

Lake Limerick C.C.



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**LAKE LIMERICK COUNTRY CLUB
BOARD OF DIRECTORS
LLCC Great Hall and Zoom
October 15, 2022
Minutes**

Meeting ID: 872 0085 4730 Passcode: 558535

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

1. Approval of Minutes:

- a. Action:** Motion to approve the Minutes from the two September 2022 Meetings:

Meeting minutes included September regular BOD meeting and the September Special BOD meeting to elect new officers to the Executive Committee.

A motion to approve was made by S. Saylor and seconded by M. Robinson. Passed unanimously, pending the correction of the October 7th special board meeting to name Ester Springer-Johannsson as Treasurer.

2. Financial Report – E. Springer-Johannesen

- a.** Due to the office server computer upgrade, delivery of the financial data to the BOD Treasurer was significantly delayed. Treasurer did not receive data until after midnight the day before today's meeting.
- b.** At End of September, the totals are as follows: \$182,000 HOA Cash Accounts/on-hand; 1.4 million in savings for the HOA; 1.2 million in savings for the Water Department. 2.6 million for all of Lake Limerick, including Water. Receivables over 90 days total \$234,000 and Treasurer could not determine how much of the 90 days dues were in legal process for collection.
- c.** Estimated, and preliminary month end report for revenues came in at \$240,000 and cost of goods sold came in at \$32,000, leaving a net income of \$4,017 for September.
- d.** Revised final report will be sent out as soon as the Treasurer can fully access and review the financial data reports. Treasurer Report for September will be postponed until next month.
- e.** December 2022/January 2023: it is anticipated that final full year report will be complete.

3. Additions to the Agenda from Board

- a. Addition of Audit Status as part of “New Business”, requested by Secretary P. Paradise

4. Statement of Appreciation made by Director M. Berni

5. Additions to the Agenda from the member guests

- a. Greenbelt & Trails Committee inviting Squaxin Island for salmon spawning talk – Dean Dyson, member

6. President’s Report: J. Ingemi – see attached

7. CAM Report: R. Milliman – see attached

- a. Question by K. Evans: is there a way to patch the weir boards?
- b. Answer by R. Milliman: this is scheduled to be addressed next year.

8. Water Report: K. Evans

- a. All wells producing as predicted and well #2 is still pending Water Manger getting pricing from vendors to bring it back online.
- b. 22K below budget for the year
- c. 1.5 million cash on hand, reserves of 938k
- d. Accounts receivables: kudos to R. Hunt for generating increased payments of past-due accounts and outstanding balance. 65 accounts received letters sent.
- e. Well Evaluations: capacity for both winter and summer is being evaluated
- f. One link reported on Peebles Ct. And has been repaired.
- g. New flow meters are being installed but not sure on which wells.
- h. PFA sampling will be performed and equipment for sampling stations has been obtained and awaiting set up.
- i. Fencing project for well is pending
- j. Water System Plan is being worked on by Don Bird. Anticipating that modifications to the draft will be brief. Plan is to submit to the Board Members, hoping to provide to the BOD by February 2023 for final approval and then submitting to DOH.

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

- a. Architecture, Greens, Greenbelt & Trails, Inn, Lake/Dam, Water, Welcoming
- b. **Action:**

Motion to approve Consent Agenda and Committee motions made by P. Paradise and seconded by T. Ingwaldson, no discussion, approved unanimously.

