

*Lake Limerick C.C.*



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LAKE LIMERICK COUNTRY CLUB

BOARD OF DIRECTORS

LLCC Great Hall and Zoom

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Meeting Minutes

July 16, 2022 9:00 am

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

2. **Approval of Minutes**

***A motion was made by E. Springer-Johannesen and seconded by M. Robinson to accept the June 18, 2022 minutes with corrections. Motion passed unanimously.***

3. **Financial Report – C. Wong**

YTD budget is up over \$120,000. COG's are up \$40,000 however, other operating expenses are under budget by \$68,000. Admin is over budget in professional fees, insurance expense, and janitorial, computer and internet. It looks like we under budgeted insurance and we have a new janitorial contract that is higher priced than the old one but with much better service. Golf revenue is under budget ytd by \$10k and 2K below for the month. Golf is also down from last year in revenue by \$26k.

Greens have held their expenses to \$46K below budget for the year.

Café with its fixed expenses and various closings and weather is above budgeted loss \$22,000 mostly in labor and repairs & maintenance also janitorial.

Lounge made \$3,800 for the month and ytd is almost breaking even.

Lake Dam has a large lake expense this month for lake treatments

Maintenance expenses are below budget this year by \$31K

Restaurant's revenues have exceeded budget ytd by \$46K and have already reached current year total budgeted revenues. COG's has had a huge increase due to current inflation factors, and orders for special events in June have affected the increase also. Other expenses are above budget by approx. \$5,000 ytd.

Accounts receivables are running about the same. Since we are down a person in the office and collection policy is slow in getting started. Several property owners have set up payment plans with LLCC. Accounts payable looks fine and is being kept current except for what has been noted.

Cash sheet: we have a large balance in our operating account. We still need to move reserve amount out to Edward Jones Account.

Edward Jones investments: we continue to invest at staggered maturity dates and try to get the best rate we can.

P. Paradise asked what our outstanding dues balance is. The amount is on the balance sheet, but the number is over \$200K in dues past due by 90 days

**A motion was made by M. Robinson and seconded by E. Springer Johannesen to accept the June financials. Motion passed unanimously.**

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

None

**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**

In order to provide adequate meeting time this morning, I have brief inputs for the CAM report.

As a follow-up to from last month's update for considering placing a structure in the shop yard for additional employee office space, our Facilities Mgr. and I met with Mason County verifying a required 10-foot setback from property lines. The County had questions regarding location of current building locations. Likely a survey needs to be scheduled and petition the County to combine 3 LL owned lots. I'll be requesting as a new business item at a future meeting for direction to proceed.

LL is currently experiencing challenging park issues. Park bathrooms, play equipment and new signage are being tagged with graffiti. We are also dealing with gross bathroom floor urination and feces including on exterior grounds causing a public health issue. We have field camera pictures that have been shared with the Sheriff to identify the culprits for prosecution. Please contact the office if you have knowledge of who is responsible. We have one Park Host to date in Anglia with another pending in August for Log Toy Park  
Thank you

**Budget:**

2022-23 HOA Operating and Capital Budget Plan as posted on the LL website is the current HOA budget Assumptions and draft Operating and Capital project plans. Let's start with a review of the Assumptions that are the basis for the Operations model. The current Operating model has a deficit of \$60,000 vs. breaking even. We still have work to do eliminating the deficit requiring Board consensus. Consensus to either increase Dues, adjust revenue targets or combined with reducing expenses is necessary. Capital Projects Budget: Requested Capital projects were submitted by Operating Departments and Committees. Three potential funding sources are listed for Board consideration, Operating funds, Savings and the Reserves account. You'll see on the last column where the Board is requested to rate their priorities on a scale of 1 High to 5 Low that will be averaged. Keep in mind that capital projects are a plan for Member voting and subsequently require final Board approval for actual funding. For perspective, the current year 20 Capital projects ratified by the Members totaled over \$400,000 of which 5 have been completed to date totaling just over \$52,000. Projects completed are the ADA bathroom, 3 Inn Committee projects remodeling the Great Hall and Greens Committee purchase of 5 reconditioned golf carts. My point is it takes Project Management to get Board funding approval and projects completed. LL has a strong history of volunteering. Donated labor and Magpie funding are the significant contributors for lounge and dining room painting, new tables and chairs, new light fixtures and flooring including painting of the of entrance hallways and carpeting,

\*The next Board Budget presentation will be on August 20 for Board adoption

\*Followed with ballots prepared and mailed to Members in Good Standing

\*Voting completes on September 17 this year.

