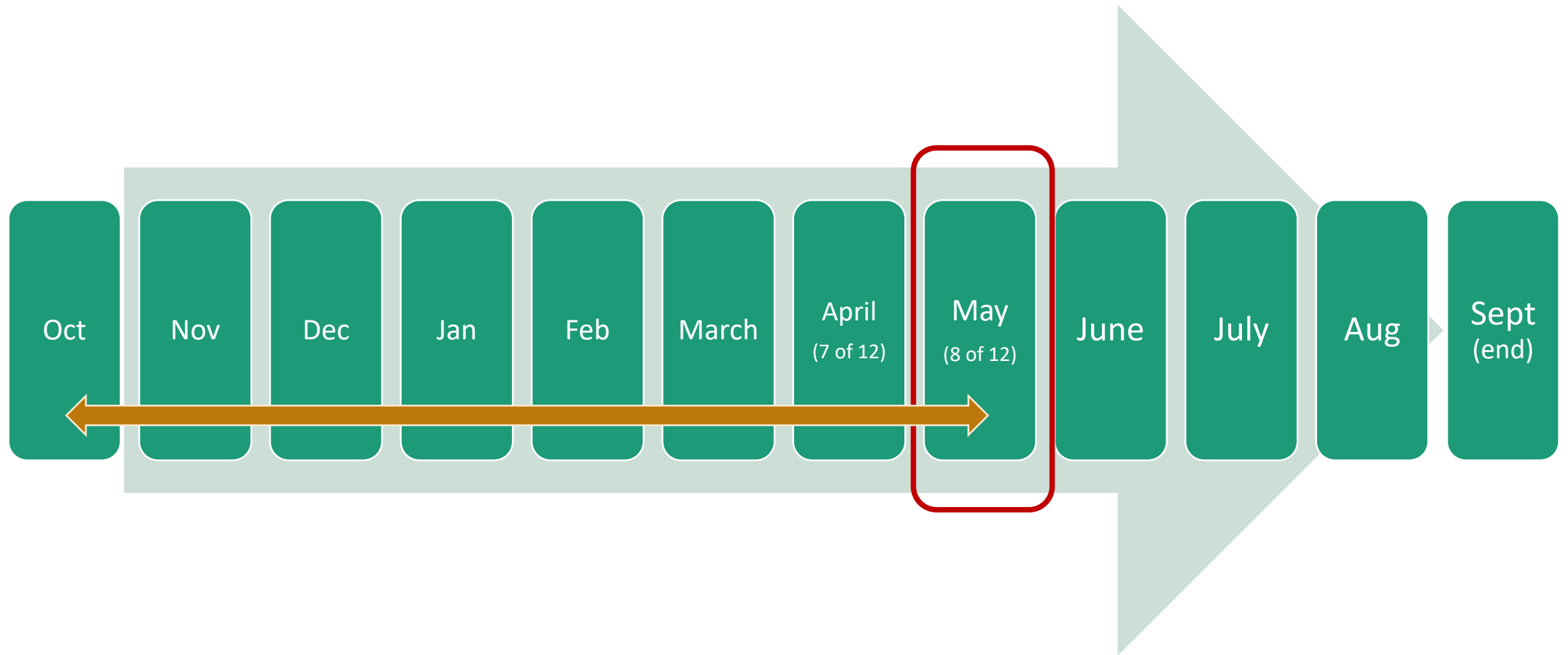
**Question:** determining the “cost/benefit” the revenue brought into LLCC from tier 4k-6k (is it worth it? How much burden on members does this bring vs benefit to the community?)

Those questions can be answered more succinctly when the data is available and a volunteer is able to disaggregate it.