10. Old Business

- a. Meeting procedures “Meetings 101” (compliance with Bylaws, WACs, and RCWs per announcements, scheduling, agendas, minutes, and member observation) – M. Paradise
 - a. M. Robinson reported that M. Paradise, M. Robinson, and M. Berni intend to meet to further discuss meeting practices.
- b. Server for Committee usage (documents, minutes, reports)
 - a. Looking into Google, Microsoft SharePoint, and other options are being discussed and pending server upgrade.
- c. Conference Center/Room for meetings
 - a. M. Paradise has experience using the OWL system and recommends the system as worth further investigation and piloting.
- d. Board of Directors Lake Study Schedule – S. Saylor
 - a. Last month S. Saylor requested board members to review the Lake Study list.
 - b. Lake Study schedule: Board members requested to review the Lake Study List on the website. Specifically, to review and make notes of questions. Submit questions on the Lake Study items to S. Saylor by November 12.
 - c. A summary for review will be compiled for Lake Advocates to assist with the Reserve Study elements related to Lake Advocates
 - d. *Question by P. Paradise:* has anyone reached out to Lake Advocates about why their cost-estimates have increased so dramatically within the Reserve Study?
 - i. *Answer by S. Saylor:* not that I know of. Why the cost-estimates have increased has not yet been asked. Concern about the increased amounts in the Lake Advocates estimates for Lake Maintenance and in need of a response from Lake Advocates. This is to help BOD understand what the cost could be over the next 30 years. Aiming to have meeting by first part of December with Lake Advocates where questions like this can be addressed.
 - ii. *Answer by R. Milliman:* The reserve study has been created by using the mid-range (reduced approximation) of the numbers provided by Lake Advocates in their report. Roger took the Lake Advocates low through high estimates and and calculated the midpoint figures and provided them to the Reserve Study Consultant.
 - iii. P. Paradise voiced concern that the timeline is approaching and the need for complete and understood estimates is critical for long-term planning and short-term budgeting. Is there a rationale for only funding our reserve study at 50% of what Lake Advocates has quoted? Very concerned.
 1. *Answer R. McMillian:* calculated estimates at their midpoint that is 75% of the high estimates.
- e. Business Plan for NYE event. – M. Paradise
 - a. M. Paradise - excused absence.
 - b. J. Ingemi summarized seeking an advance plan for the NYE event and see how much it cost in addition to what was brought in for revenue. Do we have any advanced information on this?

- c. M. Robinson noted the event sold out and are we pondering if we will make money on the event, break even, or operate at a loss. Aiming for cost neutral or revenue positive.
- d. R. Milliman is working with the Inn committee on the plan. The plan has not yet been distributed to the board and will be provided soon.
- e. Comment by Paul Wagner, Inn Committee Chair: estimated that \$800 revenue is expected. Sold out event hosting 100 people.
- f. Question by Teddy L. from the Lake Dam Committee: Will the BOD require all Inn events to provide a cost estimate and plan?
 - i. Answer P. Paradise: NYE has historically been a privately sponsored event. The Inn committee requested the HOA to sponsor the event as a Lake Limerick event for this year and thus the cost. The Board approved the motion subject to a business plan provided in advance and that it is a revenue neutral.
 - ii. M. Robinson added that the board intends that Lake Limerick Events should attempt to be cost neutral or revenue generating. Having an advanced plan is good practice. It is our goal to avoid losing money on HOA events and that private events are revenue-generating. Will events be neutral, revenue generating, or other so the BOD can make an informed decision.

11. New Business

- a. Strategic & Long-range planning – T. Ingwaldson
 - a. M. Berni, T. Ingwaldson, and M. Paradise reviewed the 2017 drafted strategic planning notes. M. Paradise has drafted notes from the meeting. Next month notes will be provided in the board packet to be further discussed at a later meeting.
 - b. Desire is to pursue this for community building, defining stakeholder groups for strategic planning, and potentially using a vendor or contractor to facilitate strategic planning. Aiming for sustainable amenities and how we might achieve that related to long-term planning.
 - i. *Question* by P. Paradise: is this looking at financial sustainability?
 - ii. *Answer M. Berni:* More how will we approach problem solving and how we might make amenities more sustainable:
- b. Budget Planning for 2023 – 2024 – P. Paradise
 - a. Request to add a place holder on our monthly agenda to review the spending in each meeting. Desire to have more detailed information in the treasurer’s report. Curiosity about how the Finance Committee may be able to support in ongoing analysis of the budget.
 - b. R. Milliman suggested having a month-by-month comparison on the actuals.
- c. Employee Appreciation Dinner Event – J. Ingemi
 - a. Discussion of best timing of the event.
 - b. Historical recollection from some board members of how the event has been handled in the past. Has been done in a variety of ways: a full dinner, a pizza party, or only appetizers and held on a night they were already working, and some years enabled employees to bring a single guest (plus one). Limited bar and drinks, 2 hour event.
 - c. Recommended it occur on a Wednesday as it is low impact night in terms of revenue (least amount of business)

