

Lake Limerick C.C.



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**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS Meeting (Hybrid)
LLCC Great Hall and Zoom
August 20, 2022 @ 9:00AM
ID: 852 1853 1843 Pass Code: 475045
MINUTES**

- 1. Roll Call:** President – J. Ingemi, Vice President – T. Ingwaldson, Secretary – S. Nokes (Resigned) Treasurer – C. Wong; Directors; S. Saylor, M. Robinson, P. Paradise, M. Paradise, E. Springer-Johannesen, K. Evans (Ex Officio), R. Milliman, (CAM)

President Ingemi gave a brief statement on the recording of the meeting and asked if there were any objections. He then made M. Robinson a co-host to help facilitate. T. Ingwaldson will be assisting with Secretarial duties, along with me, up until she has to leave.

- 2. Approval of Minutes:**

- a. Action:** Motion to approve the Minutes from the July 2022 Meeting.

A motion was made by S. Saylor and seconded by E. Springer-Johannesen to approve the minutes as presented. Motion passed unanimously.

A motion was made by T. Ingwaldson and seconded by S. Saylor to approve the minutes of the Special Board of Directors meeting held on Thursday, August 4, 2022. Motion passed.

- 3. Financial Report – C. Wong**

- a. Action:** Motion to approve the Treasurer's Report for July 2022

C. Wong reported current figures (P&L) are better than expected for this year's budget. There were a few questions from Board members and explanations were satisfactory from both C. Wong and R. Milliman. M. Paradise stated she only got one Budget to Actual amenity sheet. She would like to get them all so she can look at them independently. C. Wong will forward them. C. Wong reported on Heritage, OCCU and Edw. Jones and the moving of funds from one account to another, as well as our investments. M. Paradise asked about a breakdown of accounts overdue (30, 60, 90, 120) and issue of payment plans etc. and do we have any analysis of these. Both C. Wong and R. Milliman spoke on this issue. C. Wong will ask to have these reports generated. **Monthly and YTD Financial documents are both filed online with the Agenda and with the Board Minutes.**

A motion was made by E. Springer-Johannesen and seconded by M. Robinson to accept the Financial Report as presented. 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 – Budgets HOA, Water, other -**

President J. Ingemi's report is attached.

7. CAM Report: R. Milliman -

Community Association Manager R. Milliman's report is attached. Numerous questions were asked and responded to, such as the issue of the proposed contracts for the Great Hall rental; why do we have events planned in advance of the contracts being approved? An ability to review the contracts and make proposed changes; M. Paradise requested that we start to look at these events (in particular, NYE) as a pilot to collect data on tickets sold, COGS, labor costs, overhead, etc. so that we can see how we are doing. Another major concern from P. Paradise was that the BOD never officially re-opened the Great Hall to events.

8. Water Report: K. Evans –

Water Committee Chair K. Evans' report is attached. There were a number of questions on the issues such as: the status of the Generator at Well#2(replace or not), making the area an outside storage area; replace with a water filtration system, etc. Can we see the whole plan before we make a final determination? Can the Water minutes contain an explanation for items that are somewhat more complex than the usual?

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

- a. **Action:** Motion to approve Consent Agenda and Committee motions, in particular the Architecture Committee Report. Architecture, Greens, Greenbelt & Trails, Inn, Lake/Dam, Water, Welcoming

Items requested to be moved to New Business are:

The Great Hall Contract **(d)**
The NYE Event **(e)**
The Well #2 Generator **(f)**
Greens \$\$\$ Donations **(g)**
Lake Table 4.1 and 4.3 **(h)**
Pat P. Inn Is. Rebuild **(i)**

A motion was made by T. Ingwaldson and seconded by M. Paradise to approve the Consent agenda as amended. Motion passed.

10. Old Business

- a. Meeting procedures "Meetings 101" (compliance with Bylaws, WACs, and RCWs per announcements, scheduling, agendas, minutes, and member observation) – M. Paradise.

There was a brief discussion that we said last month that this would be moved to a special session for discussion. M. Paradise requested that it remain as part of Old Business until that is scheduled. Agreed.

11. New Business

- a. Finance Committee Resolution (2022 – 02) Vote to approve – J. Ingemi

President Ingemi gave a brief report on changes that were made and agreed that there may be further changes after we get the Committee up and running. It was also suggested by E. Springer-Johannesen that we work with the current document and wait for a few months to see if there are any significant changes before we have it "recorded" at the County. There was general consensus on that.

