

*Lake Limerick C.C.*



*est. 1966*

**LAKE LIMERICK COUNTRY CLUB  
BOARD OF DIRECTORS  
LLCC Great Hall and Zoom  
December 17, 2022  
Meeting Minutes**

**Meeting ID: 824 8239 7457 Passcode: 009068**

- 1. Roll Call:** President – J. Ingemi, Vice President – T. Ingwaldson, Secretary – P. Paradise, Treasurer – E. Springer-Johannesen; Directors: M. Paradise, M. Berni, D. Dyson, K. Evans (Ex Officio), all present.

Director S Saylor, - excused absence, Director M. Robinson, - excused absence

- 2. Approval of Minutes:**

**Motion to approve the Minutes from the Board Meeting of 11/19/22**

A motion to approve the 11-19-2022 board of director's meeting (with the attachment of consent agenda to meeting minutes) as amended was made by T Ingwaldson, seconded by M Berni, and approved with no nays

- 3. Financial Report – E. Springer-Johannesen**

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

A motion was made by P Paradise, seconded by D Dyson, and approved with no nays to accept the treasurers report for October and November 2022.

October Café cost of goods vs revenue was discussed – a one time purchase of long term consumable items was recorded in October, but will be utilized throughout the year. No similar anomaly in Novembers reporting – Novembers financial report is not yet complete and is being finalized. Receivables over 90 days (217K) are being reviewed and a small number of members owe a large sum of money. Lien status of these properties is being reviewed/confirmed and a review of liens filed with the county is being reviewed. An agenda item will be added to next months agenda for continued discussion. A combined cash balance of hoa and water dept is \$2,145,000. Water dept has opened a savings account (in addition to existing checking and cd accounts) at Edward Jones.

- 4. Additions to the Agenda from Board**

President Ingemi added "members in good standing" discussion under new business line item D.

Director M Paradise added “audit status” discussion under old business line item I.

**5. Additions to the Agenda from the member guests - none**

**6. President’s Report: J. Ingemi – no president report due to long meeting agenda**

**7. CAM Report: R. Milliman – (see attached for details)**

CAM provided an update on past due accounts and measures being taken to collect owed monies. CAM is working with staff and LLCC accountant to close out current year’s books. Once completed – year end financial information will be provided to 3 accounting firms for scope of work, schedule, and pricing for our audit. POS vendor selection has been short listed from 9 to 5 and is now down to 2 potential vendors. End users of POS system will have input into product selection. Finance committee invited to vendor interview process, with vendor selection by March. New phone system purchase (HCC) ongoing with installation to follow. Navy golf property easement has been paid, and signed, pending filing with Mason County. It was noted that this easement provides access to not only golf course property – but also to our dam and fish ladder. LLCC insurance policy was reviewed and renews this month. Maintenance yard is a compilation of 3+ former association building lots – LLCC has surveyed and will work with county to combine them into one combined tax parcel. Navy trestle seismic project status: working with Navy for two easements, compiling LLCC costs to date for engineering, surveying, legal, and staff time. A question was asked about options for access/easement for the Navy water line right of way – ie: utilizing our Mason County right of way agreement vs getting an easement directly from the navy – CAM will discuss with BOD to determine best course of action. LLCC did receive information from our insurance company on the use of LLCC hydrants for fighting fires – LLCC has no general liability insurance coverage for “failure to provide” water. LLCC is still awaiting a legal opinion on allowing use of LLCC hydrants for fire fighting.

**8. Water Report: K. Evans – (see attached for details)**

All wells operating and producing excellent quality water – except well #2. Financials were reviewed, past due accounts are being pursued with very good progress being made. Project status: well #2 upgrades to electrical and controls to bring well #2 back online, well #3 fencing (safety issue), scope of work and bids in process. Well evaluation scope of work will be done during the summer during high peak demands. Well site #2 generator plan being looked at. A leak and outage on Saint Andrews was repaired in house by our staff. A better means of notifying residents is needed and being developed. Water sampling stations being installed and samples are regularly taken. Water System Plan final draft editing is near completion - 69 pages of committee review comments have been received this week and need to be integrated into the plan review process. It was asked if it would be a better idea to have the BOD review and make review comments to the plan prior to NWS retyping the report instead of doing it twice (once now and once after bod comments). No decisions have been made on utilizing hydrants for fire flow. RH2 is providing a revised document on hydrants showing all 44 hydrants and the potential fire flow available from each one of them. CAM and Water Committee Chair will work together to analyze RH2 hydrant document for the benefit of the water committee.