# LLCC Financials Restaurant (Inn) Year to Date: May 2022

Our dues and the Inn's Restaurant

# Looking at the fiscal year-to-date (May)



# Quick Numbers –Actuals (May 2022)

**Inn customer  
pays**

**\$11.30**

**+**

**Our dues cover  
an additional**

**\$16.50**

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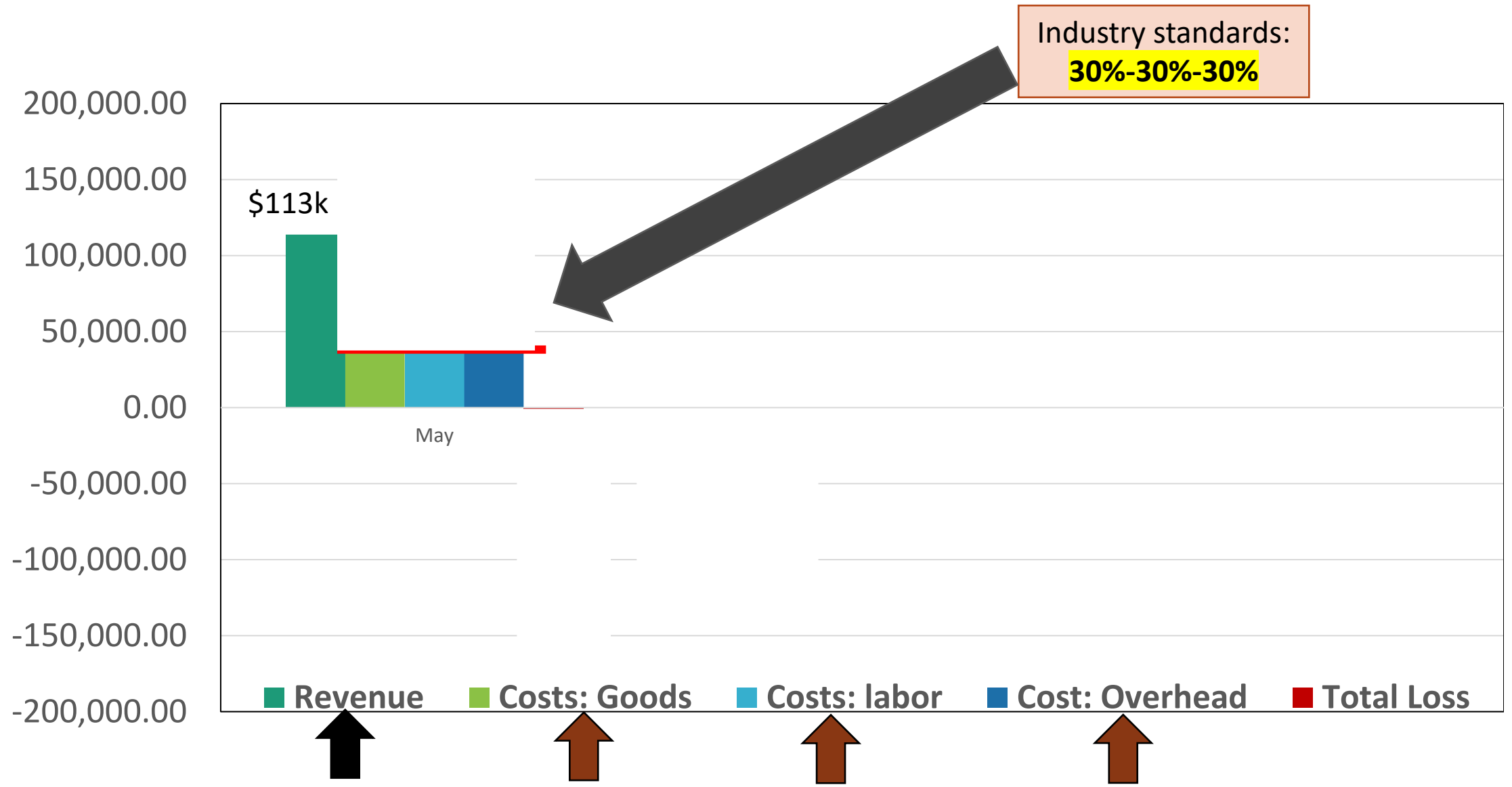
**Total cost of an \$11.30 menu item:**