A motion was made by E. Springer-Johannesen and seconded by M. Robinson to accept the Finance Committee Resolution (2022-02) as presented. Motion passed.

b. Lake Limerick 2022-23 Operating and Capital Budget Plan

R. Milliman spoke about 7 Board study sessions, with office support. Approximately 15 hours of volunteer time. Both Operation and Capital budgets are posted on the LLCC website, along with the Assumptions. Brief overview from R. Milliman on Assumptions. There was discussion on a number of issues, including the funding for the Inn Island rebuild project.

A motion was made by T. Ingwaldson and seconded by C. Wong to approve the HOA Operation Budget for 2022-2023 as presented. After discussion, motion passed.

R. Milliman spoke about the Capital Budget Plan. He also spoke on the methodology used to come up with what is included. There was some discussion from various Board Members.

A motion was made by T. Ingwaldson and seconded by M. Robinson to approve the HOA Capital Expenditure Budget for 2022-2023 as presented. Motion passed unanimously.

c. Water Committee 2022-23 Operating and Capital Budget Plan

D. Bird spoke on the Water Committee/Department's Operational budget. There was some discussion from the Board Member's present, as well as the Committee Chair.

A motion was made by E. Springer-Johannesen and seconded by M. Robinson to accept the Water Committee Operating budget for 2022-2023 as presented. Motion passed unanimously.

On the Water Committee Capital Expenditure Budget, there was discussion from P. Paradise and M. Robinson on Excavator issue. After discussion,

A motion was made by E. Springer-Johannesen and seconded by S. Saylor to approve the Water Committee Capital Expenditure Budget for 2022-2023 as presented. Motion passed.

d. Great Hall Contracts – moved from Consent Agenda

A motion was made by C. Wong and seconded by M. Robinson to officially open the Great Hall for events, based on the CDC Guidelines. Motion passed.

M. Paradise requested that the HOA notify all members that the Great Hall is now available for rental.

A motion was made by M. Robinson and seconded by S. Saylor that we accept the Great Hall documents and contracts today with the understanding that they could be amended by the Board for events to take place yet to be signed. After a healthy discussion, the motion passed with 1 nay and 1 abstention.

e. NYE Event – moved from Consent Agenda

A motion was made by M. Robinson and seconded by E. Springer-Johannesen and M. Paradise that we accept the Inn Committees proposal for a New Year's Eve Event with the understanding that they will submit a business plan and a post event analysis of costs and revenues. Motion passed.

f. Water Generator (WELL # 2) – moved from Consent Agenda

A motion was made by M. Robinson and seconded by E. Springer-Johannesen to accept the Water Committee's proposal to remove the generator at Well # 2. Project not to exceed \$5,000.00. Motion passed with 1 abstention.

g. Golf on Donation Money – moved from Greens Minutes

Esther on referring this to the new Finance Committee to review this. At this time it will be in the General Fund.

h. Lake/Dam Table 4.1 and 4.3 – moved from the Consent Agenda

On Table 4.1 - it was determined and decided that this was a motion on behalf of the full committee instead of just the sub-committee. It was also not meant to be an item for budget approval at this time.

On Table 4.3 - P. Paradise will respectfully decline the Project Mgr. position for the Inn Island project and defer to the new "upcoming" LLCC Project Manager. D. Muretta will bring that back to the committee.

Lake/Dam items removed from the Consent Agenda were sent as informational only as the entire Committee voted to submit them vs. the sub-committee.

12. Other Business - none

13. Correspondence – determining what comes under this category.

M. Paradise and J. Ingemi need to get together to review this topic and not let it drop.

14. Announcements and Upcoming Events

End Of Summer Bash - Sat, 9/3 root beer floats, hotdogs, cornhole, plus water ski club (8am – 10am), food trucks and more. Please see the flyers.

15. Motion to Adjourn to Closed Session to discuss legal/personnel issues and Compliance Register/Issues.

President Ingemi reported to the members on Zoom and present in the Great Hall that at the end of Closed Session, we would adjourn. He then took the last two comments from members.

J. Green on thanking President Ingemi for his comments on racist and obscene remarks. He also stated that he believed that we are in error by voting for someone to fill the Board Vacancy in closed session. As this is the way it has always been done, President Ingemi disagreed with him but promised to check it out. RCW 64.38.035 § 4. And make a determination with the Board.

D. Bussler also had an issue with our comments surrounding Well#2, is it usable? One meeting we say no and the next meeting we say yes. K. Evans responded to D. Bussler on this question. Well #2 will be held in abeyance for emergency use only. K. Evans was requested to look into the report that the Meeting I.D. or the Passcode was incorrect on the Water Committee meeting notice.

A motion was made by M. Robinson and seconded by S. Saylor to adjourn to Closed Session for legal/personnel, Compliance and Hearing Committee Issues. Motion passed unanimously.