**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, in particular the Architecture Committee Report

A brief discussion on the purpose, intent, and utilization of a consent agenda was discussed. What is a consent agenda, why do we use one, what is being approved within the consent agenda? – BOD President and Secretary will meet to discuss, no action taken.

A motion was made by T Ingwaldson , seconded by D Dyson, and passed with no nays to approve the consent agenda as edited and presented.

## 10. Old Business

- a. Strategic & Long-range planning (notes in pack) – Ingwaldson/M. Paradise/Berni  
No report or discussion. A recap of discussions to date will be emailed to BOD members.
- b. Meeting procedures “Meetings 101” (compliance with Bylaws, WACs, and RCWs per announcements, scheduling, agendas, minutes, and member observation) – M. Paradise.  
No report or discussion.
- c. Finance Committee Resolution approval. (removed from consent agenda)

A discussion of the resolution as written and presented for BOD approval was held. P Paradise raised the following concerns prior to voting, a) the cam is a manager and not a policy maker – and while the cam should fully participate in this committee, cam should not be a formal committee member or voting member. b) Committee is limited to 6 members, who appoints the members and what if other members want to join the committee? This would be the only volunteer/advisory committee limiting membership. c) No member participation at finance committee meetings and no opportunity for input/discussion (observation only) at the finance committee meetings. After discussion by BOD and community members – the resolution as presented for approval will go back to the committee for further clarification, discussion, and possible revisions.

- d. Golf Course Walking Policy – P Paradise

P Paradise took issue with the revised walker rules that restricted member access to the cart/walking paths during major tournaments. The walker rules were established to protect walkers – not exclude walkers from utilizing the paths. Reasons given for the revision were to speed up tournament play and because public golfers didn't understand why members were allowed onto the paths in the first place (not a common practice outside of Ilcc). After BOD and community member discussion/debate on rule revisions and how the consent agenda and advisory committee motions to the board function - a motion to approve the revised walker rules was made.

A motion was made by M Berni, seconded by D Dyson, and passed with 2 nays to add line item 14 to the walker policy (course closed to walkers during major tournaments at the discretion of the pro shop staff)

e. Golf Irrigation Pumphouse VFD upgrade PAR – R Milliman

The project was approved in the current capital budget and the existing system is old and no longer supported.

A motion was made by D Dyson, seconded by T Ingwaldson, and approved with no nays to approve and fund the purchase and installation of the golf irrigation pumphouse vfd upgrade. (per the attached par)

f. Golf Course Irrigation Faceplates PAR – R Milliman

The project was approved in the current capital budget and the existing faceplates are no longer supported.

A motion was made by M Berni, seconded by D Dyson, and approved with no nays to approve and fund the purchase and installation of the first 3 irrigation faceplates (per the attached par)

g. Server for committee usage (documents, minutes, reports)

Still working on the process and possible vendors for initiating this (possible cloud storage)

h. Video Conference Center/Room for meetings

Owl system was looked into but is not conducive to our needs. The concept and possible configurations is still being looked into.

i. Audit status –

Office is working to closeout the year end finances with our accountant. Once year end documents are completed – 3 firms will be provided the documents to provide a scope of work and a cost for the audit. The BOD will select the auditing firm.

## 11. New Business

a. ADU and STR discussion – J. Ingemi / P. Paradise

A recent member permit application for establishing and building an adu resulted in a discussion regarding LLCC and ADU (auxiliary dwelling unit). A member petition to eliminate STR (short term rental) units in our community has also been brought to the Board. Our current by-laws only allow for “single family residence” – but what is the legal definition and use of that language?

A discussion between board members, architecture committee members, and community members brought up concerns and legal questions. What is an adu? Do our bylaws allow them? Does the Mason County Planning Department allow/approve them? Does this community want to embrace or restrict adu's? Size? Dues? Renters? Impact on rural nature of our community? The same basic same questions / concerns regarding short term rentals (typically rental periods less than 30 days) were stated.

A recommendation was made to reply to the permit applicant that the approval of a garage building permit would not be including the permitting the establishment an adu.