**\$27.80**

**40% cost paid by customer, 60% cost paid by HOA dues**

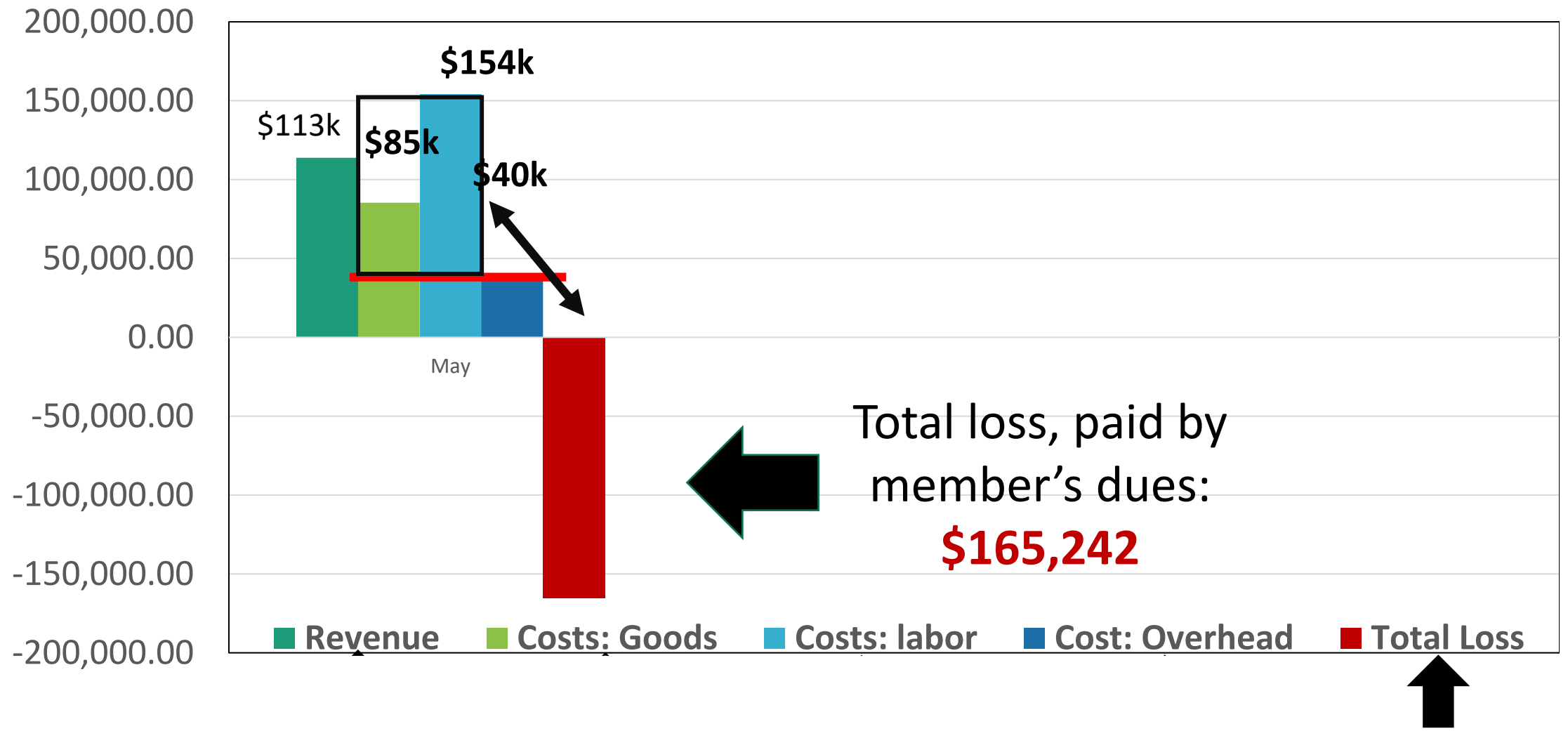
# Restaurant (Inn) Financial Trend 2022

## Year-to-Date MAY



# Restaurant (Inn) Financial Trend 2022

## Year-to-Date MAY





LLCC Restaurant (year to date)  
May 2022

The more revenue we generate,  
the **more loss** we generate.

**Expenses must be examined.**