I'll now turn over to the Board for discussion.

M. Robinson asked where we stand on initiating the new collection policy the board approved. Due to staffing shortages this policy has not been implemented. The plan is to hire one more office person to handle Member Services and promote Christy to Office Manager. There may still be a need in the interim to ask for volunteers to help with confidential mailings.

P. Paradise asked about the three lots in the maintenance yard and if they had been combined as one or are still three separate lots. Roger answered they are three separate tax ID numbers, and we are working with the county to combine them into one property.

## **8. Water Report: K. Evans**

K. Evans gave a report on the "Condition of our Water." All Well sites are operating normally and are operating 24/7. Well #2 is currently being evaluated for capacity, water quality and upgrades for electrical and filtration systems. It remains a backup for our system. Financials. Revenue is still below budget by about \$20,6 thousand dollars because of a much wetter Spring. Usage is expected to increase in the warmer/drier months (July, August, September) if the last two years are any indicator. This will bring our revenues up to our budget levels or above. Total expenses YTD are about \$100,000 below budget due to careful spending and fewer major projects being started because we changed Water Managers in the middle of the year. Currently, we have a net income of about \$79,000 dollars. If, at the end of the year, we end up with "excess" funds, they will be put into reserves, which are significantly lower than they need to be for the work that needs to be done on our aging system. Cash on hand is just over 1.3 million dollars in all of our accounts. Current A/R information was not available for the financial report. The last report showed that Water was owed around \$20,000.00 in over 90 days accounts. We are awaiting the new Collection Policy implementation so we can vigorously pursue these dollars. We had an issue with a sensor on Well #6 but that was finally repaired/replaced last week and that Well is now back in service. We pumped 4,780,000 gallons this past month and only had a 3.8% loss rate, which is very good. Water sampling has been satisfactory. The Annual Consumer Confidence report was included with the Water Bills this past month.

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

Items removed from consent agenda and moved to new business items

**#H New Generator for the Café and Inn from Architecture/Compliance Committees**

**#I Golf Fees increase from Greens Committee**

**#J Meter fee from Water Committee.**

**#K Working with a non-committee member from the Water Committee**

**To be removed from Consent Agenda item 3 from Water Committee**

***A motion was made by C. Wong seconded by E. Springer Johannesen to accept the Consent Agenda as presented/amended Motion passed unanimously.***

## **10. Old Business**

- a. **Meetings 101: M. Paradise made a motion P. Paradise seconded that we include in old business a page a month from the Meeting 101 document to discuss until the entire document is complete. Motion Failed**
- b. **M. Paradise made a motion to include the document Meetings 101 in one to two study work sessions to go over until complete. T. Ingwaldson seconded. Motion passed unanimously.**

Questions were asked from membership regarding several issues and were answered appropriately by board members.

## 11. New Business

- a. Process for amendments to Budget proposals from CAM and Water:
  1. Study sessions are being done weekly by the board to go over all budget items in order to come up with a budget that will then be adopted by the board and presented to the membership for a vote.
- b. Lake Limerick 22-23 Operating and Capital Budget Plan:
  1. Roger presented how we go about creating our budget. All the assumptions and drafts are available for viewing on the LLCC website. The Capital Projects list will be reviewed by the board and ranked by the board and prioritized.
  2. M. Paradise has created a document on how she feels the budget can be looked at and has shared this document with the community. It has not been discussed with the board at this time but will be at a future study session.
  3. M. Robinson gave Kudos's the staff and volunteers who are working tirelessly on creating a fair budget to present to the membership. A lot of hours go into this process every year.
- c. Water Committee 22-23 Operating and Capital Budget Plan
  1. Ester presented an overview of the fees structure and why. The committee will vote on their budget in August and present to the Board at their August meeting for approval.
  2. Reserves will increase by \$4 a month
  3. Highlight Capital projects budget
  4. Possible shared equipment purchases with Greens and Maintenance.
- d. New Hearing Committee Chairperson. J. Ingemi stated Mike Berni has agreed to replace Sheila Nokes as the Hearing Committee Chairperson. Mike has accepted the position.
- e. LLCC Fine Schedule Amendment - Architecture and Compliance Committees
  1. P. Paradise brought up the Fine Schedule motion by the Architecture Committee on the Consent agenda and requested a vote approve the increase of fines from \$2,000 to \$5,000 for clearing a lot for the purpose of building or putting in a septic system then just putting the lot up for sale. A vote was taken, and the motion passed. 4 yes, 2 abstained 1 no vote.
- f. Finance Committee Resolution 2022 – 02