16. Motion to Reconvene to Open Session.

A motion was made by E. Springer-Johannesen and seconded by S. Saylor to return to Open Session. Motion passed unanimously.

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

A motion was made by M. Robinson and seconded by E. Springer-Johannesen to approve all motions and actions made in closed session. Motion passed.

A motion was made by M. Robinson and seconded E. Springer-Johannesen to post the open Board position and give 10 days for candidates to apply. Post a special Board Meeting (Zoom only) for selection. Motion passed.

18. Motion to Adjourn

A motion was made by S. Saylor and seconded by M. Robinson to adjourn at 1:15PM. Motion passed unanimously.

Respectfully submitted,

John C. Ingemi - President
Lake Limerick Board of Directors

Lake Limerick C.C.



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Presidents Report – 08/20/22

Good morning! How time flies when you're having fun! Of course, I don't know that on a first-hand basis but, it's what I am being told! Anyhow, I have a couple of topics to speak on today.

Security

There has been a lot of talk on the subject of Security. I have been dealing with security issues for over 4 years now within the HOA. As part of our budget discussions, we are taking the first steps to work on some of these issues. I hope, as we move forward, we can expand on our efforts. Please keep in mind that we don't want to be responsible for doing the job of the MCSO. We all pay our taxes and, in doing that, we are paying for a certain amount of protection and support from them. Unfortunately, we don't seem to be getting that. A couple of weeks ago when it was around 100°, I personally had to deal with issues at both the Inn Island and the Inn parking lot. I'm getting a little too old for that stuff.

Racist and Obscene Behavior

As the Chairperson of the Compliance Committee, Board Secretary, Vice-President and now President, I have had my share of being called things that I don't need to mention here. I like to think I do my job fairly and consistently. I know some of you don't like all of my positions, the Board's positions and/or the HOA's positions on various topics. But there is no justification for the outright obscene and racist, **racist, racist**, comments being spewed out towards myself, Roger and the dedicated staff/employees of this Community. Those involved are only fooling themselves if they think we can't figure out who you are. Zoom recordings can actually show who is speaking at any time, whether you have your video on or not! This kind of vitriolic behavior should not and will not be tolerated. Disagreements can be had without this type of behavior that attacks our employees, for their ethnicity, who have done nothing but come to work day in and day out trying to eke out a living for themselves and their families. Shame on all of you involved in this behavior!

I would be remiss if I didn't add something that has been pointed out at numerous Committee and other meetings – your elected officials are volunteers! Your Committee Chairs and members are volunteers. Like them or not, they (we) deserve respect for the many, many hours that we put in supporting the community. I want to say we do this “for free” but that is not totally true. Taking on these roles and tasks does take a toll on our home lives so, just keep that in mind as well.

Water and HOA Budget Proposals

Today, you will hear reports from R. Milliman, C. Wong, K. Evans, D. Bird, and E. Springer-Johannesen. I will tell you all personally that they have worked extremely hard, and provided exceptional leadership, in producing the budget packages from both the HOA and the Water Committee/Department. The budgets are not perfect. Whatever we present will never be perfect. But they are the best we can come up with at this point in time, without breaking the bank. If the Board, at this meeting, votes to approve both budgets, they will be sent out to the membership, with a ballot, to either approve or disapprove. You will find instructions on filling out the ballot and when it is due. I will be proposing to the Board a special session to discuss the budgets. This will allow members time to read the documents, formulate questions and present them before they have to submit their ballots. This WILL NOT be a formal meeting and it WILL NOT change the proposed budgets by the Board or Water Committee. There will be no formal actions or votes but will allow an opportunity for discussion.

Thank you to Roger Milliman and LLCC accounting staff, Connie Wong and the BOD, Kelly Evans and the Water Committee and Department. A special thank you to Esther Springer-Johannesen, one of our Board Directors, for her

work with the Water Committee. And, last but certainly not least, thank you to Christy for compiling and printing out all of the documents week in and week out, for the many, many meetings that we had to discuss and process all of this.

We had our first of a kind, Divisional meeting with members of Division 5 and feel it was successful. We will be scheduling the next one soon and it will be for members of Division 4. A special thank you to the Board members and committee members who also attended

Last, but certainly not least, the Board has lost an important member. Sheila Nokes has had to resign from her position on the Board, and as Secretary. This is due to her husband Jerry being diagnosed with a serious condition. We all are holding them both in our thoughts and wish Jerry the best in his recovery efforts. Sheila has asked me to convey her love and appreciation for all the kindness they have received and asked me to tell you all that she misses us and they hope to be back among us soon. I will ask the Board to consider filling the position in closed session today. It will be only for the next seven (7) months, as that is when Sheila's term is up for re-election.