**The Board directed the CAM to review and get a legal opinion of our by-laws and restrictions from our attorney on both subjects.**

b. Budget Planning for 2023 – 2024 – M. Paradise

No report – but a general question to the board about process for budget planning. A request to look back at last years budget to assess how we did on budget planning vs budget execution. A year end document will be presented to the board and the community. Last years HOA budget planning started in May. Water Committee will begin next years budget starting in January.

c. POS subcommittee – E Springer-Johannesen

CAM is tasked with procuring a new POS system. A discussion about involving the end users of the new system needing to be consulted with the decision making was held. POS could be utilized to extract information that would be helpful to the community. No decisions made.

d. Member in Good Standing Discussion/Motion – President Ingemi

A motion to hold a member determined to be not in good standing – as a penalty - would remain not in good standing for an additional 90 day period – upon returning to a member in good standing status was made by J Ingemi, seconded by T Ingwaldson, and opened for discussion.

A discussion about what constitutes a “member in good standing” and what is required to return to a member in good standing status. Some members will make an effort to become a member in good standing in order to get permits approved or water service restored. By getting themselves onto a payment plan or short term correction of issues that resulted in loosing their good standing status. Once permit is issued – or water service restored, the member may revert back to the behavior that originally resulted in their loosing their member in good standing status. An additional 90 days being held as a member not in good standing “penalty” would be the result.

It was recommended that a resolution be written, approved, and filed prior to initiating the proposed 90 additional day penalty.

No bod vote was taken.

e. HVAC in Office and Inn oven repair (replacements)

A motion was made by T Ingwaldson, seconded by D Dyson, and approved with no nays to replace the Inn Office HVAC system and the Inn Restaurant oven that are currently broken and out of service at a cost not to exceed 35K for both items.

Part of the discussion included what is currently budgeted and the correct process for how these decisions are made.

f. Cart Shed Enclosures (removed from consent agenda)

A motion was made by P Paradise, seconded by D Dyson, and approved with no nays to enclose the pro shop cart shed per the par and to “copy” the pro shop par for the storage yard cart shed.

A discussion about what is included in the par as far as scope of work and the budget. The money was allocated in the capital budget to expand the sheds by 4'-0" and enclose the cart sheds with metal on 3 sides to protect the carts from the weather. It was agreed to proceed with the budget and concept for the shed cover adjacent to the pro shop – and to budget and follow the same concept at the shed in the storage yard (ie: not tarps – but enclose the sides and end with metal and then a curtain at the access end.

g. Golf Course Pond Cleanup (holes 6 & 7) (removed from consent agenda)

A motion was made by E Springer-Johannesen , seconded by D Dyson, and approved with no nays to mechanically clean “hand cut” (weed wackers and tri blade cutters) the pond of invasive overgrowth of weeds and cat tails in August while water levels are low. Work will be done with staff and volunteers – a hydraulic project authorization from Fish and Wildlife will be needed. CAM will work to secure any required permit(s).

h. Lake/Dam item #1(authorization for funding to conduct cranberry creek walk) (removed from consent agenda)

A motion was made by P Paradise , seconded by D Dyson, and approved with one nay to approve and fund the Lake Advocates PAR (see par) to walk Cranberry Creek and perform an evaluation of how much sediment is eroding from Cranberry Creek bed and entering into Lake Limerick in July/August during low water flows. NTE 14K allocated in capital budget. A question was asked if LLCC could combine this par with the evaluation of the Cranberry Lake sedimentation pond evaluation. It was requested that these item be combined and also request a budget (if needed) to include the Cranberry Lake sedimentation pond.

i. Lake Dam item #2 (establish positive working relationship between LLCC and Frank Foundation for ongoing and future maintenance projects and long term planning) (removed from consent agenda)

A board member needs to be assigned to the team to work directly the cam to establish – it was recommended the Director Saylor be assigned to the team.

## **12. Other Business -**

Member questions:

To define what is a short term rental is, typically it is a rental term of less than 30 days.

To provide status of project manager position at next BOD meeting

Suggestion to review property sales closing documents for “et al” language which may indicate investor owned type purchase.

## **13. Correspondence – Report from J. Ingemi and M. Paradise**

One hearing request between hearing committee and a member.

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

CAM reviewed holiday schedule for amenities

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

A motion to adjourn into closed session made by P Paradise, seconded by M Berni, and approved with no nays

A motion to review and accept the compliance register was made by D Dyson, seconded by M Paradise, and opened for discussion.