- d. Audit Status – R. Milliman: Reached out to three companies, two companies have responded. Once the office provides the requested fiscal information, the companies will provide a cost estimate for a full audit.
 - a. Discussion: financial committee, Office, and Board are all involved as stakeholders in executing the audit. Oversight will be provided in part the Finance Committee, alongside the board.
- e. Greenbelt & Trails Committee inviting Squaxin Island for salmon spawning talk – Dean Dyson, member
 - a. Discussion of approach and purpose
 - b. Motion made to accept the Greenbelt committee’s request to reach out to Squaxin Island regarding the fish ladder, seconded by S. Saylor; passed unanimously.

12. Other Business

- a. M. Robinson – question to Roger: need to decide if the Inn and Café should remain open on Wednesday due to low use and revenue generating. In the past we have closed on Wednesday as part of our “off season” practices.
- b. R. Milliman has not yet determined what action to take. A determination by the CAM will be offered in November. Revenue, cost of labor, and cost of goods sold will be used to determine the Wednesday closure season.

13. Correspondence – Report from J. Ingemi

In recent history, the Board has not dealt with correspondence. The most recent practice is that the office would review and delegate the correspondence to the board or committee chairs. Not all correspondence is to the board, only that correspondence which is directed to the board. The majority of correspondence is reportedly Compliance. **Actionable flags might include:**

- If “dear board”
- Or Addressed to a Board Member or Position (“(Name)” or “Treasurer”)
- Emails and scanned letters
- Responding to correspondence

Proposal: Experiment with a Google Shared Drive

- 1 folder “Correspondence”
- 1 subfolder for Other
- 1 subfolder for Board
- 1 subfolder for Committee

Near future: The Board or executive committee to initiate next steps on upgraded servers, examine options for potentially shifting to Microsoft. Consult with HCC to find out the options, as we have outgrown the existing system and provided services. SharePoint for improved communications and management across. Taking the steps we need towards a systems that can serve our need for improved communication, access, and efficiency.

S. Saylor: is all compliant or letter to the BOD or Director forwarded or brought to a meeting?

J. Ingemi: Working to find a way to share with all Directors the correspondence so that there is equal access.

P. Paradise: We hear that sometimes topics come up via correspondence and decisions are made referencing the correspondence without our ability to see or confirm the messages.

M. Robinson: We have smart members that we can use for technical assistance to inform possible next steps.

14. Announcements and Upcoming Events

October 16 – Trivia Night at the Inn

October 20 – Bingo at the Inn

October 27 – Inn Committee Town Hall meeting

October 29 – Adult costume party at Blarney Room and Inn

October 30 – Family Halloween celebration in parking lot (Truck or Treat)

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

a. Motioned by M. Robinson and seconded by M. Berni. Motion passed unanimously

16. Motion to Reconvene to Open Session.

a. S. Saylor motioned and M. Berni seconded. Motion passed unanimously

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

a. M. Robinson motioned and S. Saylor seconded. Motion passed unanimously

18. Motion to Adjourn at 11:59 am.

a. Motioned by M. Robinson and seconded by M. Berni. Motion passed unanimously

Respectfully submitted,

Pat Paradise, Secretary
Lake Limerick Board of Directors

Lake Limerick C.C.



est. 1966

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President's Report 10/15/22

Membership Meeting – why it's in October, Treasurer's Report, etc.