John C. Ingemi – President,
LLCC Board of Directors

Community Association Report to the Board of Directors

August 20, 2022

Good morning.

I'm pleased to announce 2 internal employee promotions. Mark Hendricks has accepted the Golf Operations Manager position with the departure of Elen de L'isle Gaschet. Elen will continue supporting operations during the transition and work when scheduled. And Nikki Underwood is now the Inn dining room Lead Server replacing Kristine Anderson. During the transition, Kristine will continue working Fridays and events. Please congratulate each one when you see them.

Annual employee performance reviews will be scheduled to complete in September. The first of 2 videos designed to promote Lake Limerick assets has been delivered. The 10-minute video showcases our golf course with music and hole descriptions. The second video is now being produced will showcase our Inn, lakes and parks assets. The marketing team will be working on a promotion campaign including new brochure collateral for review. This project was approved in February this year.

As a follow-up from last month's update for considering placing a structure in the shop yard for additional employee office space, we have requested a quote from a local surveyor to determine lot lines.

CMFE#5 has made an offer to purchase land from a private seller adjacent to their Lake Limerick fire station. The parcel is located in Division 2 Lot 82. They are purchasing for potential future expansion. The station does not pay Dues nor for Water. This is based on the May 20, 2000, BOD minutes that says "The Board of Trustees disapproves of the water committee recommendations to charge fire district #5 and continue the present status of no water fees or dues billed to Fire District #5 Lots 02-081A and 02-080A. Motion made by Scott Carey, second by Esther Springer-Johannesen and carried by the Board."

The HOA Dues Collections process will be implemented in September by sending letters to all Members 90+ days past owed for Dues. Then going forward each month, we will focus on the top 20 and add the next group of 20 ongoing. This will enable the Office to create best practices from lessons learned.

With Esther's support, we will additionally be assessing our Ampston Water billing platform to also process HOA Dues including integration with Quick Books.

Member letters for 90+ days past owed Water assessments will be mailed in September requiring 14 days to either pay in full or establish a payment plan. If neither occurs within 14 days, after the next 48 hours their water will be turned off. This action was Board approved during the July meeting.

I emailed the Board this week 4 Great Hall rental contracts developed with Inn Committee inputs for review and approval:

The contracts are for Members, Member Memorials, Non-Profit and Public events. There is also an Event Planner contract for event management. I want to thank the Inn Committee for their support. There are Inn Committee motions to approve in the Consent Agenda.

Thank you and that concludes my report.

New Business:

b. 2022-23 HOA Operating and Capital Budget Plans

As John mentioned, there have been HOA budget study sessions with office support. There were actually 7 Board sessions at over 15 hours of time invested. The results are operating and capital budgets for the fiscal year Oct2022 – Sept 2023. I want to thank the Board for their inputs and due diligence. The budgets are posted on the Lake Limerick website along with the HOA budget assumptions.

First, I'll present the operating budget.

The Assumptions are the basis for the Operations model. With inflation driving expenses, the results fortunately support continuing Dues at \$100 per month.

The operating budget was developed by analyzing actual revenues and expenses and then adding inflation. Our 4 retail revenue centers are golf, restaurant, lounge and the café. Unfortunately, many economists expect inflation to continue through 2023 and into 2024.

Two new employee positions will be added to the administration office to handle increasing demands. Member Services Receptionist plus a Project Manager to drive significant projects with an emphasis on the health of our lakes.

We will continue with a Reserve Study assessing the cost over a 30-year period of the savings required to maintain and reinvest in core assets when they are at the end of their functional life.

There is a full financial audit budgeted and you are encouraged to vote as you determine necessary for a \$25K expense. We are also budgeting for legal costs, continuing tree maintenance on HOA property, and additional summer security for our 7 parks.

On the HOA Combined Budget are the 9 operating departments with their associated revenues, cost of goods sold and expenses. The planned result is a Net Income of just over \$31K after subtracting funds deposited in Reserves. Our goal is to manage revenues and expenses resulting in a break-even budget so that the HOA pays no federal income tax. We are working diligently to reduce subsidy spending while maintaining the Members required product quality and level of service. Your employees take pride in their work.

In summary the operating budget is a plan that is managed by Department Managers and the CAM with Board oversight. We also look forward to the formation of the Finance Committee to help including financial performance-to-plan review.

Now I look to the Board for comments and request a motion to adopt the operating budget.

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 how the Board rated their priorities on a scale of 1 High to 5 Low.