J. Ingemi gave the first reading of Resolution 2022-02 for the new Finance Committee.
- g. Having a non-elected member as representative of the water committee.
  1. To help with the water budget as Don Bird gets more familiar with the treasurer job.
  2. Mitch Shared his thoughts Connie and Tamra concurred that it was a good thing for Ester to assist the water committee.
  3. Mandy had questions regarding having a non-elected person on the water committee.
  4. Since the Water Committee is an elected committee Pat felt appointing a non-elected member was not the correct thing to do.
- h. Process for approving events and costs associated with them.
  1. P. Paradise questioned how we as a private club can serve the public food and beverage and who and how this is decided. At the Inn Committee he heard about an exchange of services of music for golf and how that was decided as well as the Car Club Show to be held here in the Inn parking lot. The Car Show group has decided to not have lunch here and we are waiting to see if the Car show will still go on. We have been known as an In-Kind organization with an exchange of services for use of amenities. There was discussion on the topic.
  - i. Generator: discussion on whether to use funds brought in by fines to set aside for the purchase of a generator for the Café and Inn. Consensus is that the purchase should be in the Capital budget. There is a need to have a generator but how to go about it is the discussion.

Motion was put to the board on whether we should approve the original motion. Motion failed with 2 yes 4 no and 1 abstain.

J. Greens Fee increase. There was concern there was an error on the fee schedule for the 2022-2023 rates, so a motion was made.

***Motion was made by T. Ingwaldson and second by E. Springer-Johannesen to table the Greens fee schedule and to discuss at the next study session. Motion passed unanimously.***

k. Water Meter: Motion from consent agenda was discussed. Motion was made by T. Ingwaldson and second by C. Wong to table discussion to our next work study session. Motion passed unanimously.

## **12. Other Business:**

**Community Input:** there were questions asked about the budget and how to give input. Members were told the next study session is open for observation only. Questions can be submitted to the board or by attending a committee meeting. Questions and concerns were addressed to the best of our ability.

**13. Correspondence:** Mandy and John will meet to discuss what correspondence means.

## **14. Announcements and Upcoming Events:**

- a. Garage Sale July 23, 2022
- b. End of Summer Bash Sept. 3, 2022

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

**Motion made by C. Wong and second by M. Paradise to move to closed session motion passes unanimously.**

## **16. Motion to Reconvene to Open Session:**

**Motion to Reconvene to open session made by E. Springer Johannesen second by M. Robinson Motion passed unanimously.**

## **17. Motion to Accept all Motions Made in Closed Session:**

**Motion to Approve all motions made in closed session made by E. Johannesen second by M. Robinson. Motion passed unanimously**

## **18. Motion to Adjourn:**

**A motion was made by M. Robinson and seconded by C. Wong to adjourn. Motion passed Unanimously.**

**Next Meeting: August 20, 2022 9:00 am**

Respectfully submitted,

Sheila Nokes, Secretary  
Lake Limerick Board of Directors

## Lake Limerick C.C.



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### President's Report 07/16/22

Good morning!

It has been a long, long month! And it's only the 16<sup>th</sup>! I want to touch on a number of issues but don't want to take up too much time. We have a full agenda and have been meeting in committees, work study sessions, and other meetings – all of which have been posted (I hope.) There is controversy around some of these meetings. I have been going by our attorney's guidance that work sessions are not meetings if there are no actions or motions taken at that time. Is this an appropriate interpretation of what we are doing? I think it is. However, I will concede to the minority that we shall follow a more "strict" adherence to the RCWs. So, with that in mind, we will enact the following: All meetings of the Board of Directors, including our "work study sessions" shall be open for "observation" by members of the Association. If the meeting is conducted "in person" then that will also apply to the observance as well. **RCW 64.38.035**. Anyone who has attended a city council or other meeting see that the council opens up the meeting for comments after they have conducted their business and, sometimes they do it before they vote. Here at LLCC, we have not followed the RCW and have always allowed questions with responses. Should we now change because we are told to follow the RCWs? It would certainly make for a quicker meeting. Let's see how today goes.