Lake Limerick Country Club is an organization based on what is constantly and legally called, “restrictive Covenants.” We are mandated to follow our Bylaws and other governing documents. So, while we always have had the Budget approval by the membership in October, it always coincided with the Semi-annual Membership Meeting that was scheduled in that month, per the Bylaws. Now, out of fairness to the members, the budget approval is done by September and the new budget starts on October 1st (which is the fiscal year.) But, per the Bylaws, the October “Semi-Annual Members Meeting” still needs to have a report on the Budget. And, due to the resignation of our Treasurer and with installation issues that we are having with the new information server, we are struggling a little bit to give you an appropriate report. But, keep in mind, we did give one last month.

Security

We have had a number of thefts and issues of vandalism within the Community. One incident happened in the Men's Room of the Café / Pro Shop. You may find, as a result, that the bathrooms are now closed to the outside when the Café is closed. There is a keypad available. Also, a member's RV was stolen from his lot one night! Your Vice President T. Ingwaldson and myself have been locking and unlocking the bathrooms at Olde Lyme Park on nights and weekends. We also have pictures of residents or, guests of residents, cruising around the community in vehicles with the plates expired, vehicles painted white one day and black the next. These are people from known drug houses and have been involved in thefts around our community. These have been reported to MCSO. We have had homeless encampments by the RR tracks over by the dam and, another at Olde Lyme Park by Cranberry Creek. We need to be vigilant and get the word out to our members to be on the lookout for this type of activity. If it gets a foothold, we will be fighting an uphill battle – like so many communities dealing with homeless issues. A member of the Greenbelt & Trails Committee said on Thursday night, “if you see something, say something!” We have many issues with the Sheriff's Department but whether they come out to investigate a complaint or not, it still gets recorded and is available for our case files. So please report what you see.

Fire

I was notified by a neighbor of a fire in progress on Thursday morning on E. Shetland Road. I immediately went up there to find the response from the Mason County Fire Department to be exceptional. There were at least 6 vehicles including EMS, tanker trucks, Fire Department Supervisors and the Sheriff's Department. It was a blessing that no one was injured and there was minimal damage. This incident did involve a space heater so, as the colder months are closing in, please be careful and use these devices safely.

Board Vacancy

Again, this term we are faced with another vacancy on the Board of Directors. With the approval of the Board, I will call a Special Board Meeting on October 29, 2022 at noon, by Zoom, to appoint a member in good standing to this position. We will announce the vacancy and candidacy information on Monday via the website. This Board position is up in April 2023 and so will be for a period of 5 months.

Respectfully,

John C. Ingemi - President,
LLCC Board of Directors

CAM BOD report

October 15, 2022

Good morning

We have 2 collections updates:

- As of end of August, 85 Water accounts were over 90 days past owed of which 65 are metered and 20 non-metered. 65 letters were mailed on September 3 owing a total of \$33,590. As of October 7, \$27,650 had been paid or agreed to pay with a payment plan. One meter was locked out. The same process for 90+ days non-payment will be followed going forward.
- For past owed Dues over 120 days, 106 letters were mailed on October 3 with an amount owed \$213,480. We are following the 15, 30, 60 and 90 day letter Board approved plan and per the counsel of our attorney that will standup in court in the event the Board takes legal action on a case by case basis.

Our ordered new NEC telephone system has finally been delivered to our support company Hood Canal Communications. We are dusting off the transition plan to establish training and installation dates including a community communications plan.

As previously communicated, our current POS system for F&B and golf operations will no longer be supported by Golf Now in June 2023. To date, I have reviewed 8 of 9 potential vendors including 3 presentations. Our goal is to select a vendor by December for a March cutover.

On October 4 Facilities with Lake Dam Parks Committee support conducted a successful test of the Lake Limerick culvert pipe known as the butterfly valve test. Annual testing is a requirement of our Operations and Maintenance plan per the Department of Ecology Dam Safety Office.