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

A motion to reconvene into open session was made by M Berni, seconded by M Paradise, and approved with no nays.

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

A motion to accept all motions made in closed session was made by D Dyson, seconded by P Paradise, and approved with no nays.

**18. Motion to Adjourn**

A motion was made by P Paradise, seconded by E Springer-Johannesen, and approved with no nays to adjourn

**Respectfully submitted,**

**Pat Paradise – Secretary,  
Lake Limerick Board of Directors**

CAM BOD report

December 17, 2022

Good morning

Regarding collections, Members who have not made payments in over 90 days are being mailed letters including those who previously did not comply with their agreed payment plans. 61 HOA letters and 45 Water letters are being mailed Monday. Following our process, this will be the third letter for some Members. In January I will have recommendations for accounts sent to legal for liens and potential foreclosures.

Regarding a financial audit, the Finance Committee is working with Shauna and our accountant to finalize general ledger entries in order to close our fiscal year financials. With that completed financials will be sent to three CPA firms requesting a quote with a scope of work, schedule and cost.

For a new POS vendor section, I researched 9 vendors and interviewed 5. We are down to 2 potentials - Golf Now's new G1 application and Tee Snap. A team of office accounting, golf, food & beverage including Finance Committee member Kyle Skinner will be invited for vendor reviews in January. A vendor will be determined followed by management negotiating a contract. I welcome the participation of a Board member. Our goal is to have a new POS system operational in March.

Regarding converting to a new NEC telephone system, Kelly Evans, Don Bird, Chris McMullen, Christy Smith and I conferenced with Hood Canal Communications last Tuesday. Purpose was to understand our options for receiving and responding to water customer calls. We will schedule HCC in January to start installation with the office being converted first. The only difference callers will experience when calling is being greeted by an auto-attendant calling tree to route their call. Community communications will be provided.

The Navy property golf easement has been paid and signed by President John Ingemi. We were notified yesterday that the signed Navy copy will arrive next week. It will then be filed with Mason County. The easement is for 50 years with a one-time payment of \$12,200.



The Executive Committee met with our Insurance Agent December 8<sup>th</sup> reviewing general liability, cyber and D&O policies. President John Ingemi has signed the contract for renewal on December 17<sup>th</sup>. Our HOA and Water budgets accurately forecasted rate increases at 12%.

For the purpose of combining the shop and hole #9 golf course parcels, we are determining the process and cost with Mason County to file subject to Board approval.

Removal of Limerick and Leprechaun weir boards is completed for the season.

For the Navy trestle retrofit project on Mason Lake Road, Morrissette Engineering is currently in process of coordinating 2 easements on Navy property. A temporary water mainline easement to maintain our loop distribution during construction is required and for a permanent water line replacement. Morrissette has submitted the plan drawings to the Dept of Health for a 30 day approval review that we will be charged for. We will determine billing the Navy for all engineering, legal, DOH, and other related expenses over the life of the project.

After DOH approval, we will then send drawings to the Navy for their review and approval. It is tbd if the Navy will attempt to charge LL for 2 easements. If they do, we will determine getting our attorney involved due our utility franchise agreement with Mason County.

Lastly in January, I'll have 3 recommendations for Board approval:

- Replacing the broken restaurant oven
- Replacing the broken office HVAC wall unit
- Resurfacing the Great Hall entrance ramp

# Water Report for 12/17/22 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 is working with Coast Controls on a final bid for 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 October 31, 2022 Annual Revenue is slightly below budget by \$857. This is well within the range of normal budgeting.
- c. Total expenses YTD are about \$40K below budget due to careful spending and fewer major projects being started which means net operating income is about \$45,135. Expenses will even out during the 2<sup>nd</sup> and 3<sup>rd</sup> fiscal quarters with projects slated for warmer weather.
- d. Cash on hand is just over \$1.33 M in all accounts including non-earmarked savings of \$102.4K and reserves of about \$939.1K
- e. Receivables for 143 accounts (A/R) 90 days and over totaled \$18,076.54 in August. Additional shut-off warning letters are being sent out resulting in most accounts being brought up to date or payment plans arranged. Accounts 90+ days number have been reduced by 80 with the total amount owed down by
- f. \$11,400 since September. Rhonda continues to successfully work with members to reduce accounts receivable. With the addition of office staff she will be able to devote more time to collections

## 3. Water Manager Update: December 08, 2022 (reflecting October 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.”
- Total authorized consumption for November was 4,475,900 gallons. This is down from summer highs of over 7,000,000 gallons pumped per month.