As the President and CEO of the Lake Limerick Country Club Homeowner Association's Board of Directors, I set the Board Agenda, with input from our Board Members and I run the Board Meetings. If you have a problem with this or how it is done, please bring it to my attention and I will respond. But please understand that I do not take kindly to emails that contain demands and threats, especially from anyone who claims to be a "dues paying member" but continually has accounts in arrears and according to our Bylaws is actually "not a member in good standing." I spend at least 40 hours a week working on behalf of this community and then have a tendency to volunteer where I am needed, to assist with improving the members' experience. I have never refused to meet with anyone and have always tried to find the time to resolve issues. I can take criticism, but I won't take abuse.

There has been a lot of controversy over a Board member putting out information on the budgets that has not been reviewed, discussed or even approved by the Board. Various sections of the Bylaws have been batted about concerning Loyalty, Ethics, etc. Rest assured that this has been, and will continue to be, discussed and debated by the Board. Sometimes heatedly. Numerous comments on social media and emails sent in to me have been read and appreciated. Everyone on this Board has to learn to work together, while keeping our own individuality, for us to succeed. While we may have our own constituencies, we also accepted our positions to represent the ENTIRE community not just those constituencies. I am optimistic that we can do this and will do my best to see that it happens.

Just a reminder to all. When you encounter our employees, show them the same respect that you wish to be shown. They do not work for us individual members; they work for the Association as a whole. I won't mention the degrading and filthy remarks that get sent in with the bill payments or the comments made about the Serving staff. If you have a complaint, bring it to the CAM. If it doesn't get resolved to your satisfaction, then you can go higher. There's no reason to belittle or malign the staff.

You will be given an update today on the progress we have made on developing a 2022-2023 Budget. Both Connie Wong, our Board Treasurer and our CAM, Roger Milliman have spent a lot of time putting numbers together. As this, for the most part is a new Board, some of us are struggling to grasp the details of what is necessary to support some of the projects, programs and/or amenities. We are looking at many things for how they are funded, why they are funded, and

so forth. We have been meeting weekly and hope to continue to do so in order to get the best package for the membership to vote on. One of the biggest concerns and questions that I get asked is, "are you going to raise the dues?" It has been brought up. Go food shopping at Safeway or Fred Meyer; go fill up your gas tank. For a ½ tank of diesel, I paid \$123.00 yesterday. Everything has skyrocketed and because of that, we might see a need, but we haven't got to that point yet. Don't listen to anyone that tells you different! We are trying to find other ways. Please note that some of you have sent in requests for a copy of the proposed budget. There is no "proposed budget" at this time. Once the Board completes its deliberations and, at the August Board Meeting votes to approve a budget, that becomes the proposed budget. Up until that time, it's all a work in progress and subject to daily changes.

You will also hear a report today from the Water Committee/Department. This Committee has worked very hard and long hours to bring you a budget that can and will meet all of our needs. Please consider this when you listen to that report. A special thank you to our Water Committee Chair, Kelly Evans, for his leadership coordinating this effort and to our Board Member, Esther Springer-Johannesen for her work assisting a new Water Committee with their financials.

You will also hear from the Water Committee Chairperson that the Town Hall will be held on July 27, 2022 at 7:00PM. I request that anyone and everyone please send in questions in advance to give the Committee time to review and respond. If they don't get to your question at the Town Hall, then you will get an email answer after. We hope we have good attendance. Please email your questions to: [llcctownhall@hcc.net](mailto:llcctownhall@hcc.net), That address will be posted with the rest of the details.

Thank you and let's all work together to have a great summer!

John C. Ingemi – President,  
LLCC Board of Directors

# Water Report for 07/16/22 Board of Directors Meeting

## 1. Statement of Condition

- a. The Lake Limerick Water System remains healthy with reliable water availability to all customers
- b. Well sites 1, 3, 4, 5, and 6 are operating normally and are monitored 24/7 through the SCADA computer system
- c. Well # 2 is currently being evaluated for capacity, water quality, and upgrades for electrical and filtration systems. The well is currently capable of producing an estimated 200 gallons per minute and could be used in an emergency. Adding a filtration system in the coming budget year will improve the water taste and aroma.