Due to the lack of rain, the annual removal of Limerick and Leprechaun weir boards has been delayed. We are required to maintain fish ladder outflow that is currently flowing at one foot. When we get sustainable rain and lake levels start to rise, Facilities will start removing boards. The Dam Safety Office and the Squaxin Tribe were notified.

Water Report for 10/15/22 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. Our Water Manager continues to work on refining RFQ criteria for potential bidders to include necessary work to bring Well #2 up to code and improve outdated equipment connections to the SCADA monitoring system.

2. Water Financials

- a. Final review and approval of financial data by the Water Committee will now be analyzed and approved one month in arrears. This will allow the accounting department enough time to provide complete data rather than having to rush at the last minute with incomplete data available.
- b. As of August 31, 2022 Revenue is still below budget by \$22K because of the wetter spring resulting in lower usage. Usage has increased in the warmer and drier months of July, August, and September which will bring revenues to or above the 2021-2022 budget projection. September usage was up again by about 3.2 M gallons from April.
- c. 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 \$87K
- d. Cash on hand is just under \$1.5 M in all accounts including non-earmarked savings of \$102.4K and reserves of about \$938.6K
- e. Receivables for 85 accounts (A/R) 90 days and over totaled \$33,589.79 in August. 85 Shut-off warning letters were sent out resulting in most accounts being brought up to date or payment plan arrangements. Accounts 90+ days number 223 and total \$29,472.79. With the revised collection process in place and being used with water shutoffs again an option to encourage members to bring accounts current, the accounts receivables showed a total billing of \$33,589.79 with \$27,649.79 collected. \$5,940.31 is still in process.

3. Water Manager Update: September 08, 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.”
- Approximately 6,728,000 gallons were pumped during the last billing cycle. This is up about 3,000,000 gallons from off-season and is the result of higher usage during the warm/dry weather.

Water service shut off's- At the beginning of the month he has 65 accounts overdue owing at total of \$33,589

On September 26th when we shut of services, we had 4 accounts overdue owing a total of \$5,940. Two of these accounts were not shut off as they are pending sale. Please see attached spreadsheet

2) Project Status:

- Well #2 project: Water Manager continues to work with potential bidders.
- 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- No new data available.
- System leaks and repairs- Water Manager continues to work with customers and contractors to monitor leaks and new construction. The water leak on Peebles Ct. has been repaired.
- 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:

- LLWS performed regularly scheduled water coliform sampling for the month of September, both samples were satisfactory.
- We will be doing PFAS sampling in the near future through a free DOH program. This sampling is not currently required but will be in the near future.

5) Water sample station installation:

- Water sample station supplies are now on hand. The first two sampling stations will be installed by the end of October. Having dedicated sampling stations will increase the reliability of test results.

7) Fencing for Well #3:

- Contractor has been contacted and will be submitting bid. Project is challenging because of steep slope around the well. One bid was received and another contractor decided not to bid after inspecting the site. The water manager is continuing to solicit bids.

8) Customer Inquiries/Locates:

- LLWS had 18 regular locates and 1 Emergency locate.
- LLWS had 3 requests for water service.

9) Forgiveness: One new request has been received and will be reviewed at the next regular meeting. The Water Committee is working on updating the process for requesting one-time forgiveness and for record-keeping so that there can be no “double-dipping.”

10) 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. Both Northwest Water Systems and the Washington State Department of Health have been contacted and are aware of the current progress. Final revisions from the Water Committee are expected to be submitted to Northwest Water Systems by the end of October. Any recommended modifications will be slight. The plan will then be finalized by NWS and forwarded to the CAM and the BOD for their approvals and then submitted to the DOH. Board members have requested that a draft be submitted by February 2023. The Water Committee is working to meet that deadline or sooner.

11) New Fee Schedule: The Water Committee is continuing work on a miscellaneous fee schedule to more accurately reflect the costs for extraordinary services.

12) Water Committee Name Change: Postponed until proposed by-laws changes can be evaluated and submitted to the BOD.

Kelly Evans

LLCC Water System Committee Chair