### 2) Project Status:

- Well #2 project: Water Manager continues to work with Coast Controls
- 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 two leaks on St. Andrews Drive were successfully repaired by Water and Greens personnel. The Water Committee will be working with the CAM to improve customer notification procedures. Problematic cell phone connection hampers communication with the office by Water staff making up-to-the-minute progress much more difficult.

- 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:**

- This work may be completed “in-house” because of a lack of reliable bidders. It is considered essential and will be completed as quickly as possible.

**8) Customer Inquiries/Locates:**

- LLWS had 11 regular locates and 1 Emergency locate.
- LLWS had 1 request for water service.

**9) Forgiveness:** Three requests were approved. The Water Committee is working on updating the process for requesting forgiveness including verification that repairs have been completed by inspected by Water staff.

**10) Water System Plan Completion:** Work continues on the Water System Plan. The revised draft has been completed and will be submitted to the Water Committee, the Board of Directors, CAM, and Northwest Water Systems for review within by month’s end. 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.

*Kelly Evans*

LLCC Water System Committee Chair

Lake Limerick C.C.



est. 1966

LAKE LIMERICK COUNTRY CLUB  
790 East Saint Andrews Drive, Shelton, WA 98584  
Phone (360) 360-0429 Fax (360) 426-8922  
Email: <mailto:mail@lakelimerick.com> Web site: <http://www.lakelimerick.com>

**BOARD OF DIRECTOR'S MEETING  
December 19, 2022 @ 9:00AM  
CONSENT AGENDA**

**Architecture Committee** –No Motions to the Board

**Compliance Committee** – No Motions to the Board

**Finance Committee** – No motions to the Board for December

- Motion to the Board (from October 14<sup>th</sup> 2022 committee meeting)

Motion made to submit Resolution 2022 – 03 to board for review and approval.

*Removed from consent agenda and added to agenda under old business item C*

**Greens Committee** – ATTACHMENTS (requiring Board Action – Old Business e. & f.)

- **PAR for Golf Cart Shed Enclosures**  
Cost quote from Akon Curtains (text msg quote from Custom-Bilt Metals)  
Photos of current shed (behind Pro Shop)  
*Removed from consent agenda and added to agenda under old business item E*
- **PAR for Pond Cleanup/Vegetation Removal (Hole 6/7)**  
Cost estimates included in PAR  
*Removed from consent agenda and added to agenda under old business item F*

**Greenbelt and Trails Committee** – No Motions to the Board

**Hearing Committee** – No Minutes Received- No Motions to the Board

**Inn Committee** – No December Meeting

## **Lake/Dam Committee –**

### **Motion #1**

LD Committee requests the BOD authorize funding for Lake Advocates to conduct a Cranberry Creek walk in early July 2023 to assess inflow of soft sediment and its impact to Lake Limerick. Funding not-to-exceed \$14K per LD's FY2022-23 Budget. Lake Advocates latest estimate contained in their November 2022 Lakes Report update is \$12.7K.

***Removed from consent agenda and added to agenda under new business item H***

### **Motion #2**

LD recommends LLCC CAM and at least one BOD representative develop a relationship with the Frank Foundation relative to Cranberry Lake / Cranberry Creek's impact on Lake Limerick. A positive relationship between LLCC and Frank Foundation will help with developing and executing projects (e.g. potential dredging, maintaining the current retention pond and retention structure, etc.) that are needed to sustain the life of Lake Limerick.

***Removed from consent agenda and added to agenda under new business item I***

## **Water Committee – Motions to the board**

Motion made by Don Bird to move \$49,000.00 out of Heritage mainline to Edward Jones mainline account and \$ 35,000.00 out of Heritage well capacity account to Edward Jones well capacity account. Seconded by Anne Moen and carried with no nays.

Motion made by Don Bird to approve the one-time forgiveness request for Trudy Hunt 2171 E St Andrews Dr, Mike Smith 424 E. Olde Lyme Road, and Neil Burkel 1980 E Saint Andrews Dr for the requested amount less the base fee and late fee waived. Seconded by Wallace Montz and carried with no nays.

## **Welcoming Committee – No December Meeting**