## 2. Water Financials

- a. Revenue is still below budget by \$20.6K because of the wetter spring resulting in lower usage. Usage will increase in the warmer and drier months of July, August, and September which will bring revenues to or above the 2021-2022 budget projection.
- b. Total expenses YTD are about \$100K below budget due to careful spending and fewer major projects being started which means net operating income is about \$79K
- c. Cash on hand is just over \$1.37M in all accounts including non-earmarked savings of \$102.4K and reserves of about \$937.2K
- d. Current A/R information was not available in the financial reports but will be added and evaluated as soon as the office can provide it.
- e. Implementation of the Collection Procedures, including possible water shutoffs, has begun to reduce total number of accounts in arrears.

## 3. Water Manager Update

June 8, 2022

### Well Conditions:

- ✚ Well #1 is operating “normally.”
- ✚ Well #2 Offline (See Item 1c above)
- ✚ Wells #3A/3B are operating “normally”
- ✚ Well #4 is operating “normally.”
- ✚ Well #5 is operating “normally.”
- ✚ Well #6 is operating “normally.”

### Water Usage:

4,781,000 gallons were pumped.

4,600,861 gallons were metered and accounted for. Net loss from leaks 180,139 gallons or about 3.8% which is well within the acceptable range.

### Customer Inquiries/Locates:

LLWS had 16 regular locates and 3 Emergency locates

### Water Sampling:

LLWS performed regularly scheduled water coliform sampling for the month of June and both samples were satisfactory. During the month of July, in addition to the monthly routine coliform samples, we will also be collecting Nitrate samples from each well site.

### Other items:

- The annual LLCC Water System Consumer Confidence Report was included in July monthly bills and is also posted on the LLCC website.
- We are refining project parameters and soliciting quotes to get well #2 back into service.



- In house backflow assembly testing is underway and should be completed by the end of the month. Having our water manager do this work in-house rather than contracting it out is expected to save several thousand dollars annually
- We are in the process of cleaning all of the valve boxes in the system for accessibility.
- All of the water meter “tamperers” have been reset. We had 2 tamperers during the June reading, and there were typically 12 before the reset. We will assess data to reset the 2 current tamperers.
- Our customers need to be reminded that turning off their water could result in unintended consequences. Turning the wrong valve can result in turning off water for an adjacent customer resulting in a costly and unnecessary call-out of water staff to solve the problem,
- Three leaks were repaired in June on Ballycastle Way, Penzance, and service to the restroom at Hole #6.
- Fire hydrant flow testing was originally scheduled for June but was postponed because of repairing the above noted leaks and staff illness. The testing in conjunction with the fire department has been re-scheduled for July 25<sup>th</sup> through 27<sup>th</sup>.
- We are currently working with a contractor to remove the generator at Well Site #2. It has been inoperable for several years and is too old to repair.

#### **4. Water Quality & Availability**

- a. Water Consumption Report for last month shows amount produced was about 3.56MG which was down from 3.8MG and customer metered amount was about 3.43MG with a loss of 135K gallons or about 3.8%.
- b. Well source meter readings have been incorporated into the new Utility Billing System so that total water produced can be more easily compared with the total customer consumption.
- c. Chris indicated he is concerned about the accuracy of some of the well source meters. In July the Water Committee proposed replacing our aging well source meters with electronic meters to improve accuracy, automate meter reading and incorporate the source meter readings into the SCADA system.
- d. Water System Plan Completion – Don, Kelly & Chris attended a Zoom call with RH2 and NWS on May 13. The purpose of the meeting was to respond to questions from RH2 to confirm data for them to use for their water hydrant hydraulic analysis. Lydia from NWS began a discussion regarding finishing the Water system Plan. She shared that DOH now has a 10-year cycle for the water system plan. The information was brought to the Water Committee meeting on May 14<sup>th</sup>. The committee decided to request that the beginning date of the 10-year cycle would begin when NWS presented the draft plan in 2019. This reduces the need for collecting additional data from the last two years. Lydia with RH2 will contact DOH with request and follow up with Don. With this change the new Water System Plan will be in effect through December 31, 2029. As of July 11<sup>th</sup> DOH had not responded to the request. Completion of the plan requires the data from hydrant testing. Other data from RH2 can be added at a later time.

#### **5. Projects**

- a. New flow meters were installed at Wells 1, 3 and 4. Meters for Wells 2 and 5 will be installed in the next two months.
- b. Chris and Mike are continuing to work on resolving issues with some customer meters not reading automatically or accurately
- c. Chris is working with the Water Committee on a consolidated list of future short- and long-term projects