The result is 13 projects for 2022-23 requested by office administration, greens and facilities departments, and Lake Dam, Inn and Greens Committees. The total is \$220,825. You will see 4 projects moved from capital projects to operations funding. Additionally, is a list of 6 projects for potential future Board consideration. Keep in mind that capital projects are a plan and will require final Board approval before actual funding.

Lastly,

- Budget ballots will be mailed within 14 days to eligible Members in Good Standing
- This year ballots must be received by 5pm Friday September 16 to be counted.

Now I look to the Board for comments and request a motion to adopt the capital projects budget.

Water Report for 08/20/22 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 \$23.4K 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. July usage was up by about 4 M gallons.
- b. Total expenses YTD are about \$109K below budget due to careful spending and fewer major projects being started which means net operating income is about \$85K
- c. Cash on hand is just over \$1.42M in all accounts including non-earmarked savings of \$102.4K and reserves of about \$937.8K
- d. Receivables for all accounts (A/R) as of 08-13-2022 total \$116,285.37. Accounts 90+ days number 223 and total \$29,472.79. The revised collection process is in place and being used with water shutoffs again an option to encourage members to bring accounts current.

3. Water Manager Update: August 13, 2022

1) Well Conditions and Consumption Report:

- 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.”
- 8,075,500 gallons pumped
- 35,500 gallons accounted for fire hydrant flow testing
- 8,104,366 gallons accounted for o Source well meters are not registering correctly, causing inaccuracies in readings.
- Well #6 SCADA had an issue, repaired.
- Quote received for F350 door repair.

2) Project Status:

- Well #2 project: o Still working on obtaining quotes for all upgrades to Well #2. Lake Limerick Water Committee Meeting August 13, 2022 pg. 3 o Legacy has given a quote to remove and dispose of generator to standards for approximately \$3510.00 plus tax.
- Well Evaluation: Warm weather is the best time to have an accurate evaluation done. Chris will get updated bids from contractors to perform the work next summer (2023) and touch base with Northwest Water Services

3) Maintenance status:

- Customer meter maintenance- 14 regular locates and one emergency.
- System leaks and repairs- Well #5 leak has been repaired. During repair, Chris noticed the pipe is 4” not 6”. Chris will update RH2 with his findings for hydraulic analysis.
- Source meters – Two new flow meters and seven source meters are in the budget to be replaced in house by Chris.

4) Water Sample testing:

- Required water samples all within normal range. 5) Water sample station installation
- Water sample station supplies are on back order at this time, Chris has been assured he will receive quoted price when they come in. Parts are expected to be here before the end of the 2022 budget cycle (September 31).

6) Security Camera: Regrouping/delayed, parts for non-line of site not available

7) Fencing for Well #3: Contractor has been contacted and will be submitting bid. Project is challenging because of steep slope around the well.

Customer Inquiries/Locates:

LLWS had 14 regular locates and 1 emergency locate

Forgiveness: Rujirek K Zamora resident at 100813 10 E Shetland Rd is requesting a one-time forgiveness of \$220.50 (\$270.50– \$50 base). The rental home had a water leak and has been repaired. * Motion made by Don Bird to grant a onetime forgiveness of \$220.50 to Rujirek Zamora at 100813 10 E Shetland because of a water leak and is now repaired. Seconded by Dan Cossano and carried with no nays.

Water Sampling:

LLWS performed regularly scheduled water coliform sampling for the month of July and both samples were satisfactory. During the month of July, in addition to the monthly routine coliform samples, nitrate samples from each well site will be collected and sent to the lab for testing.

Water System Plan Completion: Work continues on the Water System Plan. A sub-committee has been formed to review comments/corrections/suggestions from committee members. An electronic vote will be scheduled as soon as the updated document is ready. The plan will then be forwarded to the CAM and the BOD for their approvals.

New Fee Schedule: The Water Committee will be putting together a miscellaneous fee schedule to more accurately reflect the costs for extraordinary services.

Meet and Greet with Fire Marshals: Randy Collins, Mason County Fire Marshal, requested to meet with Water Committee, Water Manager, BOD, and CAM to get acquainted and build a sound working relationship. The session was held in the Great Hall on Tuesday, August 9th. LLCC leadership and the Fire Marshals each shared their roles and some of their vision for the future in working together to determine the viability of LLCC fire hydrants. Two courses of action were decided upon: First, to continue working together to make our system the best possible; second, to prepare an informational piece to share with members in their September water bills. Prior to sending out the information, it would be reviewed by LLCC leadership and the offered to the fire marshals to check for accuracy of content. No further meetings were planned at that time. Randy Collins emphasized that he is an information source and desired to work with LLCC in the most constructive way possible.